



## Availing of Care and Protection for Children under the Difficult Circumstances, including CICL

### ABOUT THE SERVICE

The City Social Welfare and Development Office (CSWDO) assists children and youth whose basic needs have been deliberately unattended to by their parents or guardians, or have been victims of any form of child abuse or children in conflict with law.

<b>Department / Office:</b>		<b>CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		<ul style="list-style-type: none"> <li>• Street Children</li> <li>• Abandoned, Orphaned and Neglected Children</li> <li>• Physically-Abused Children</li> <li>• Sexually Abused Children</li> <li>• Victims of rape, incest and act of lasciviousness</li> <li>• Emotionally Abused Children</li> <li>• Psychologically Abused Children (Bullied/Depressed children)</li> <li>• Minors with drug cases</li> </ul>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Birth certificate</li> </ul>		<ul style="list-style-type: none"> <li>• Local Civil Registrar</li> </ul>		
<ul style="list-style-type: none"> <li>• Police Blotter, Sworn Statement</li> </ul>		<ul style="list-style-type: none"> <li>• PNP</li> </ul>		
<ul style="list-style-type: none"> <li>• Medico-legal</li> </ul>		<ul style="list-style-type: none"> <li>• Bicol Medical Center, NBI, Provincial Police Office</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Individuals, families, or other concerned citizens may request for any of the following services: <ul style="list-style-type: none"> <li>• Rescue of victims</li> <li>• Counselling</li> <li>• Assistance in securing medico-legal services and reporting to the Philippine National Police for police blotter</li> <li>• Provision of temporary shelter and custodial care</li> <li>• Referral to other welfare agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate w/ PAP/WCPC/BCP C</li> <li>• Case Conference</li> </ul>		1 hour  1 to 2 hours  3 to 6 months  15 mins.	EVANGELINE S. MANALO Social Welfare Officer III  SHIELA P. CONDENO Social Welfare Officer I  JENEATTE B. ALARCON Social Welfare Aide (Casual)  EDEN T. SAN ANDRES Community Affairs Assistant II  FRANCIA C. CASARENO



<ul style="list-style-type: none"> <li>Adoption (Domestic) R.A. 9523</li> </ul>	<ul style="list-style-type: none"> <li>Provision of basic needs &amp; services</li> <li>Prepare &amp; print Referral letter</li> <li>Interview &amp; assess prospective adoptive parents, Prepare necessary documents (referrals, public service announcements, certifications, Child Study Report) Submit all documents at DSWD Regional Office for processing of CDCLAA (Certification declaring the Child is Legally Available for Adoption R. A. 9523)</li> </ul>		<p>5-10 minutes</p> <p>15 minutes</p> <p>3-5 days</p>	<p>Social Welfare Officer I</p> <p>MALOU M. PALACIO Social Worker (COS)</p> <p>EVANGELINE S. MANALO Social Welfare Officer III</p> <p>EDEN T. SAN ANDRES Community Affairs Assistant II</p>
<b>TOTAL</b>		P	3 hours and 40 minutes	

**CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE**

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For more information, please contact:

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