

Securing Certification Declaring a Child Legally Available for Adoption

The process in securing Certification Declaring a Child Legally Available for Adoption (CDCLAA)

Office or Division	Adoption Resource and Referral Section (ARRS)/ Protective Services Division (PSD)	
Classification	Highly Technical	
Type of Transaction	Government to Governments Government to Citizens	
Who May Avail:	Local Government Units (LGUs), Residential Care Facilities (RCF) and Child Caring/ Placing Agencies (CCAs/CPAs)	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
A. Abandoned, Foundling, Neglected and Dependent Children		
1. Letter from the petitioner addressed to Field Office Regional Director	Petitioner may be: <ul style="list-style-type: none"> • Head of a Child Caring/ Placing Agencies or institution managed by the National Government or Local Government Unit; • Head or Executive Director of a licensed or accredited Child Caring/ Placing Agencies; or • A Provincial City or Municipal Social Welfare and Development Officer 	
2. Notarized Petition	Petitioner	
3. Child Study Report (with Social Worker's PRC Licensed No. and Validity Date)	Petitioner	
4. Written Certification from radio/television (aired in three different dates)	Radio Station/ TV Network	
5. One (1) Original Newspaper Publication (copy of the whole page of the newspaper where the case was published of affidavit of publication)	Any newspaper agency in general circulation	
6. Either one (1) of the following: <ul style="list-style-type: none"> • Police Blotter/ Report; • Barangay Certification • Certified True Copy of tracing report issued by Philippine National Red Cross (PNRC) 	Police Station/ Barangay/ PNRC (where the child was found or abandoned)	
7. Returned Registered Mail or copy of the letter with Registry Receipt	Philippine Post Office	

8. Birth Certificate/ Certificate of Foundling (Certified True Copy from Local Civil Registry or SECPA copy)	Local Civil Registry (LCR) or Philippine Statistics Authority (PSA)
9. Child Profile Form (for foundling children)	Petitioner
10. Recent whole body photograph of the child (colored)	Petitioner
11. Photograph of the child upon admission/ abandonment (colored)	Petitioner
12. Copy of Notice of Petition	DSWD – NCR - Adoption Resource and Referral Section (ARRS)
13. Certificate of Posting	Provincial City or Municipal Social Welfare and Development Office
14. Medical Certificate/ Bone and/or Dental Ageing Result (for foundling cases)	Registered and Licensed Physician
B. Surrendered Children	
1. Letter of Application addressed to Field Office Regional Director	Petitioner may be: <ul style="list-style-type: none"> • Agencies or institution managed by the National Government or Local Government Unit; • Head or Executive Director of a licensed or accredited Child Caring/ Placing Agencies; • A Provincial City or Municipal Social Welfare and Development Officer
2. Child Study Report (with Social Worker's PRC Licensed No. and Validity Date)	Petitioner
3. Notarized Deed of Voluntary Commitment (DVC) and copy of the valid ID used by the child's birthparent/s/relative/s	Petitioner and child's birthparent/s/relative/s
4. Birth Certificate (Certified True Copy from Local Civil Registry or SECPA)	Local Civil Registry (LCR) or Philippine Statistics Authority (PSA)
5. Recent whole body photograph of the child (colored)	Petitioner
6. Photograph of the child upon relinquishment/ admission to agency (colored)	Petitioner
7. Certificate of Authority for a Notarial Act (CANA)	<i>Regional Trial Court</i> signed by the Executive Judge/Vice-Executive Judge/any office authorized signatories
*Per DSWD Administrative Order No. 12 series of 2011 or the Guidelines for the issuance of the DSWD Certification Declaring A Child Legally Available for Adoption (CDCLAA), additional documents may be required to support the report/ case of the child if it is for the best interest of the child to be issued with CDCLAA.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p align="center">A. Abandoned, Foundling, and Dependent Children</p> <p>The following procedures shall be undertaken for abandoned or dependent child to be able to secure the Certification after three (3) continuous months of abandonment or dependence.</p>				
<p>1. Petitioner files a petition for issuance of CDCLAA together with two (2) sets of complete supporting documents (original and photocopy).</p>	<p>1.1. The ARRS review and examine if the Petition is sufficient in form and in substance together with other documentary requirements. The duplicate set (photocopy) of documents shall be maintained at the DSWD Field Office.</p> <p>The Petition shall have a control number which shall be assigned by the ARRS indicating the region and year when the Petition was filed before a number.</p> <p>1.2. The Petition should be sufficient in form and substance otherwise it shall be returned to the petitioner without prejudice to its re-filing. The petitioner should re-file the Petition immediately upon correction of</p>	<p>None</p> <p>None</p>	<p>Within three (3) working days upon receipt thereof.</p> <p>Within three (3) working days upon receipt of the Petition.</p>	<p><i>Administrative Aide IV, Social Welfare Officer IIs, Officer- in-Charge ARRS, Division Chief PSD, Assistant Regional Director</i></p> <p><i>Administrative Aide IV, Social Welfare Officer IIs, Officer- in-Charge ARRS, Division Chief PSD, Assistant Regional Director</i></p>

	<p>inconsistencies/ completion of required documents.</p> <p>1.3. The Petition shall be forwarded to the Regional Director, who shall order the posting through the City/Municipal Social Welfare Development Office (C/MSWDO) to post the Notice of the Petition. The Child Caring/Placing Agencies may hand-carry the order of posting to the concerned C/MSWDO.</p> <p>1.4. The Notice of Petition shall be posted for information of any interested person in conspicuous areas in the city/ municipality where the child was found such as but not limited to the city/ municipality hall, health center, barangay hall, police station and post office.</p> <p>The Notice of Petition shall be legible with 2x2</p>	<p>None</p> <p>None</p>	<p>Within three (3) working days upon receipt of the Petition.</p> <p>Five (5) consecutive days upon receipt of the order.</p>	<p><i>Regional Director</i></p> <p><i>City/Municipal Social Welfare Development Office (C/MSWDO)</i></p>
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	<p>photograph of the child upon admission/ abandonment in a legal size paper. The content of the notice shall have translation in local dialect to ensure that the public in the locality understands the content of the notice. For sibling group, only one Notice of Petition shall be prepared.</p> <p>1.5. Certificate of Posting shall immediately be issued by the authority who effected the actual posting. Such certificate of posting shall be submitted to the local Social Welfare and Development Office which will transmit the same to the Regional Director after the five (5) day period of posting has been completed. Fastest means such as proximity mail, fax or e-mail shall be maximized or the Child Caring Agencies may</p>	None	Within the day after the period of posting.	<p><i>City/Municipal Social Welfare Development Office (C/MSWDO)</i></p>
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	pick up and hand – carry the certificate of posting to the Regional Director to ensure compliance with the prescribed period for the issuance of the certificate of posting.			
	1.6. The Regional Director upon finding merit in the Petition shall render his/her recommendation on the Petition.	None	Within five (5) working days from completion of posting.	<i>Regional Director</i>
	1.7. The Regional Director forwards the same with original supporting documents to the DSWD – Central Office.	None	Within two (2) working days from the time he/she signs the recommendation	<i>Regional Director</i>
	TOTAL		19 working days	
B. Neglected Children				
The following procedures shall be undertaken within three (3) months after the judgement by the court granting the involuntary commitment.				
1. Petitioner files a petition for issuance of CDCLAA together with the original copy of the Court Order re: Termination of Parental Authority and Certified True Copy of other	1.1. The ARRS review and examine if the Petition is sufficient in form and in substance together with other documentary requirements. The duplicate set	None	Within three (3) working days upon receipt thereof.	<i>Administrative Aide IV, Social Welfare Officer IIs, Officer- in-Charge ARRS, Division Chief PSD, Assistant Regional Director</i>

supporting documents presented in court may be done within three (3) months provided that no adoption matching shall take place within the said period.	(photocopy) of documents shall be maintained at the DSWD Field Office. The Petition shall have a control number which shall be assigned by the ARRS indicating the region and year when the Petition was filed before a number.			
	1.2. The Regional Director shall render his/her recommendation on the Petition.	None	Within two (2) working days.	<i>Regional Director</i>
	1.3. The Regional Director shall transmit the same to the DSWD – Central Office.	None	Within two (2) working days from the time the Regional Director signs the recommendation	<i>Regional Director</i>
	TOTAL		Seven (7) working days	

C. Voluntarily Committed/ Surrendered Children

The following procedures shall be undertaken within three (3) months after the signing of the Deed of Voluntary Commitment (DVC) by the parent/s or legal guardian to be able to secure the Certification.

1. Petitioner files an application for issuance of CDCLAA together with two (2) sets of complete supporting documents (original and photocopy). Filing may be done within	1.1. The ARRS shall review and examine the Application together with other documentary requirements. The duplicate set (photocopy) of documents shall	None	Within three (3) working days upon receipt thereof.	<i>Administrative Aide IV, Social Welfare Officer IIs, Officer-in-Charge ARRS, Division Chief PSD, Assistant Regional Director</i>
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<p>the three (3) months after the signing of the DVC, provided that the child has not yet been matched to Prospective Adoptive Parents (PAPs),</p>	<p>be maintained at the DSWD Field Office.</p> <p>If the documents submitted to support the Application for issuance of Certification is lacking in form and substance, same shall be returned immediately to the applicant without prejudice to its re-filing.</p>			
	<p>1.2. If the documents submitted are sufficient in form and substance, the Regional Director shall render his/her recommendation on the Application and the completeness of supporting document.</p>	None	Within two (2) working days.	<i>Regional Director</i>
	<p>1.3. The Regional Director shall transmit the same to the DSWD – Central Office.</p>	None	Within two (2) working days from the time the Regional Director signs the recommendation	<i>Regional Director</i>
	TOTAL		Seven (7) working days	