

DOMESTIC ADOPTION

Adoption is a socio-legal process of providing a permanent home to a child whose parents have voluntarily or involuntarily relinquished parental authority over the child.

WHO CAN AVAIL OF THE SERVICES

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

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

REQUIREMENTS FOR THE PROSPECTIVE ADOPTIVE PARENT (PAP)

- Authenticated birth certificate
- Marriage Contract or Divorce
- Written consent to the adoption of the legitimate, adopted or legitimate children living with the applicant who are aged 10 years old and above
- Income Tax

- Character references
- 3X5 photo
- Certificate of Attendance to the Adoption Forum
- Home Study Report

REQUIREMENTS FOR THE PROSPECTIVE ADOPTIVE CHILD

- 1 whole body picture
- Authenticated birth certificate or foundling certificate
- Written consent to adoption by the biological parent/s or the legal guardian
- Death certificate of biological parents or decree of abandonment or Deed of Voluntary Commitment

- Medical evaluation of the child and his/her parents
- Psychological evaluation
- A Child Study Report prepared by the licensed Social Worker of DSWD or child caring Agency not involved in the child placement

Step	Client's Adoptive Parents	Office Activity	Time	Person/s-in-Charge
1	Proceed to the Retained Community Based Services Unit Field Office 1 for filing	Conduct adoption forum of counseling and discussion or required documents	1 day	<i>Social Welfare Officers II</i> Cynthia G. Ablog (<i>Ilocos Norte</i>) Ma. Bernadette B. Arcangel (<i>Ilocos Sur</i>) Melanie R. Crispin (<i>La Union</i>) Juliet R. Sicat (<i>Central Pangasinan</i>) Sheryll J. Bringas (<i>Eastern Pangasinan</i>) Christian B. Buduan (<i>Western Pangasinan</i>)
2	Submission of required documents to the Social Welfare Officers II	Review and assess the documents for submission to the Child Placement Section (CPS) .	2 min	Social Welfare Officer II
3		Conduct of home visit collateral interviews validation of submitted documents	3 min	
4		Conducts assessment of eligibility Drafts the Social Case Study Report (SCSR)	2 min 5 min	

5		Provide input/comment on the draft SCSR Finalize the SCSR Review SCSR and other supporting documents Recommends approval of the SCSR	10 min	
6		Presentation of the case for matching	3 min	
7		Pre-adoption placement for 6 months	2 min	
8	Filing of adoption in court			
9		Provision of post adoption services	3 min	

COST OF SERVICES : Adapted from the material from Central Office.

The applicant will spend for securing the documents/ requirements for adoption but the services of DSWD for adoption is FREE.

