

## OPERATIONS & PROGRAMS DIV.- RETAINED COMMUNITY-BASED SERVICES UNIT

Head of Unit – Mrs. Clarivel Banzuela, SWO IV

### PROCEDURE ON FILING OF APPLICATION FOR DOMESTIC ADOPTION

#### I. ABOUT THE SERVICE

A socio-legal process of providing a permanent family to a child whose parents have voluntarily or involuntarily relinquished parental authority over the child

#### II. WHO CAN AVAIL OF THE SERVICE

Any Filipino citizen or alien residing in the Philippines who has the following qualifications:

1. Of legal age
2. At least 16 years older than the adoptee, except when the adoptee is the biological parent or sibling of the adoptee or the spouse of adoptee's parent
3. Has the capacity to act and assume all the rights and duties incident to the exercise of parental authority
4. Is of good moral character and has not been convicted of any crime involving moral turpitude
5. In a position to support, educate and care for his/her legitimate and illegitimate children and the child to be adopted. Has undergone pre-adoptive services.

#### III. REQUIREMENTS

##### For the prospective adoptive parents (PAP)

1. Authenticated birth certificate
2. Marriage contract or divorce
3. Written consent to the adoption of the legitimate, adopted or illegitimate children living with the applicant who are aged 10 years old and above
4. Physical and medical evaluation from a duly licensed physician; psychological evaluation if necessary
5. NBI/Police clearance
6. Latest income tax
7. Three character references
8. 3 x 5 picture
9. Home Study Report

##### For the prospective adoptive child

A Child Study Report shall also be prepared by licensed social worker of the DSWD or child caring agency not involved in child placement

1. Authenticated birth certificate or foundling certificate
2. Written consent to adoption by the biological parent/s or the legal guardian and the written consent of the child if at least 10 years old
3. Death certificate of biological parents, decree of abandonment or Deed of Voluntary Commitment
4. Medical evaluation of the child and his/her parents
5. Psychological evaluation
6. Picture of the child

#### IV. AVAILABILITY OF THE SERVICE:

**Monday to Friday – 8:00 AM – 5:00 PM**

#### V. HOW TO AVAIL OF THE SERVICE

| Step | Client/Adoptive Parents   | Office Activity   | Duration of Activity | Person/s –in-Charge  |
|------|---|---|----------------------|--|
| 1    | Proceed to the Retained Community Based Services Unit – Field Office I for filing | Conduct adoption forum or counseling and discussion of required documents | 1 day                | Soc. Welfare Officers II<br><br>La Union –<br>Mylene A.<br>Cabanban<br>Western Pangasinan -<br>Editha B. Gorospe<br>Central Pangasinan -<br>Melanie M. Crispin<br>Eastern Pangasinan -<br>Sheryll J. Bringas<br>Ilocos Sur –<br>Mary Jane J. Tubon |

|   |  |   |                  |   |
|---|--|---|------------------|---|
|   |  |   |                  | Ilocos Norte –<br>Noemie Kathleen T. Balbuena |
| 2 | Submission of required documents to the SWO II | Review and assess the documents for submission to ARRU  | 1 month          | Social Welfare Officer II (SWO II)            |
| 3 |  | <ul style="list-style-type: none"> <li>• Conduct of home visit</li> <li>• Collateral interviews</li> <li>• Validation of submitted documents</li> </ul> | 3 days           | Social Welfare Officer II                     |
| 4 |  | Conducts assessment of eligibility  | 3 days           | Social Welfare Officer II                     |
|   |  | Drafts the Social Case Study Report (SCSR)  | 2 days           |   |
| 5 |  | Provide input/comment on the draft SCSR   | 2 hours          | Clarivel Banzuela                             |
|   |  | Finalize the SCSR   | 3 hours          | SWO II  |
|   |  | Review the SCSR and other supporting documents  | 2 hrs.           | Clarivel Banzuela                             |
|   |  | Recommends approval of the SCSR   | 30 min.          | Nora D. Dela Paz                              |
|   |  | Approves the SCSR   | 15 min.          | RD Marcelo Nicomedes J. Castillo              |
| 6 |  | Presentation of the case for matching   | quarterly        | Child Welfare Specialist Group                |
| 7 |  | Pre-adoption placement for 6 months   | Once a month     | Social Welfare Officer II                     |
| 8 | Filing of adoption in court                    |   | 6 months onwards | Petitioner                                    |
| 9 |  | Provision of post adoption services   | 6 months         | Social Welfare Officers II                    |