

Securing Foster Care License (FCL)

Foster Care License (FCL) is issued upon thorough assessment to the Prospective Foster Parents. Issuance of FCL is based on the eligibility of the applicants in accordance to the R.A. 10165 or the Foster Care Act of 2012 and the Memorandum Circular No. 21, series of 2018 or the Omnibus Guidelines on Foster Care Service.

Office or Division	Foster Care Section (FCS)/ Protective Services Division (PSD)
Classification	Highly Technical
Type of Transaction	Government to Citizens
Who May Avail	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Copy of Original Duly Accomplished Application Form	Foster Care Section (FCS)
1 Copy of Original Security Paper (SecPa) Copy of Birth Certificate or at least Certified True Copy from the original	Philippine Statistics Authority (PSA)
1 Copy of Original Security Paper (SecPa) Copy of Marriage Certificate, Declaration of Nullity of Marriage, Legal Separation Documents or at least Certified True Copy from the original	Philippine Statistics Authority (PSA)
1 Copy of Original Medical Certificate issued at least 6 months	Public or Private Clinics/Hospitals
1 Photocopy of Income Tax Return (ITR) or Certificate of Employment (CoE)	Bureau of Internal Revenue (BIR)/ Applicant's Company/Employer
1 Copy of Original National Bureau of Investigation (NBI) Clearance or Police Clearance	National Bureau of Investigation (NBI) / Philippine National Police (PNP)
1 Copy of Original Barangay Certificate stating that the applicant is a resident of the barangay, the length of his/her residence therein, he/she is of good moral character	Barangay where the applicant/s reside
3x5 inch sized Whole Body Photos of the applicant and, where applicable, his/her family taken at least 6 months	Applicant
1 Photocopy of Certificate of Attendance at Foster Care Forum	Foster Care Section (FCS)
1 Copy of Original Recommendation Letters from Three (3) Character References	Applicant

1 Copy of Original Consent of each child (10 y/o and above)	Applicant			
Additional Requirements for Alien Applicants:				
1 Photocopy of Certificate of Residence in the Philippines issued by the Bureau of Immigration or the Department of Foreign Affairs	Bureau of Immigration (BI) or Department of Foreign Affairs (DFA)			
1 Original Copy of Letter of two (2) Character References from non-relatives who know the applicants in the country of which he or she is a citizen or was a resident prior to residing in the Philippines, *except for those who have resided in the Philippines for more than 15 years	Applicants *Bureau of Immigration/Department of Foreign Affairs			
At least 1 Certified True Copy of Documents such as but not limited to Passport , among others showing citizenship	Applicant			
1 Original Copy of Certificate of Travel Records Note: An Alien must resided in the Philippines for at least 12 continuous months at the time of the application	Bureau of Immigration (BI)			
1 Original Copy of the dAffidavit of Undertaking to maintain residence until termination of placement of the Foster Child/ren by the DSWD or expiration of Foster Care License	Applicant			
Such other documents that the Department/Agency/Local Government Units may require Note: Other document/s may be required is/are necessary on the case management of intensive cases	Applicant			
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attendance to Foster Care Forum	1.1. Provide orientation on R.A. No. 10165 or Foster Care	None	2 hours	<i>Social Welfare Officer III or Social Welfare Officer II</i>

	Act of 2012 1.2. Issue Certificate of Attendance to Foster Care Forum	None	5 minutes	FCS <i>Administrative Aide IV</i> FCS
2. Filling-up of Application Form and Submission of Documents	2.1. Receive the application form and complete documentary requirements from the client	None	5 minutes	<i>Administrative Aide IV</i> FCS
	2.2. Inclusion of application in data base then forward to the Section Head	None	3 minutes	<i>Administrative Aide IV</i> FCS
	2.3. Review of application and delegation of case to the Social Welfare Office	None	3 minutes	<i>Section Head</i> FCS
	2.4. Review and acknowledge application and submitted documentary requirements	None	10 minutes	<i>Social Welfare Officer II</i> FCS

3. Participation of the applicant in the interview on the assessment and preparation of comprehensive Home Study Report	3.1. Conduct of home visit to the applicant's abode, collateral interviews, coordination with barangay	None	4 hours	<i>Social Welfare Officer II</i> FCS
	3.2. Preparation of Home Study Report	None	Within 20 days	<i>Social Welfare Officer II</i> FCS
	3.3. Submission of Home Study Report	None	1 minute	<i>Social Welfare Officer II</i> FCS
	3.4. Inclusion of submission in data base then forward to the Section Head	None	3 minutes	<i>Administrative Aide IV</i> FCS
	3.5 Review and recommending for approval by the Section Head	None	1 day	<i>Section Head</i> FCS
	3.6. Inclusion of submission in data base then forward to the Division Chief	None	3 minutes	<i>Administrative Aide IV</i> FCS
	3.7. Review and approval of the Division Chief	None	1 day	<i>Division Chief</i> PSD
	3.8. Submission of approved Home Study and pre-signed Foster Care License	None	1 minute	<i>Social Welfare Officer II</i> FCS <i>Administrative Aide IV</i>

	3.9. Inclusion of submission of pre-signed FCL in data base then forward to the Section Head	None	3 minutes	FCS
	3.10. Recommending Approval of the Section Head	None	1 hour	<i>Section Head</i> FCS
	3.11. Inclusion of submission in data base then forward to the Division Chief	None	3 minutes	<i>Administrative Aide IV</i> FCS
	3.12. Recommending Approval of the Division Chief	None	1 hour	<i>Division Chief</i> PSD
	3.13. Inclusion of submission in data base then forward to the Assistant Regional Director for Operations	None	1 hour	<i>Assistant Regional Director for Operations</i>
	3.14. Recommending Approval of the Assistant Regional Director for Operations	None	3 minutes	<i>Administrative Aide IV</i> FCS

	3.15. Inclusion of submission in data base then forward to the Regional Director	None	1 hour	<i>Regional Director</i>
		None	1 minute	<i>Social Welfare Officer II FCS</i>
	3.16. Approval of the Regional Director	None	3 minutes	<i>Administrative Aide IV FCS</i>
	3.17. Preparation of Letter endorsing copy of the FCL to the applicant	None	15 minutes	<i>Section Head FCS</i>
	3.18. Inclusion of submission of letter in data base then forward to the Section Head	None	3 minutes	<i>Administrative Aide IV FCS</i>
	3.19. Initial of the Section Head	None	15 minutes	<i>Division Chief PSD</i>
		None	3 minutes	<i>Administrative Aide IV FCS</i>
	3.20. Inclusion of submission of letter in data base then forward to the Division Chief			
	3.21. Initial of the Division Chief	None	15 minutes	<i>Assistant Regional Director for Operations</i>

	<p>3.22. Inclusion of submission of letter in data base then forward to the Assistant Regional Director for Operations</p> <p>3.23. Initial of the Assistant Regional Director for Operations</p> <p>3.24. Inclusion of submission of letter in data base then forward to the Regional Director</p> <p>5.9. Approval of the Regional Director</p>	<p>None</p> <p>None</p>	<p>3 minutes</p> <p>30 minutes</p>	<p><i>Administrative Aide IV FCS</i></p> <p><i>Regional Director</i></p>
	TOTAL	None	22 days, 11 hours and 34 minutes	