## **Department of Social Welfare and Development National Capital Region**

**FOR** 

ALL CENTER/RESIDENTIAL CARE FACILITIES

**ALL UNITS/SECTIONS** 

ALL RPMOs (Pantawid, SLP and RCTSU)

**FROM** 

THE REGIONAL DIRECTOR

**SUBJECT** 

Business Process and Requirements Analysis (BPRA) and Process Flow Chart

DATE

October 19, 2017

This is to share with you the approved BPRA and Process Flow Chart of Adoption Section on the Processing of Dossier for Issuance of Certificate Declaring the Child Legally Available for Adoption as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

For your information and guidance.

FLOW CHART ON PROCESSING OF DOSSIERS FOR ISSUANCE OF CERTIFICATE DECLARING THE CHILD LEGALLY AVAILABLE FOR ADOPTION (CDCLAA) Filing of Child's Petition/ Dosslers/Documents for Abandoned/Foundling, Neglected Application Dependent:
1. Updated Child Study Report/ Social Case Study Report 2. Notarized Petition/Application
3. Media Certification from local or national radio or television.

4. Newspaper publication

5. Police Report or Barangay Certification or Certified copy of tracing from Philippine Red Cross

6. Returned registered mail from the last known address of parents of parents of parents of wown relatives

7. Original Birth Certificate/Foundling Cert. / Child's Profile

8. Recent whole photograph of the child with date when it was taken Receipt of Filed Petition/Application with dossiers for Data Banking and endorsed to SWO III for case assignment Admin Aide / 5 minutes taken.

9. Whole body photograph of the Child upon abandonment or admission to the agency or institution w/ date when it was taken. Case Assignment to Social Workers I/II Social Welfare Officer III 10. 2x2 photo upon abandonment. 3 minutes Dossiers/Documents to be submitted for Voluntarily Committed/Surrendered Children: Endorsement Letter Updated Child Study Report/ Social Case Study Report Notarizad Dead of Voluntary Committee to the Voluntary Committee of the Voluntary starized Deed of Voluntary Commitme Original Birth Certificate Review of dossiers of children for CDCLAA from Recent whole body photograph of the child with date when it CCAs/CPAs/LGUs/C/RCF Whole body photograph of the child upon surrender/admission to the agency/institution with date when it was taken Social Welfare Officer I/II 1 hour No Prepare letter to concerned agencies for Complete? completion of documents. SWO I/II Yes 30 minutes Prepare Endorsement Letter to PSB Prepare Notice of Petition for posting of swo i/ii abandoned/neglected/ surrendered children 5 minutes Admin Aide /5 minutes Review and provide inputs on the Endorsement letter and Notice of Petition Social Welfare Officer III 30 mins Review and initial on the Endorsement Letter and Notice of Petition Division Chief 15 minutes Initial and recommend for approval of Endorsement letter and Notice of Petiton Assistand Regional Director 3 minutes Approval of Endorsement letter and Notice of Petition for posting Regional Director 3 minutes Send endorsement letter & dossier to PSB for Send Notice of Petition for posting to concerned processing of CDCLAA agencie Admin. Aide Admin. Aide 5 mins. 5 mins. Posting Notice of Petition at LGUs or FOs and Receipt of issued CDCLAA receipt of Certificate of Posting Admin. Aide Admin. Aide 3 mins. 5 mins. LEGEND: CCAs- Child Caring Agencies CPAs- Child Placing Agencies LGU- Local Government Unit Issuance of CDLAA C/RCF-Center/Residential Care Facilities

أقح