

10. Placement of Children to Foster Parents

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 with 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	ARRU-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) and matched to licensed Foster Families	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1 Original Copy of Child Case Study Report		Residential Care Facility, Child Caring/Placing Agencies, and Local Government Units where the child is admitted/originated
1 Original Copy of Health and Medical Profile with Immunization Records issued within 6 months		Public or Private Clinics/Hospitals
1 Original SECPA copy of Birth Certificate/Foundling Certificate Child's Profile		Philippine Statistics Authority (PSA) Case Manager from the Residential Care Facility, Child Caring Agency, Local Government Units where the child is admitted/originated
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. Pre-Matching]	1.1. Receipt of the dossier of the child from the concerned Agency	None	15 minutes	Bleza Mae T. Anza, AA II
	1.2 Encoding of the application in the database then forward it to the concerned technical staff for review	None		
	1.3. Review and endorsement of the dossier of Child/ren to the Matching Secretariat	None	2 days	ARRU Social Worker on duty
	1.4. Review and assessment of the substance of the Child Study Report and completeness of documentary requirements to determine inclusion in the roster of cases for the Foster Care Matching Conference			Amormia J. Quinimon
	1.5. Preparation of the Acknowledgement Letter notifying the concerned Agency on the schedule of the Matching Conference or on the comments, if necessary	None	30 minutes	Amormia J. Quinimon, SWO III
	1.6. Database logging of the Acknowledgment Letter for onward endorsement to the Unit Head	None	10 minutes	Bleza Mae T. Anza, AA II
		None	1 hour	

	1.7. Review and affixing of initials by the Unit Head			Marissa A. Garay, SWO III
	1.8. Database logging of the Acknowledgment Letter for onward endorsement to the Division Chief	None	10 minutes	Bleza Mae T. Anza, AA II
	1.9. Review and affixing of initials by the Division Chief	None	1 hour	Jessie Catherine B. Aranas, SWO V
	1.10. Database logging of the Acknowledgment Letter for onward endorsement to the Assistant Regional Director for Operations	None	10 minutes	Bleza Mae T. Anza, AA II
	1.11. Review and affixing of initials by the Assistant Regional Director for Operations	None	1 hour	Jean Paul S. Parajes, SWO V
	1.12. Database logging of the Acknowledgment Letter for onward endorsement to the Regional Director	None	10 minutes	Bleza Mae T. Anza, AA II
	1.13. Approval of the Regional Director	None	1 hour	Mari-Flor A. Dollaga-Libang
	1.14. Endorsement of the approved	None	20 minutes	

2. Matching Phase	Acknowledgment Letter to the Records Section and furnishing of a copy of the same document to Foster Care Matching Secretariat	None	1 day	Bleza Mae T. Anza, AA II
	1.15. Invitation to the Foster Care Matching Committee			Amormia J. Quinimon, SWO III
	1.16 Preparation of the 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	Amormia J. Quinimon, SWO III
	1.17. Reproduction and sending out of hard/scanned copies of documents of children/foster parents to the foster care committee members	honorarium for each member who is not an employee of the DSWD	1 day	Amormia J. Quinimon, SWO III
	2.1. Introduction of the foster care matching committee members, foster care matching secretariat, and social workers participating in the conference	None	10 minutes	Amormia J. Quinimon, SWO III
	2.2. Brief visual presentation of each case of foster parents and children	None	4 hours	Case Managers from ARRU, RCFs, CPAs, CCAs, and LGUs

	2.3. Discussion/ provision of comments, observations, and inputs on the case presented		2 hours	Matching Secretariat, RCWSG, Case Managers from ARRU, RCFs, CPAs, CCAs, and LGUs
	2.4. Deliberation of the matching of children and foster parents (for regular foster care cases) and/or placement of children to foster parents (for direct entrustment and kinship care cases) based on the needs of the child/ren and the capacity/resources of the foster parents	None	1 hour	Matching Secretariat, RCWSG, Case Managers from ARRU, RCFs, CPAs, CCAs, and LGUs
	2.5. Preparation and signing of Resolution declaring the matching and Certificate of Matching of children matched	None	30 minutes	Matching Secretariat, RCWSG Members
3. Post- Matching	3.1. Database logging of the Resolution, Certificate of Matching, and Transmittal Memo to concerned agency for onward endorsement to the Unit Head	None	10 minutes	Bleza Mae T. Anza, AA II
	3.2. Review and affixing of initials by the Unit Head	None	2 hours	Marissa A. Garay, SWO III
	3.3. Database logging of the Resolution and Certificate of Matching for onward endorsement to the Division Chief	None	10 minutes	Bleza Mae T. Anza, AA II

	3.4. Review and affixing of initials of the Division Chief	None	2 hours	Jessie Catherine B. Aranas, SWO V
	3.5. Database logging of the Resolution and Certificate of Matching for onward endorsement to the Assistant Regional Director for Operations	None	5 minutes	Bleza Mae T. Anza, AA II
	3.6. Review and affixing of initials of the Assistant Regional Director	None	4 hours	Jean Paul S. Parajes, SWO V
	3.7. Approval of the Transmittal letter, Resolution, and Matching Certificate of Regional Director	None	4 hours	Mari-Flor A. Dollaga-Libang
	3.8. Endorsement of the approved Acknowledgment/Transmittal Letter to the Records Section and furnishing of a copy of the same document to Foster Care Matching Secretariat	None	20 minutes	Bleza Mae T. Anza, AA II
	3.9. Receipt of the Acceptance Letter from Foster Parents as the basis for the issuance of Foster Placement Authority	None	5 minutes	Bleza Mae T. Anza, AA II
	3.10. Receipt of the pre-signed FPA from the Foster Parents and preparation of transmittal letter	None	5 minutes	Bleza Mae T. Anza, AA II

	3.11 Preparation of draft transmittal letter of signed FPA	None	30 minutes	Amormia J. Quinimon, SWO III
	3.12. Database logging of the pre-signed FPA and the transmittal letter for onward endorsement to the Unit Head	None	5 minutes	Bleza Mae T. Anza, AA II
	3.15. Review and recommending approval of the Unit Head	None	1 hour	Marissa A. Garay, SWO III
	3.16. Database logging of the pre-signed FPA and transmittal letter for onward endorsement to the Division Chief	None	5 minutes	Bleza Mae T. Anza, AA II
	3.17. Recommending Approval of the Division Chief	None	2 hours	Jessie Catherine B. Aranas,SWO V
	3.18. Database logging of the pre-signed FPA and transmittal letter for onward endorsement to the Assistant Regional Director for Operations	None	5 minutes	Bleza Mae T. Anza, AA II
	3.19. Review and recommending Approval of the Assistant Regional Director for Operations	None	1 hour	Jean Paul S. Parajes, SWO V
	3.20. Database logging of the pre-signed FPA for onward	None	5 minutes	

	endorsement to the Regional Director			Bleza Mae T. Anza, AA II
	3.21. Approval of the Regional Director	None	2 hours	
	3.22. Sending of the signed FPA and transmittal letter to the foster parent (either face to face, email, or mail through the Records Section	None	1 hour (for face to face or email)	Mari-Flor A. Dollaga-Libang Dita Laña/Records Officer
4. Placement and supervision of the foster child with the foster parent	4.1. Conduct a discharge conference to brief the foster parent/s on the background of the case or needs of the foster child/ren, and turn over custody of the child to the foster parent	None	1 day	Handling Social Worker of the Child and Foster Parents; Foster Parent; Child
	4.2. Provision of monthly foster care subsidy for foster parent/s based on the approved parameters, as recommended.	Travel expense (depending on the location of the foster parents' house	1 day	Handling Social Worker
	4.3 Conduct home visits to monitor the foster child's adjustment in the foster home until foster placement is terminated		Frequent for the first three months; Bi-monthly for the succeeding months	Handling Social Worker
			Short term - less than 6 months	
			Long-term - 6 months or more	

	TOTAL (EXCLUDING THE SUPERVISORY PERIOD)		8 days, 10 hours, and 10 minutes	
NAME OF SOCIAL WORKERS ON DUTY/HANDLING SOCIAL WORKERS				
Emily A. Sanogal, SWO II				
Lexshen C. Yaapin, SWO II				
Amormia J. Quinimon, SWO III				
Jurice Jane E. Papa, PDO I				
Mary Jane S. Romulo, SWO III				
Chuchie E. Leopoldo, SWO II				
Divine Grace Dayrit, SWO II				

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback?	Customer Feedback Form shall be provided to the client after issue of the approved property clearance
How is feedback processed?	Duly accomplished customer feedback forms shall be consolidated once a month, identifying issues and concerns of the clients which shall be discussed for appropriate action. Status on the identified issues and concerns shall be monitored on a monthly basis.
How to file a complaint?	You can write your complaint/s in the comment section of the <i>Client Satisfaction Survey Form (DSWD-QMS-GF-005)</i> from the receiving admin staff of the Section
How complaints are processed?	<p>Upon receipt of complaint the concerned section shall make necessary evaluation and investigation to create a report for information and appropriate action of the concerned officials. Feedback shall be provided to the client.</p> <p>For inquiries and follow-ups, clients may contact PSS through (085) 303-8620 local 243 or through email: property.focrg@dswd.gov.ph</p>
Contact information of ARTA, CSC, PCC	<p>ARTA: complaints@arta.gov.ph 8478 m-5091 / 8478-5093 / 8478-5099</p> <p>CSC: 8931-8092 / 8931-7939 / 8931-7935</p> <p>PCC: pcc@malacanang.gov.ph 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621</p>

Contact Center ng Bayan (CCB)	SMS: 0908 881 6565 Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph FB: https://facebook.com/civilservicegovph Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)
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Office	Address	Contact Information
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