

For 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:	Field Offices and Central Office -Program Management Bureau-Adoption Resource and Referral Division (PMB-ARRD)		
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. Letter of Recommendation to the DSWD Secretary		DSWD-Regional Director	
2. Petition		Head of Provincial/City or Municipal Social Welfare and Development Office; Child Caring/Placing Agency; and DSWD Residential Care Facilities	
3. Case Study Report		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		Newspaper publication	
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		Philippine Statistics Authority (PSA)	

Child's Profile	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
For surrendered Cases:	
1. Letter of Recommendation to the DSWD Secretary	DSWD-Regional Director
2. Case Study Report	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
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	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 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 Municipal Social Welfare Office
For Neglected/Abuse Children	

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			
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.				
1. 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.)				
2. Death Certificate of Birth Parent/s (if deceased)				
3. Psychiatric/ Psychological Evaluation Report (if birthparents/ is/ are/ or diagnosed to be intellectually challenged)				
4. DVC of legal husband (if child was born out of extra marital affair); if whereabouts is unknown, comply the requirements for petition				
5. Copy of marriage certificate or Certificate of No Marriage (if necessary)				
6. Medical Certificate/ Bone and/or Dental Ageing Result (for foundling cases)				
7. 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)				
8. 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)				
9. Affidavit of Two Disinterested Person/s (if the informant in the child's birth certificate is not the child's birthmother)				
10. Certificate of Authority for a Notarial Act (CANA) for surrendered cases				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DSWD-Residential Care Facilities/Child Caring/Placing Agencies/Local Social Welfare Office(LSWO)				
Upon admission of the child in DSWD-Residential Care Facilities/Child Caring/Placing Agencies/Local Social Welfare Office(LSWO)	Abandoned/ Foundling Cases 1. Secure photo of the child. 2. Secure certified true copy of Birth Certificate from Local Civil Registrar. 3. Conduct home visit to last known address of parent/s. 4. Send-out letter to last known address of the parent/s. 5. Secure	No Fees	Within the 1 st to 2 nd month	DSWD-Residential Care Facilities/Child Caring/Placing Agencies/Local Social Welfare Office social Worker

	<p>police/barangay blotter.</p> <p>6. Facilitate publication in one newspaper of general circulation.</p> <p>7. Facilitate radio or tv announcement.</p>	<p>(Some of the newspaper publication, TV or radio station request for minimal fees)</p>		
	<p>8. Prepare Child Study Report.</p> <p>9. DSWD Residential Care Facilities/Child Caring/Placing Agencies/Local Social Welfare Office (LSWO) endorse the Petition and supporting documents to Field Office.</p>	No Fees	On the 3 rd month	
	<p>For Surrendered Children</p> <p>1. Facilitate signing of Deed of Voluntary Commitment.</p> <p>2. Secure certified true copy of birth certificate.</p> <p>3. Conduct home visits</p> <p>4. Secure whole body picture of the child</p> <p>5. Prepare Case Study Report and file an application to DSWD-Field Office.</p>	No Fees	Within the 1 st month to 3 rd month	DSWD-Residential Care Facilities/Child Caring/Placing Agencies/Local Social Welfare Office social Worker
	For			

	<p>Regional Director signs the recommendation, the Regional Director forward the same with the original supporting documents to the DSWD-Central Office.</p> <p>For Surrendered Children</p> <p>1. The ARRU shall review the Petition together with the supporting documents</p> <p>2. The Regional Director shall render recommendation on the Petition</p> <p>3. The Regional Director shall transmit the same to Central Office-PMB from the time the Regional Director signs the recommendation</p> <p>For Neglected/Abuse Cases</p> <p>1. The ARRU shall review the Petition together with the supporting documents</p> <p>2. The Regional</p>		<p>3 working days</p> <p>2 working days</p> <p>2 working days</p> <p>3 working days</p> <p>2 working days</p>	<p>FO-ARRU social worker</p> <p>Regional Director</p> <p>Field Office – Records Section</p> <p>FO-ARRU social worker</p> <p>Regional Director</p>
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	<p>Director shall render recommendation on the Petition</p> <p>3. The Regional Director shall transmit the same to Central Office-PMB from the time the Regional Director signs the recommendation</p>		2 working days	Field Office – Section
Central Office				
DSWD concerned Field Offices endorse the Petition and supporting documents to DSWD-PMB	<p>A. Program Management Bureau -PMB</p> <p>1. PMB Admin staff receives and tracks the document to the Document Transaction Management System (DTMS) and endorses to ARRD technical staff for review.</p> <p>2. PMB technical staff reviews the dossier for issuance of CDCLAA.</p> <p>3. Prepare Executive Summary and Endorsement to the Secretary.</p> <p>4. Admin staff printed the CDCLAA (ensure that the data such as the name of the child,</p>	No fees	4 working days	<p>-PMB –ARRD Amin Staff</p> <p>-PMB-ARRD Social Worker</p> <p>-PMB-ARRD Social Worker</p> <p>PMB Admin. Staff</p>

	<p>10. ABD Admin staff track and endorse the documents to the Admin staff of Bureau Director.</p> <p>11. Bureau Director (BD) Admin staff receives, track and endorse to the BD for review.</p> <p>12. PMB Director renders decision and recommendation .</p> <p>13. Admin. staff track and endorse the documents to the Office of Undersecretary.</p> <p>B. Undersecretary level</p> <p>14. For approval of the Undersecretary for Operations Group and for endorsement to the Secretary.</p> <p>C. Secretary level</p> <p>15. Office of the Secretary (OSEC) Technical staff</p>		<p>1 working day</p> <p><i>2 working days</i></p>	<p>Staff</p> <p>-PMB Director</p> <p>PMB Director</p> <p>PMB Admin. Staff</p> <p>-DSWD- Undersecretary</p> <p>OSEC – Technical staff</p>
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	<p>review the dossier before the endorsement to the Head of Executive Assistant (HEA)</p> <p>16. Secretary signs the Certificate Declaring the Child Legally Available for Adoption, if petition is meritorious.</p>			DSWD-Secretary
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Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>-Concerned citizen/concerned agencies send letter/email to the concerned Field Office (FO)</p> <p>-DSWD-Field Office send memo/email to DSWD-PMB.</p>
How feedbacks are processed	<p>-FO send reply to the concerned citizen/agencies.</p> <p>-DSWD-PMB send reply letter/memo to the concerned Field Office.</p>
How to file a complaint	<p>Complaints can be filed thru sending a letter or email to concerned FO PMB-DSWD. The name of person being complained and the circumstances of the complaint should be included in the information.</p>
How complaints are processed	<p>-The concerned Office will conduct a case conference/meeting to discuss the issue/concern. If necessary, to set a meeting with the complainant and discuss the concern.</p> <p>-Internal investigation shall be conducted within the Field Office/Bureau, then provide recommendation and officially send reply</p>

	letter/memo to the concerned citizen/agencies/FO.
Contact information of DSWD Program Management Bureau-Adoption Resource and Referral Division (ARRD)	<p>Tel. No. - 951-74-38</p> <p>Email address: adoption@dswd.gov.ph</p>