

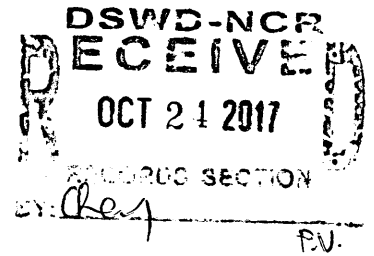
Department of Social Welfare and Development
National Capital Region

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

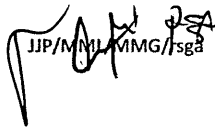
DATE : October 19, 2017



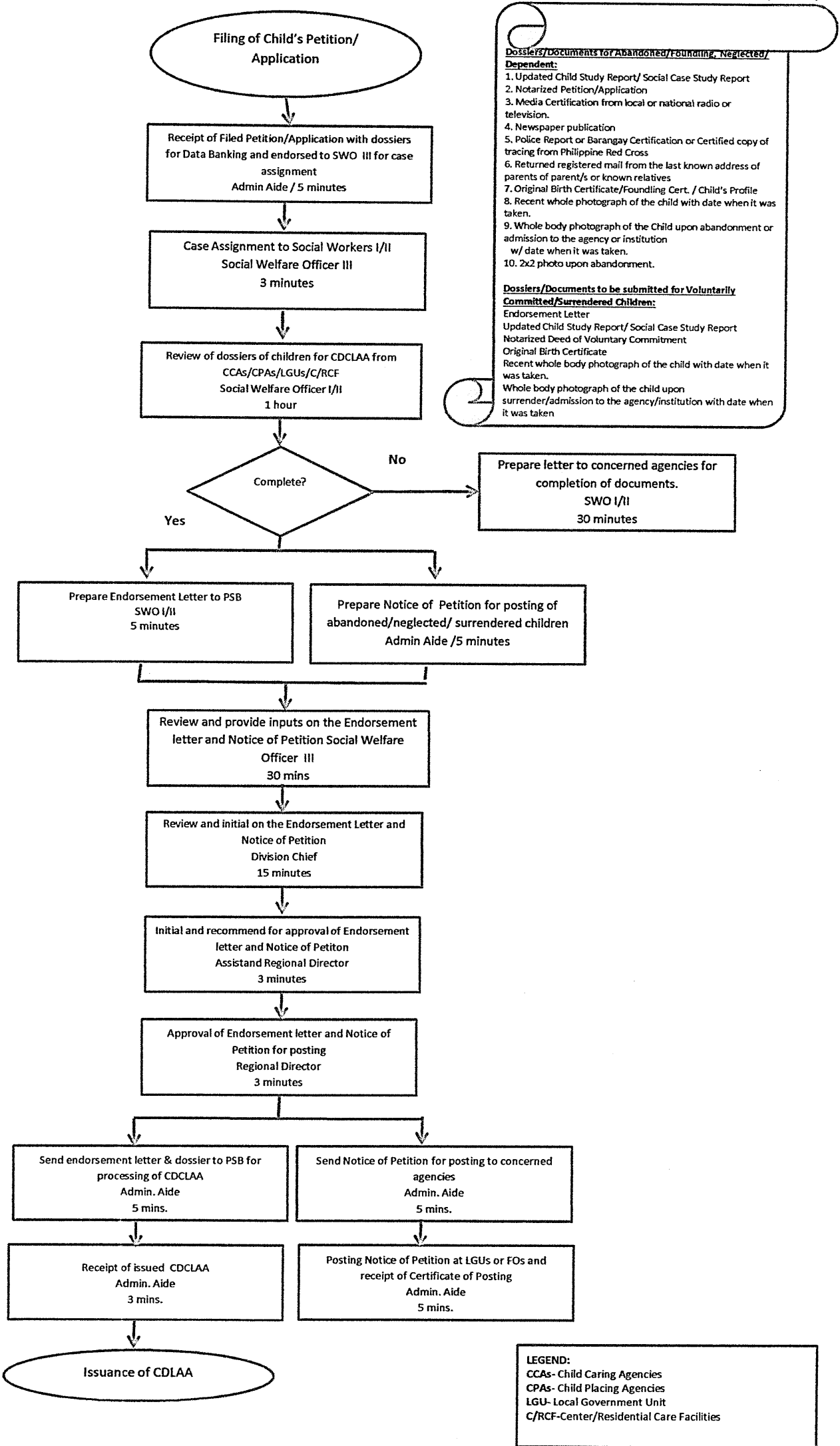
This is to share with you the approved BPRA and Process Flow Chart of Adoption Section on the Processing of Dossier for Issuance of Certificate Declaring the Child Legally Available for Adoption as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements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

For your information and guidance.


VINCENT ANDREW T. LEYSON


JJP/MML/MMG/tsga

FLOW CHART ON PROCESSING OF DOSSIERS FOR ISSUANCE OF CERTIFICATE DECLARING THE CHILD LEGALLY AVAILABLE FOR ADOPTION (CDCLAA)



- Dossiers/Documents for Abandoned/Foundling, Neglected/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 parent/s or known relatives
 7. Original Birth Certificate/Foundling Cert. / Child's Profile
 8. Recent whole photograph of the child with date when it was taken.
 9. Whole body photograph of the Child upon abandonment or admission to the agency or institution w/ date when it was taken.
 10. 2x2 photo upon abandonment.
- Dossiers/Documents to be submitted for Voluntarily Committed/Surrendered Children:**
- Endorsement Letter
 - Updated Child Study Report/ Social Case Study Report
 - Notarized Deed of Voluntary Commitment
 - Original Birth Certificate
 - Recent whole body photograph of the child with date when it was taken.
 - Whole body photograph of the child upon surrender/admission to the agency/institution with date when it was taken

LEGEND:
 CCAs- Child Caring Agencies
 CPAs- Child Placing Agencies
 LGU- Local Government Unit
 C/RCF-Center/Residential Care Facilities