

11. PROCESSING OF ADOPTION APPLICATION AND PLACEMENT

Per Republic Act 8552. It is the policy of the State to ensure that every child remains under the care and custody of his/her biological parents and be provided with love, care, understanding and security toward the full development of his/her personality. When care of the biological parents is unavailable or inappropriate and no suitable alternative parental care or adoption within the child’s extended family is available, adoption by an unrelated person shall be considered. However, no direct placement of a child to a non-related shall be countenanced.

Adoption is the most complete means whereby permanent family life can be restored to a child deprived of his/her biological family.

The child’s best welfare and interest shall be the paramount consideration in all questions relating to his/her care and custody.

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| Office or Division: | Protective Services Division – Adoption Resource and Referral Section (PSD-ARRS) |
| Classification: | Highly Technical |
| Type of Transaction: | G2G- Government to Government ; G2C- Government to Citizen |
| Who may avail: | Child Caring Agencies (CCAs), Child Placing Agencies (CPAs), Local Government Units (LGUs) and Field Offices |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| A. Prospective Adoptive Parent/s (PAP/s) Dossier | |
| 1. Home Study Report (HSR); | DSWD FOs, CCAs, CPAs, LGUs |
| 2. Certificate of Attendance to Adoption Forum; | DSWD Field Office/CCAs/CPAs |
| 3. Birth Certificate of the prospective adoptive parent/s in security paper (SECPA) and their child/ren; | Philippine Statistics Authority (PSA) |
| 4. Marriage Certificate in SECPA form, if married or in case of termination of marriage, Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate if foreign applicant; Annulment Decree with Certificate of Finality, Declaration of Nullity, or Legal Separation Documents for Filipino applicant; | Philippine Statistics Authority (PSA) Philippine Courts |
| 5. Written Consent to the Adoption by the legitimate and adopted sons/daughters and illegitimate sons/daughters if living with the applicant, who are at least 10 years old; | Applicant |
| 6. Physical and Medical Evaluation/Certification by a duly | Licensed Physician |

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| licensed physician. Certification should: (a) indicate that the applicant has no medical condition that prevents him/her in acting or assuming parental responsibilities; (b) taken at least six months from the time of preparation of the Home Study Report; | |
| 7. Psychological Evaluation Report (when appropriate, as assessed by the social worker) | Licensed Psychologist |
| 8. NBI or Police Clearance issued at least one year before the preparation of the Home Study Report; | National Bureau of Investigation (NBI) Police Station |
| 9. Latest Income Tax Return (ITR) or any other documents showing financial capability, e.g. Certificate of Employment, Bank Certificate or Statement of Assets and Liabilities; | Bureau of Internal Revenue Bank Company/Organization of Employment |
| 10. Three (3) letters of Character References (e.g. the local church/Minister, the employer and a non-relative member of the immediate community who have known the applicant(s) for at least 3 years); | Bureau of Internal Revenue Bank Company/Organization of Employment |
| 11. 3x5 inch-sized photos of the applicants and his/her immediate family members, taken within the last three (3) months from the date of submission of application; and | Applicant |
| 12. Affidavit of temporary Custody | Applicant |
| Additional Requirements for Foreign Nationals | |
| 13. Certification that the applicant(s) have legal capacity to adopt in his/her country and that his/her country has a policy or is a signatory of an international agreement, which allows a child adopted in the Philippines by its national to enter his/her country and permanently reside therein as his/her legitimate child, which may be issued by his/her country's diplomatic or consular office or central authority on inter-country adoption or any government agency that has | Embassy / Foreign Adoption Agency / ICAB |

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| <p>jurisdiction over the child and family matters.</p> <p>In the absence of any of the foregoing, the applicant may submit a Certification issued by the Intercountry Adoption Board (ICAB), stating that the Philippines and the applicants' country have an existing agreement on inter-country adoption whereby a child who has been adopted in the Philippines or has a pre-adoption placement approved by the Board is allowed to enter and remain as permanent resident in the applicants' country as his/her legitimate child.</p> <p>For countries that have neither signed nor adhered to the 1993 Hague Convention on the Protection of Children and Cooperation in Respect of Intercountry Adoption, the Department may accept as an alternative based on its assessment, any document issued by the embassy notifying the Department on the legal capacity to adopt of the PAPs in the Philippines and/or the child's possible entry to the PAP's country of origin.</p> | |
| <p>14. Certificate of Residence in the Philippines as appropriate; Bureau of Immigration or Department of Foreign Affairs</p> | <p>Bureau of Immigration (BI) or Department of Foreign Affairs (DFA)</p> |
| <p>15. Two (2) character references from non-relatives who knew the applicant(s) in the country of which he/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 fifteen (15) years.</p> | <p>Character Reference</p> |
| <p>16. Police Clearance from all places of residence in the past years prior to residing in the Philippines.</p> | <p>Police Station</p> |
| <p>If necessary, the DSWD may require other documents to support the facts/information indicated /claimed in the report.</p> | |

| C. Child's Dossier | |
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| <i>Surrendered Children</i> | <i>Where to Secure</i> |
| 1. Child Study Report (updated within the last 6 months or more recent if there is significant progress or development) | DSWD FOs/LGUs/ CCAs/CPAs |
| 2. Two (2) SECPA copies of Birth Certificate | Philippine Statistics Authority (PSA) |
| 3. Two (2) original copies of the CDCLAA (numbered) | DSWD FOs/DO |
| 4. One (1) original copy of the Notarized Deed of Voluntary Commitment (DVC) | DSWD FOs/LGUs/CCAs/CPAs |
| 5. One (1) Original copy of Notarial Act (CANA) | Office of the Clerk of Court which has jurisdiction over the place where the DVC was signed |
| 6. Health and Medical Profile (updated within the last 6 months or more recent if there is significant progress/development in the child's medical condition) | Attending licensed pediatrician/physician of the child |
| 7. Child Profile | DSWD FOs/LGUs/CCAs/CPAs |
| 8. Regional Adoption Clearance (RAC) for Interregional Matching | DSWD FOs |
| 9. Psychological Evaluation Report (if 5 years old and above) | Attending licensed Psychologist of the child |
| 10. Recent Photograph | DSWD FOs/LGUs/CCAs/CPAs |
| 11. Consent to Adoption (if 10 years old and above) | DSWD FOs/LGUs/CCAs/CPAs |
| <i>Abandoned/Foundling/Neglected Children</i> | |
| 1. Child Study Report (updated within the last 6 months or more recent if there is significant progress or development) | DSWD FOs/LGUs/ CCAs/CPAs |
| 2. Two (2) SECPA copies of Birth Certificate | Philippine Statistics Authority (PSA) |
| 3. Two (2) original copies of the CDCLAA (numbered) | DSWD FOs/CO |
| 4. Health and Medical Profile (updated within the last 6 months or more recent if there is significant progress/development in the child's medical condition) | Attending licensed pediatrician/physician of the child |
| 5. Child Profile | DSWD FOs/LGUs/CCAs/CPAs |
| 6. Regional Adoption Clearance (RAC) for Interregional Matching | DSWD FOs |

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| 7. Psychological Evaluation Report (if 5 years old and above) | Attending licensed Psychologist of the child |
| 8. Recent Photograph | DSWD FOs/LGUs/CCAs/CPAs |
| 9. Consent to Adoption (if 10 years old and above) | DSWD FOs/LGUs/CCAs/CPAs |
| Additional Supporting Documents | |
| 1. Death Certificate of Birthparents (if deceased) 2. Psychiatric/ Psychological Evaluation Report | |
| 3. DVC of husband (if child was born within a valid marriage(Marriage Certificate (if necessary) | |
| For Relative Adoption | |
| 1. Same as the requirements stated above for Surrendered/Abandoned/Foundling/Neglected children 2. Notarized Oath and Undertaking by the guardian/relatives 3. Family Genogram with Birth Certificate | |
| For Cases of Children with Finalized Domestic Adoption | |
| 1. Same as the requirements stated above for Surrendered/Abandoned/Foundling /Neglected Children except for the Birth Certificate 2. Certified True Copy of the Adoption decree 3. Certified True Copy of the Finality/ Entry of Judgment 4. One (1) SECPA copy of New Birth Certificate of the child 5. Photograph of the Child with the Adoptive Parents | <ul style="list-style-type: none"> • Court where the domestic adoption was finalized • Court where the domestic adoption was finalized • Philippine Statistics Authority (PSA) • Adoptive Parents |
| In addition, for an applicant who is residing abroad but is otherwise qualified to adopt in the Philippines under the provisions of RA 8552; HSR prepared by an accredited Foreign Adoption Agencies (FAAs) | Foreign Adoption Agencies (FAAs) |
| Certification that the said FAA is accredited by ICAB | Inter-Country Adoption Board (ICAB) |
| If necessary, the DSWD may require other documents to support the facts/information indicated /claimed in the report. | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
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| A. Processing of Adoption Application -The Prospective Adoptive Parent/s inquire (either thru phone/ walk-in/email/ DSWD dashboard)/file application to the concerned Field Office. | 1. Convene/conduct pre-adoption seminar/forum for adoptive applicants and issue a Certificate of Attendance to participants. | None | Within the day after the Pre-adoption seminar/forum | ARRU and SWAD Social Worker on duty |
| | 2. Upon the receipt and acceptance of the case of the PAP/s for management, managing social workers shall gather information on the PAP/s and assess their motivation to adopt (a) child/ren. | None | Within the day upon receipt of the PAP/s case | ARRU and SWAD Social Worker on duty |
| | 3. Facilitate the accomplishment of the application form and advise the applicant to submit the requirements to the FO: | None | One (1) day | PAP/s/ ARRU and SWAD Social Worker on duty |
| | 4. Conduct personal interviews and counselling with the adoptive applicant/s' family members and significant others. | None | | ARRU and SWAD Social Worker on duty |
| | 5. Prepare a Home Study Report based on all information gathered, along with a complete set of requirements. 6. If not approved, the PAP/s shall be informed on the result of the assessment (if necessary conduct re-assessment) 7. Once approved, the PAP/s will be informed and case will be included to the Regional Matching | None | Within a month from the date of filing of application for adoption of the PAPs, | ARRU and SWAD Social Worker on duty Note: The number of signatories in the documents shall be limited to only 3 signatories |

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| I. Regional Level Placement of Children to PAP/s through Regional Matching Endorsement of the Dossier of the PAPs and child for Regional Matching | 1.Acknowledges and reviews the Home Study Report and Child Study Report and other supporting documents | None | Within two (2) working days from the receipt of CDCLAA | Thesa Joy B. Musa, SWO II |
| | 2. Inform the concerned agency on the comments and recommendations through an official memo. | | Within three (3) days upon receipt of dossier | Lexshen C. Yacapin, SWO II Mari-Flor A. Dollaga-Libang, Regional Director |
| | 3. Inform and invite the managing social worker of the child and PAP/s to present the case for matching | None | At least three (3) days prior to the scheduled matching conference. | Amormia J. Quinimon, SWO III |
| | 4. Invite the RCWSG members to the matching conference. | | At least three (3) days prior to the scheduled matching conference | Amormia J. Quinimon, SWO III Mari-Flor A. Dollaga-Libang |
| | 5. Provide the RCWSG members advance copies of dossier of Children/PAP/s | None | At least three (3) working days before the matching conference. | Amormia J. Quinimon, SWO III |
| | 6. Conduct /present the child and PAP/s' case in the matching conference | | One (1) day (Matching Conference at least twice a month but not exceeding four times a month) | Child and PAP/s handling social worker |

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| | <p>7. Provide substantial comments/observations and inputs on the cases presented and deliberate matching of children and PAP/s</p> <p>8. Once the matching of a child to the PAP is approved, issued a Certificate of Matching,</p> <p>9. For cases of children not matched after the second presentation, an approved Regional Clearance for interregional matching together with the child/PAP/s' dossier will be transmitted to the Central Office.</p> <p>All relative inter-country adoption cases of children shall not be presented in the regional matching conference and shall be issued Regional Clearance based on the favorable assessment and recommendation by the social worker managing the case.</p> <p>10. Inform the PAP/s on the result of the matching (if matched)</p> <p>Submit a written explanation citing the reasons for non-acceptance of the matched. Acceptability on the reasons shall be based on the result of the evaluation of the Regional Director.</p> | | <p>During the matching conference</p> <p>After the matching conference</p> <p>Within three (3) days from the date of matching</p> <p>A day after the matching conference</p> <p>Within two (2) days after receipt of the notice of the result of matching</p> | <p>RCWSG, FO-ARRS. CCAs/CPAs 'Social Workers</p> <p>Mari-Flor A. Dollaga-Libang</p> <p>Amormia J. Quinimon, SWO III</p> <p>Mari-Flor A. Dollaga-Libang</p> <p>PAP/s'/Child Social Worker</p> <p>PAP/s</p> |
| | <p>11. Pre-Adoptive Placement Authority (PAPA) shall be issued once received the written acceptance letter of the PAP/s.</p> | <p>None</p> | <p>Within two (2) days after the receipt of the acceptance letter of the PAPs</p> | <p>Lexshen C. Yacapin, SWO II</p> <p>Mari-Flor A. Dollaga-Libang,</p> |

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| | | | | Regional Director |
| | 12. Facilitate and coordinate on the physical transfer of the child to PAP/s. Schedule of the actual transfer of the child, shall be agreed upon by the concerned parties. | None | Within 10 days from the receipt of PAPA duly conformed by the PAP/s' | PAP/s' and child Social Workers |
| | 13. Conduct/monitor a monthly post-placement supervisory visits and recommend for the issuance of Certificate of Consent to Adoption (CA) at the final supervisory report or recommend to shorten, lengthen or waive the supervisory report. | None | Three (3) months after the placement of the child to the custody of PAPs | PAP/s' Social worker |
| | 14. Facilitate the issuance of Certificate of Consent to Adoption, as approved by the Regional Director. Ensure filing of Petition of Adoption in court by the PAP/s through their legal counsel. Note: End of process for Administrative Phase. | None | A day after receipt of the final post-placement supervisory report Within 30 days after the receipt of CA. | Lexshen C. Yacapin, SWO II Mari-Flor A. Dollaga-Libang PAP/s Social Worker Note: The number of signatories in the documents shall be limited to only 3 signatories |
| TOTAL | | NONE | 5 -15 months Maximum depending on the case of the child | |
| NAME OF SOCIAL WORKERS ON DUTY/HANDLING SOCIAL WORKERS | | | | |
| Michael John B. Andohuyan, SWO II | | | | |
| Juderiz O. Neri, SWO III | | | | |
| Arlene O. Maguinda, SWO II | | | | |
| Emily A. Sanogal, SWO II | | | | |

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| 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 |
| Sittie Hainnah C. Omar, SWO II |

| FEEDBACK AND COMPLAINTS MECHANISM | |
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| How to send feedback | Clients/applicants provides feedback through Client Satisfaction Survey Form or client sends letter to FO |
| How feedbacks are processed | ARRU clerk consolidate feedback in a monthly basis to be approved by the PSD Chief. The approved Consolidated Report will be given to the Personnel Section to be processed for immediate action (if there are any) |
| How to file a complaint | ARTA- ARRU Section Protective Services Division 1st Floor Lumilihok Building DSWD Field Office Caraga R.Palma St., Butuan City |
| How complaints are processed | Complaints are processed and acted upon 24 hours upon receipt. |
| Contact Information | <u>adoption.focrg@dswd.gov.ph</u> (085) 342-5619 to 20 Anti-Red Tape Authority <u>complaints@arta.gov.ph</u> 8-478-5093 Presidential Complaint Center (PCC) <u>pcc@malacanang.gov.ph</u> 8888 Contact Center ng Bayan (CCB) <u>email@contactcenterngbayan.gov.ph</u> 0908-881-6565 |