

Securing Foster Placement Authority (FPA)

Foster Placement Authority (FPA) is issued upon thorough assessment on the eligibility of the child to be placed under Foster Care and/or upon issuance of the Regional Foster Care Matching Certificate and submission of the Acceptance Letter of the Licensed Foster Parents. Issuance of FPA is 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)			
Classification	Highly Technical			
Type of Transaction	Government to Government Government to Business Entity			
Who May Avail	Children eligible for Foster Care from the DSWD Residential Care Facilities (RCFs), Child Caring Agencies (CCAs), Child Placing Agencies (CPAs) and Local Government Units (LGUs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Child Case Study Report		Residential Care Facility, Child Caring Agencies, Child Placing Agencies and Local Government Units where the child is admitted/originated		
1 Original Copy of Health and Medical Profile with Immunization Records		Public or Private Clinics/Hospitals		
1 Original Copy of Birth Certificate/Foundling Certificate/Child's Profile		Philippine Statistics Authority (PSA)		
Recent Photograph		Residential Care Facility, Child Caring Agencies, Child Placing Agencies and Local Government Units where the child is admitted/originated		
1 Original Copy of Psychological Evaluation for children five (5) years old and above		Child Psychologist		
1 Photocopy of School Records for Children in School Age		School where the child is enrolled		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Child Study Report and other supporting documents	1.1. Receive dossier of the child from the concerned Agency	None	5 minutes	<i>Administrative Aide IV</i> FCS
	1.2. Inclusion of application in data	None	3 minutes	<i>Administrative Aide IV</i>

	base then forward to the Section Head			FCS
	1.3. Review and endorse dossier of Children to the Matching Secretariat	None	1 hour	<i>Section Head</i> FCS
	1.4. Review and assess the substance of Child Study Report and completeness of documentary requirements to determine inclusion in the roster of cases for the Foster Care Matching Conference	None	2 days	<i>Matching Secretariat</i> FCS
	1.5. Preparation of Acknowledgement Letter and Inform the concerned Agency on the schedule of Matching Conference or on the comments, if necessary	None	2 hours	<i>Matching Secretariat</i> FCS
	1.6. Inclusion of submission of letter in data base then forward to the Section Head	None	3 minutes	<i>Administrative Aide IV</i> FCS
		None	1 hour	<i>Section Head</i> FCS

	1.7. Review and initial by the Section Head	None	3 minutes	<i>Administrative Aide IV FCS</i>
	1.8. Inclusion of submission in data base then forward to the Division Chief	None	1 hour	<i>Division Chief PSD</i>
	1.9. Review and initial of the Division Chief	None	3 minutes	<i>Administrative Administrative Aide IV FCS</i>
	1.10. Inclusion of submission in data base then forward to the Assistant Regional Director	None	1 hour	<i>Assistant Regional Director for Operations</i>
	1.11. Review and initial of the Assistant Regional Director for Operations	None	3 minutes	<i>Administrative Aide IV FCS</i>
	1.12. Inclusion of submission in data base then forward to the Regional Director	None	1 hour	<i>Regional Director</i>
	1.13. Approval of the Regional Director	None	5 minutes	<i>Administrative Aide IV FCS</i>
	1.14. Endorse to Records Section and furnish copy of received Acknowledgemen			

	t Letter to Matching Secretariat			
2. Participation on the Matching Conference	2.1. Invite foster care matching committee	None	1 day	<i>Matching Secretariat FCS</i>
	2.2 Prepare roster of available children/foster parents for presentation in the matching conference, agenda, attendance sheet and visual presentation of cases to be presented in the matching conference	None	1 day	<i>Matching Secretariat FCS</i>
	2.3. Photocopy and sending out of documents of children/foster parents to the foster care committee members	None	1 day	<i>Matching Secretariat FCS</i>
	2.4. Introduce foster care matching committee members, foster care matching secretariat and social workers participating in conference	₱7,000.00 honorarium for each member who is not an employee of the DSWD	10 minutes	<i>Matching Secretariat, FCS/ Regional Child Welfare Specialist Group, FCS/Case Managers, RCFs/CPAs/ CCAs</i>

	2.5. Brief visual presentation of each case of foster parents and children	None	4 hours	<i>Social Worker handling the case RCFs/CPAs/ CCAs</i>
	2.6. Provide comments, observations and inputs on the case presented	None	2 hours	<i>Foster Care Committee FCS</i>
	2.7. Deliberate the matching of children and foster parents based on the needs of the child and the capacity/resources of the foster parents	None	1 hour	<i>Matching Secretariat, FCS/ Regional Child Welfare Specialist Group, FCS/Case Managers, RCFs/CPAs/CCAs</i>
	2.8. Preparation and signing of Resolution declaring the matching and Certificate of Matching of children matched	None	10 minutes	<i>Matching Secretariat, FCS/ Regional Child Welfare Specialist Group, FCS</i>
	2.9. Inclusion of submission of Resolution and Certificate of Matching in data base then forward	None	3 minutes	<i>Administrative Aide IV FCS</i>

	to the Section Head			
	2.10. Initial of the Section Head	None	1 hour	<i>Section Head</i> FCS
	2.11. Inclusion of submission of Resolution and Certificate of Matching in data base then forward to the Division Chief	None	3 minutes	<i>Administrative Aide IV</i> FCS
	2.12. Initial of the Division Chief	None	1 hour	<i>Division Chief</i> PSD
	2.13. Inclusion of submission of Resolution and Certificate of Matching in data base then forward to the Assistant Regional Director for Operations	None	3 minutes	<i>Administrative Aide IV</i> FCS
	2.14. Initial of the Assistant Regional Director	None	1 hour	<i>Assistant Regional Director for Operations</i>
	2.15. Approval of the Resolution and Matching Certificate of Regional Director	None	1 hour	<i>Regional Director</i>
	2.16. Prepare official letter to the concerned office/agency of the cases	None	1 hour	<i>Matching Secretariat</i> FCS

	matched and on the recommendations of foster care committee for appropriate action			
	2.17. Inclusion of submission of letter in data base then forward to the Section Head	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.18. Initial of the Section Head	None	1 hour	<i>Section Head FCS</i>
	2.19. Inclusion of submission of Resolution and Certificate of Matching in data base then forward to the Division Chief	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.20. Initial of the Division Chief	None	1 hour	<i>Division Chief PSD</i>
	2.21. Inclusion of submission of Resolution and Certificate of Matching in data base then forward to the Assistant Regional Director for Operations	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.22. Initial of the Assistant Regional Director for Operations	None	1 hour	<i>Assistant Regional Director for Operations</i>

	2.23. Inclusion of submission of Resolution and Certificate of Matching in data base then forward to the Regional Director	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.24. Approval of the Regional Director	None	10 minutes	<i>Regional Director</i>
	2.25. Endorse to Records Section furnish copy of received Acknowledgement Letter to Matching Secretariat	None	5 minutes	<i>Administrative Aide IV FCS</i>
	2.26. Submission of Acceptance Letter from Foster Parents as basis for issuance of Foster Placement Authority	None	1 day	<i>Foster Parent/s RCFs/ CPAs/ CCAs</i>
	2.27. Submission of pre-signed Foster Placement Authority (FPA)	None	1 minute	<i>Social Welfare Officer II FCS or RCFs/CPAs/CCAs</i>
	2.28. Inclusion of submission of pre-signed FPA in data base then forward to the Section Head	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.29.	None	1 hour	<i>Section Head FCS</i>

	Recommending Approval of the Section Head	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.30. Inclusion of submission in data base then forward to the Division Chief	None	1 hour	<i>Division Chief PSD</i>
	2.31. Recommending Approval of the Division Chief	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.32. 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>
	2.33. Recommending Approval of the Assistant Regional Director for Operations	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.34. Inclusion of submission in data base then forward to the Regional Director	None	1 hour	<i>Regional Director</i>
	2.35. Approval of the Regional Director	None	5 minutes	<i>Social Welfare Officer II FCS</i>
		None	3 minutes	<i>Administrative Aide IV FCS</i>

	2.36. Preparation of Letter endorsing copy of the FPA to the applicant	None	1 hour	<i>Section Head FCS</i>
	2.37. Inclusion of submission of letter in data base then forward to the Section Head	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.38. Initial of the Section Head	None	1 hour	<i>Division Chief PSD</i>
	2.39. Inclusion of submission of letter in data base then forward to the Division Chief	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.40. Initial of the Division Chief	None	1 hour	<i>Assistant Regional Director for Operations</i>
	2.41. Inclusion of submission of letter in data base then forward to the Assistant Regional Director for Operations	None	3 minutes	<i>Administrative Aide IV FCS</i>
	2.42. Initial of the Assistant Regional Director for Operations	None	1 hour	<i>Regional Director</i>
	2.43. Inclusion of submission of letter in data base			

	then forward to the Regional Director 2.44. Approval of the Regional Director			
	TOTAL	None	7 days, 5 hours, 51 minutes	

List of Offices

Office	Address	Contact Information
Foster Care Section (FCS) 1 st Floor, Room 105	DSWD – NCR #389 San Rafael St. cor. Legarda St., Sampaloc, Manila	Tel. No: 8-310-1435