



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.

Department / Office:	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail	<ul style="list-style-type: none"> • Street Children • Abandoned, Orphaned and Neglected Children • Physically-Abused Children • Sexually Abused Children • Victims of rape, incest and act of lasciviousness • Emotionally Abused Children • Psychologically Abused Children (Bullied/Depressed children) • Minors with drug cases
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>FOR CHILD IN-CONFLICT WITH THE LAW</u></p> <ul style="list-style-type: none"> • Referral from Law enforcement Officer (LEO) • Birth Certificate • Medical Certificate • Sworn Statement 	<ul style="list-style-type: none"> • Barangay Tanod, Barangay Council for the Protection of Children, Philippine National Police, National Bureau of Investigation, Criminal Investigation and Detection Group • Local Civil Registrar, Philippine Statistic Administration • Bicol Medical Center, Preferred Provider Organization, National Bureau of Investigation, Provincial Police Office, Naga City Hospital, City Health Office • Philippine National Police, National Bureau of Investigation, Criminal Investigation and Detection Group
<p><u>FOR SURRENDERED CHILD</u></p> <ul style="list-style-type: none"> • Letter of application • Child Study Report • Birth Certificate • Deed of Voluntary Commitment • Photocopy of Valid ID of parent • Certificate of Notarial Act • Oldest and Recent picture of the child (3x5 size) • Issuance of Certification Declaring a Child Legally Available for Adoption (CDCLAA) 	<ul style="list-style-type: none"> • Department of Social Welfare and Development (DSWD)
<p><u>FOR NEGLECTED CHILD</u></p> <ul style="list-style-type: none"> • Child Study Report • Notarized Petition • Birth Certificate 	



<ul style="list-style-type: none"> • Tri-media Certification (Newspaper, radio, TV) • Barangay Blotter Report/ Police Blotter • Returned Registered mail to the last known address of the parent • Oldest and recent picture of the child (3x5 size) • Issuance of Certification Declaring a Child Legally Available for Adoption (CDCLAA) 		<ul style="list-style-type: none"> • Department of Social Welfare and Development (DSWD) 		
<p><u>FOR FOUNDLING CHILD</u></p> <ul style="list-style-type: none"> • Child Profile • Police/ Barangay Report • Media Certification (Newspaper, Radio, TV) • Oldest and recent picture of the child (3x5 size) • Dental Aging Assessment • Bone Aging Assessment • Child Study Report • Notarized Petition • Issuance of Certification Declaring a Child Legally Available for Adoption (CDCLAA) 		<ul style="list-style-type: none"> • Department of Social Welfare and Development (DSWD) 		
<p><u>FOR R.A. 11222 (SIMULATED BIRTH CERT.)</u></p> <ul style="list-style-type: none"> • Petition for adoption with application for Rectification of Simulated Birth Certificate (Affidavit) • Copy of Simulated Birth Record • Affidavit of Admission • Barangay Certification • Affidavit of two (2) disinterested persons • Certification Declaring a Child Legally Available for Adoption (CDCLAA) • Photographs of both child and petitioners 		<ul style="list-style-type: none"> • Department of Social Welfare and Development (DSWD) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR CHILD IN-CONFLICT WITH THE LAW (CICL), CASES OF CHILDREN AT RISK (CAR), CHILDREN IN NEED OF SPECIAL PROTECTION (CNSP)				
1. Client reports to office or makes a call.				
2. Submit necessary documents for interview.	<p>3. Conduct interview, assessment, and counselling (rescue, as needed).</p> <p>Coordinates with PNP-Women Children Protection Center (PNP-WCPD), Barangay Council for the Protection of</p>		<p>1 hour</p> <p>30 minutes</p>	<p>EVANGELINE S. MANALO Social Worker Officer III</p> <p>EDEN T. SAN ANDRES Community Affairs Assistant</p> <p>SHIELA P. CONDENO Project</p>



	Children (BCPC).			Development Officer II
	4. Provide temporary shelter (NCCH), as well as basic needs (CAR, CICL, and CNSP).		6 months as needed	JEANETTE B. ALARCON Social Welfare Assistant (Casual) MARILOU M. PALACIO Social Worker (COS)
	5. Determination of discernment (CICL).		1 hour	EVANGELINE S. MANALO Social Worker Officer III NCCH Staff
	6. Home visitation. Coordinates with other agencies (CAR, CICL, and CNSP).		2 hours	EVANGELINE S. MANALO Social Worker Officer III
	7. Attend court hearings (CICL).		2 hours	EVANGELINE S. MANALO Social Worker Officer III
	8. Enrol victim on Home Study Program and ALS.		6 months	EVANGELINE S. MANALO Social Worker Officer III
	9. Conduct pre-discharge case conference.		30 minutes	NCCH Staff
	10. Sign on discharge slip and gate pass.		5 minutes	NCCH Staff
R.A. 9523 (ADOPTION)				
1. Inquire and apply to social worker concerned.	2. Interview and assess applicants if eligible.		30 minutes to 1 hour	EVANGELINE S. MANALO Social Worker Officer III EDEN T. SAN ANDRES Community Affairs Assistant
	3. If eligible, provide checklist of requirements for adoption.		6 months	
4. Applicant submits the requirements.	5. Receives and submits documents to the DSWD Regional Office for review of child's dossiers.			
	6. If complete, DSWD FO V sends child's adoption documents to DSWD Central			



	Office for review and issuance of CDCLAA signed by the DSWD Secretary.			
	7. DSWD FO V receives CDCLAA and sends it to CSWDO.			
	8. CSWDO awards CDCLAA to the applicant.			
9. Applicant receives certification.				
R.A. 11222 (SIMULATED BIRTH CERTIFICATE)				
1. Inquire and apply to social worker concerned.	2. Interview and assess applicants if eligible.		30 minutes to 1 hour	<p>EVANGELINE S. MANALO Social Worker Officer III</p> <p>EDEN T. SAN ANDRES Community Affairs Assistant</p>
	3. If eligible, provide checklist of requirements for R.A. 11222.		6 months	
4. Applicant submits the requirements.	5. Receive and examine the petition for adoption with application for rectification of Simulated Birth Certificate shall be in the form of an affidavit.			
	6. Endorsement of documents to the DSWD Regional Office.			
	7. If complete, send child's adoption documents to DSWD Central Office for review. DSWD Central Office issues Order of Adoption and sends it back to DSWD FO V.			
	8. Regional Office provides Order of Adoption to CSWDO, PSA, and LCR.			
	9. CSWDO provides copy to the Applicant.			
10. Applicant receives copy of Order of				



Adoption.				
	TOTAL	P	6 months and 1 hour	

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

G/F Social Development Center Bldg., City Hall Complex, J. Miranda Avenue., Concepcion
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For more information, please contact:

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