

**8. Issuance of Certification Declaring a Child Legally Available for Adoption (CDCLAA)**

The Certification Declaring a Child Legally Available for Adoption (CDCLAA) is a document signed by the DSWD Secretary or his/her duly authorized representative, administratively declaring the child legally available for adoption.

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:	All Provincial/City or Municipal Social Welfare and Development Office; Child Caring/Placing Agency; and DSWD Residential Care Facilities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Abandoned and Foundling children:		
1. Endorsement Letter from Petitioner to FO Regional Director	Head of Provincial/City or Municipal Social Welfare and Development Office; Child Caring/Placing Agency; and DSWD Residential Care Facilities	
2. Notarized Petition with Endorsement letter from Petitioner to Field Office	Head of Provincial/City or Municipal Social Welfare and Development Office; Child Caring/Placing Agency; and DSWD Residential Care Facilities	
3. Updated Social Case Study Report (with PRC License Number and Validity)	Licensed Social Worker from Provincial/City or Municipal Social Welfare and Development Office or Child Caring/Placing Agency; Child Caring/Placing Agency; and DSWD Residential Care Facilities	
4. Written Certification from radio/TV station	Radio or TV station	
5. One (1) newspaper publication and/or Affidavit of Publication	Newspaper publisher	
6. Either police clearance, barangay certification or certified copy of tracing report issued by PNRC	Police or Barangay where the child was found/abandoned or Philippine National Red Cross (PNRC)	
7. Returned registered mail	Licensed Social Worker handling the case in the DSWD-Residential Care Facilities, Child Caring/Placing Agencies or Municipal Social Welfare Office	

8. Birth /Foundling Certificate certified true copy from LCR or SECPA (if the document is available)  Child's Profile	Philippine Statistics Authority (PSA)  Licensed Social Worker handling the case in the DSWD-Residential Care Facilities, Child Caring/Placing Agencies or Municipal Social Welfare Office
9. Recent photograph	Licensed Social Worker handling the case in the DSWD-Residential Care Facilities, Child Caring/Placing Agencies or Municipal Social Welfare Office
10. Photograph of the child upon admission/abandonment	Licensed Social Worker handling the case in the DSWD-Residential Care Facilities, Child Caring/Placing Agencies or Municipal Social Welfare Office
11. Notice of Petition	DSWD-Regional Director where the Petition was filed
12. Certificate of Posting	Local Social Welfare Office or Barangay, Health Center, etc. who caused the posting ordered by the DSWD-Director
<b>For surrendered Cases:</b>	
1. Letter of recommendation addressed to DSWD Regional Director	Head of Provincial/City or Municipal Social Welfare and Development Office; Child Caring/Placing Agency; and DSWD Residential Care Facilities
2. Social Case Study Report	Licensed Social Worker from Provincial/City or Municipal Social Welfare and Development Office or Child Caring/Placing Agency; and DSWD Residential Care Facilities
3. Notarized Deed of Voluntary Commitment	To be executed by the child's birthparent/s; or in the absence of the birthparent/s per Article 216 of the Family Code the succession will apply as to who will exercise substitute parental authority in signing the DVC
4. Birth Certificate (Certified True Copy from LCR or SECPA, whichever is available)	Philippine Statistics Authority (PSA)
5. Recent whole body photograph	Licensed Social Worker handling the case in the DSWD-Residential Care Facilities, Child Caring/Placing Agencies or City/Municipal Social Welfare Office

6. Photograph of the child upon relinquishment/admission to agency	Licensed Social Worker handling the case in the DSWD-Residential Care Facilities, Child Caring/Placing Agencies or City/Municipal Social Welfare Office
<b>For Neglected/Abuse Children</b>	
1. Letter of Recommendation to the Secretary	DSWD-Regional Director
2. All original copy of the court order re: Termination of Parental Rights and certified true copy of the other supporting documents presented in court	Family court where the case was filed
<p>Per Administrative Order No. 12, Series of 2011 or the Guidelines for the issuance of the DSWD Certification, the following additional documents may be required to support the report/case of the child if it is for the best interest of the child to be issued with CDCLAA.</p> <ol style="list-style-type: none"> <li>1. Endorsement Letter to DSWD Secretary</li> <li>2. Copy of the ID used by the child's birth parents/relatives in signing the DVC (refer to Article 216 of Family Code, who will exercise substitute parental authority in default of child's birthparent/s.)</li> <li>3. Death Certificate of Birth Parent/s (if deceased)</li> <li>4. Psychiatric/ Psychological Evaluation Report (if birthparents/ is/ are/ or diagnosed to be intellectually challenged)</li> <li>5. DVC of legal husband (if child was born out of extra marital affair); if whereabouts is unknown, comply the requirements for petition</li> <li>6. Copy of marriage certificate or Certificate of No Marriage (if necessary)</li> <li>7. Medical Certificate/ Bone and/or Dental Ageing Result (for foundling cases)</li> <li>8. Birth Certificate of the child's birthmother (if the DVC was signed by the child's maternal grandparents/s to establish the relationship of the child's birth mother and maternal grandmother)</li> <li>9. Affidavit of Discrepancy signed by the child's birth mother (if the signature of the birthmother in the birth certificate and DVC are different as well as the child's birth order in the Birth Certificate was incorrect)</li> <li>10. Affidavit of Two Disinterested Person/s (if the informant in the child's birth certificate is not the child's birthmother)</li> <li>11. Certificate of Authority for a Notarial Act (CANA) for surrendered cases</li> <li>12. If necessary, the DSWD may require other documents to support the facts/information indicated/claimed in the report.</li> </ol> <p><b>Other Supporting/Additional Documents for CDCLAA of Children Qualified under RA 11222</b></p> <ol style="list-style-type: none"> <li>1. Affidavit of Admission from the Adopter(s)-Petitioner(s) and/or with the 3rd person</li> <li>2. Negative Certification of Birth Record from (LCR and PSA)</li> <li>3. Written consent to Adoption of the following:               <ul style="list-style-type: none"> <li>- prospective adoptee, aged 10 years old and above</li> </ul> </li> </ol>	

- legitimate and adopted children aged 10 years old and above
- Illegitimate children, aged 10 years old and above, of the adopter(s) if any, if living with the adopter(s)

4. Certificate of Authority for a Notarial Act (CANA)
5. Undertaking and Oath accomplished by the petitioner(s) holding permanent residence abroad and/or one of the petitioners is of foreign citizenship who is married to a Filipino and who prefer RA 11222 process

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Field Office				
1. DSWD residential care facilities/child caring/placing agencies/Local Social Welfare Office endorse the Petition/Application and supporting documents to Field Office	<b>For Abandoned /Dependent/ Foundling Children</b>			
	1. The Adoption Resource and Referral Unit (ARRU shall review and examines the petition if sufficient in form and substance	None	3 working days	<b>Thesa Joy B. Musa, SWO II</b>
	2. Posting of notice of petition & picture in conspicuous places in the locality where the child was found. The Local Social Welfare Office or other offices/ person/s who facilitated the actual posting shall issue a Certificate of Posting.	None	5 days posting	Local Social Welfare Office and/or other offices such as Post Office, Bgy. Hall, Police Station, Health Center, etc
	3. From completion of Posting, upon finding merit in the Petition, the	None	5 working days	<b>Mari-Flor A. Dollaga-Libang,</b>

	Regional Director renders recommendation			<i>Regional Director</i>
	4. From the time the Regional Director signs the recommendation, the Regional Director forward the same with the original supporting documents to the DSWD-Central Office.	None	2 working days	Field Office – Records Section
	<b>For Surrendered Children</b>			
	1. The ARRU shall review the Application together with the supporting documents	None	3 working days	<b>Thesa Joy B. Musa, SWO II</b>
	2. The Regional Director shall render recommendation on the Application	None	2 working days	<b>Mari-Flor A. Dollaga-Libang, Regional Director</b>
	3. The Regional Office shall transmit the same to Central Office-PMB from the time the Regional Director signs the recommendation	None	2 working days	Field Office – Records Section
	<b>For Neglected/Abuse Cases</b>			Note: The number of signatories in the documents shall be limited to only 3 signatories
		None	3 working days	

	<div>1. The ARRU shall review the Petition together with the supporting documents</div> <div>2. The Regional Director shall render recommendation on the Petition</div> <div>3. The Regional Office shall transmit the same to Central Office-PMB from the time the Regional Director signs the recommendation</div>	<div>None</div> <div>None</div>	<div>2 working days</div> <div>2 working days</div>	<div>Thesa Joy B. Musa, SWO II</div> <div>Mari-Flor A. Dollaga-Libang, Regional Director</div> <div>Field Office – Records Section</div>
TOTAL		NON E	7-18 working days depending on the case of the child	

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?	Upon receipt of complaint the concerned section shall make necessary evaluation and investigation to create a report for

	<p>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: <a href="mailto:property.focrg@dswd.gov.ph">property.focrg@dswd.gov.ph</a></p>
Contact information of ARTA, CSC, PCC	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 8478 m-5091 / 8478-5093 / 8478-5099</p> <p>CSC: 8931-8092 / 8931-7939 / 8931-7935</p> <p>PCC: <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621</p>
Contact Center ng Bayan (CCB)	<p>SMS: 0908 881 6565</p> <p>Email: <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a></p> <p>Web: <a href="https://contactcenterngbayan.gov.ph">https://contactcenterngbayan.gov.ph</a></p> <p>FB: <a href="https://facebook.com/civilservicegovph">https://facebook.com/civilservicegovph</a></p> <p>Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)</p>

Office	Address	Contact Information
Property and Supply Section	DSWD Field Office Caraga, Capitol Site Compound, Butuan City, Agusan del Norte, 8600	Tel Nos.: (085) 303-8620 loc 243  Email: <a href="mailto:property.focrg@dswd.gov.ph">property.focrg@dswd.gov.ph</a>