

Administrative Order No. 23
Series of 2011

SUBJECT : 2011 Guidelines in the Implementation of Aruga at Kalinga Sa Mga Bata Sa Barangay (Foster Care in the Barangay)

I. RATIONALE

It is the right of every child to grow up and be nurtured by his/her own family. Satisfactory family life results to a wholesome personality, which must be fostered and preserved.

There are instances, however, when a family is unable to care for the child due to separation, abandonment, illness and extreme poverty, among others. In some instances, substitute family care becomes necessary. The child has to be cared for temporarily until such time that his/her parent/s are ready to resume their parental responsibilities or until a more permanent placement is arrived at. The provision of substitute family care is essential for the child's continuing growth and development while he/she is away from his/her own family.

Foster care is one of the most nurturing alternative placement for children in need of temporary substitute family care. While there are residential facilities available, a child grows best in a family where he/she is given individualized care and nurturing and all his/her needs are met.

Article 68 of PD 603 of the Child and Youth Welfare Code states that "Assignment of the child to a foster home shall be preferred to institutional care. Unless absolutely necessary, no child below nine (9) years of age shall be placed in an institution. An older child may be taken into an institution for child care if a thorough social case study indicated that he will derive more benefit therefrom".

Memorandum Circular 22, series of 2004: Policy on Deinstitutionalization of Children serves as framework of effecting the immediate transfer of children from institutions to alternative family care, independent living and other community based services for the care, recovery and rehabilitation of children. It also takes cognizance of the detrimental effects of institutionalization, long-term care and separation of children from their families.

In line with the above policies, the Department developed a strategy entitled *Aruga at Kalinga ng Mga Bata sa Barangay* or foster care in the Barangay through Administrative Order 08. This is a strategy that promotes the implementation of foster care service in a Barangay with a pool of foster parents to provide a planned substitute parental care to abandoned, neglected and other children in need of temporary substitute parental care.

Originally, the project was designed in partnership with licensed and accredited Child placing agencies (CPAs) to concentrate the implementation of foster care service in one area. However, the proposed partner CPAs agencies withdrew their participation during the social preparation. Despite of this, the Department proceed with the implementation in collaboration with LGU Muntinlupa. Likewise, there are procedures, processes and requirements that were changed and reduced as a result of the pilot implementation. Thus, a need to enhance the implementing guidelines.

II. LEGAL BASES

The State upholds the right of a child to a wholesome family life with his/her parents; however, in cases of a dependent or abandoned child, foster family care is an alternative arrangement best suited for young children in need of temporary care outside their own homes.

Foster care is in support to the following existing international instruments and Philippine laws:

1. The UN Declaration on Social and Legal Principles relating to the Protection and Welfare of Children with Special reference to Foster Care Placement and Adoption Nationally and Internationally (adopted by the General assembly, 1986) provides international standards to safeguard the rights of children for whom family life is ensured through foster care and adoption.
2. Article 20 of the United Nations Convention on the Rights of a Child which was adopted by the UN General Assembly on November 20, 1989 and ratified by the Philippine Government on July 26, 1990 and took effect on September 2, 1990 states that:

a. " A child temporarily or permanently deprived of his or her family environment or in whose own interest cannot be allowed to remain in the environment, shall be entitled to special protection and assistance provided by the state".

- b. *“State Parties shall in accordance with their national laws ensure alternative care for such a child”.*
 - c. *Such care should include inter alia, foster placement, kafalah of Islamic institutions for the care of children when considering solutions, due regard shall be paid to the desirability of continuity in a child’s upbringing and to the child’s ethnic, religious and linguistic background.*
3. The 1986 Philippine Constitution Article II, Sec. 4 states that “ the State shall strengthen the family as a basic social institution, the mutual rights and duty of parents in the rearing of the youth for civic efficiency and the development of moral character shall receive the aid and support of the government
4. P.D. 603 otherwise known as the Child and Youth Welfare Code which was signed on December 10,1974 and became effective on June 10, 1975 stipulates the following:
- a. **Article 1- Declaration of Policy** “ *The child is one of the most important assets of the nation. Every effort should be exerted to promote his welfare and enhance his opportunities for a useful and happy life”.*
 - b. **Article 3 – Section 2- Rights of the Child** “ *Every child has the right to a wholesome family life that will provide him/her with love, care and understanding, guidance and counseling and moral and material security. The dependent and abandoned child shall be provided with the nearest substitute for a home”.*
 - c. **Article 67- Foster Homes** - “ *Foster Homes shall be chosen and supervised by the Department of Social Welfare and Development or any duly licensed child placement agency when and as the need therefore arises. These shall be run by married couples to be licensed only after thorough investigation of their character, background, motivation and competence to act as foster parents”.*
 - d. **Article 68 – Institutional Care** -“ *assignment of the child to a foster home shall be preferred to institutional care. Unless absolutely necessary, no child below nine years of age shall be placed in an institution. An older child may be taken into an institution for child care if a thorough social case study indicates that he will derive more benefit therefrom”.*

III. Definition of Terms

The following terms are defined for the purpose of this guideline.

1. **Child** - refers to a person below eighteen (18) years of age, or one who is over 18 but is unable to take care of or protect himself/herself from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition.
2. **Abandoned** – refers to a child who has no parental care or guardianship, or whose parent(s) have deserted him/her for a period of at least three (3) continuous months, which include a foundling.
3. **Neglected**- refers to a child whose basic needs have been deliberately unattended or inadequately attended within a period of three (3) continuous months. Neglect may occur in two (2) ways:
 - (a) There is physical neglect when the child is malnourished, ill clad, and without proper shelter. A child is unattended when left by himself/herself without proper provisions and/or without proper supervision
 - (b) There is emotional neglect when the child is maltreated, raped, seduced, exploited, overworked, or made to work under conditions not conducive to good health; or is made to beg in the streets or public places; or when children are in moral danger, or exposed to gambling, prostitution, and other vices
4. **Involuntary Committed Child**- is one whose parent(s), known or unknown, has been permanently and judicially deprived of parental authority
5. **Voluntarily Committed Child**- is one whose parent(s) or legal guardian knowingly and willingly relinquished parental authority to the DSWD or any duly-accredited child –placement or child-caring agency or institution.
6. **Child Study Report** –refers to a comprehensive written report prepared by a social worker containing all the necessary information on the child.
7. **Home Study Report**- refers to a comprehensive written report prepared by a social worker containing the necessary information on a prospective foster parent/s and the members of the family.
8. **Progress Report** – refers to a report prepared by a social worker containing the progress of the foster child with the foster parents.

9. **Foster Care** – refers to the provision of planned temporary substitute parental care to a child by a foster parent
10. **Foster Care License** – refers to the document issued by the DSWD authorizing the foster parent to provide foster care
11. **Foster child** – refers to a child placed under foster care.
12. **Foster Parent/s** – refers to a person/s, duly licensed by the DSWD to provide foster care to a child/ren.
13. **Foster Placement Authority** – refers to the document issued by the DSWD authorizing the placement of a particular child with the foster parent
14. **Matching**- refers to the judicious pairing of a child with foster parents and family members based on the capacity and commitment of the foster parents to meet the individual needs of the child and the capacity of the child to benefit from the placement.
15. **Placement** – refers to the physical transfer of the child with the foster parent
16. **Social Worker** – refers to the registered social worker of the DSWD, local government unit (LGU), or child caring/placing agency.
17. **Child Placing Agency**- is a duly licensed and accredited agency by the Department to provide comprehensive child welfare services including but not limited to, receiving applications for adoption, evaluating the prospective adoptive parents.
18. **Child Caring Agency** – refers to a private non-profitable or charitable institution or government agency duly licensed and accredited by the Department that provides twenty- four (24) hour residential care services for abandoned, orphaned, neglected, or voluntarily committed children.

IV. PROJECT DESCRIPTION

The Aruga at Kalinga project is a strategy to promote the implementation of foster care service in a Barangay with a pool of at least 10 foster parents to provide a planned substitute parental care to abandoned, neglected and other children in need of temporary parental care. These children may either come from the centers and institutions or referred/rescued from the community/street.

Aside from their regular foster child, the pool of foster parents can take care of children in need of emergency placement based on the foster parent's foster care license. This will prevent social workers or LGU staff from bringing the child to their own home due to the absence of the child caring agency in their locality or referral to the concerned agencies cannot be facilitated immediately during holidays or weekend.

The project shall be managed by the DSWD Field Office within six (6) months transition period and thereafter the implementation shall be taken over by the Local Government Unit through their local social welfare office and Barangay Council of the target barangay/s.

V. PROJECT GOALS

General Goal:

To establish a pool of foster parents in a barangay that provides a planned and substitute foster care to abandoned, neglected and other children in need of temporary parental care.

Specific Objectives:

1. To promote foster care as the best substitute parental care arrangement for children in need of temporary care.
2. To develop and maintain a pool of licensed foster parents.
3. To involve LGUs in implementing foster family care for children in the barangay.
4. To decongest residential institutions for children.

VI. PROJECT BENEFICIARIES/ AREA

The target children for foster placement are those who are referred and rescued from the community/street or ward of the residential facilities needing temporary alternative parental care aged 0 to below 18 years old, categorized as:

1. Neglected, abandoned, and orphaned
2. Whose parents are in crisis and temporarily unable to provide adequate care.
3. Those in need of special care and protection due to:
 - Sexual or physical abuse or in danger of further abuse due to neglect by his/her parents
 - Emotional difficulties as a result of neglect, abuse, exploitation i.e. street child, victim of child labor, child in conflict with the law

- Developmental or physical disability
- Children whose parents suffer from HIV/AIDS but is found negative from HIV
- Commission of a minor offense but has been released on recognizance or placed in custody supervision but whose families/relatives are not capable of providing him/her care.
- Unaccompanied and separated children during disaster/emergencies.

The prospective foster families must have a genuine interest in parenting a child not related to them, thus requiring different degree of time, attention, care, patience, as well as emotional stability. Further, those who are willing to be trained to further hone their knowledge, attitude and skills in caring for children with special needs.

The prospective LGU should be supportive in the promotion of the welfare of children, with functional Local Council for the Protection of Children. Likewise, can draw participation and support from its civic minded residents.

VII. IMPLEMENTING GUIDELINES

1. Dialogue/Consultation with Local Government Unit

The DSWD Field Office shall conduct a dialogue/meeting with local chief executives and other possible partners in the community to solicit support in the implementation of the project in their locality.

Conduct of dialogue provides a venue to clarify concerns between DSWD and LGU in relation to the screening and assessment of their capability to implement and sustain the project once it will be turned-over to them after the six (6) months transition period.

2. Identification of Target Barangay

The LGU through the C/MSWDO shall identify the target barangay for the project implementation based on the following criteria:

- 1) With functional Barangay Council for the Protection of Children (BCPC)

- 2) Child Friendly, such that it offers a safe and healthy environment, wholesome neighborhood has basic amenities vital for child's protection and development such as clean water, health, education and recreational facilities.

3. MOA Signing with Partner LGU/ Barangay

The Memorandum of Agreement (MOA) with the partner LGU and barangay shall be forged by DSWD Field Office to formalize the working relationship, role delineations and commitment of every party involved.

The MOA signing shall take place in the target barangay and will be attended by the DSWD Director, Mayor and City council member, Barangay Chairman and Barangay Council members, LCPC/BCPC members, C/MSWDO Officer, social workers, other key players of the project and people from the community.

4. Organization of Project Management Team

A Project Management Team will be organized to manage the implementation of the project. The team shall be composed of social worker from P/C/MSWDO, and a member of the Barangay Council for the Protection of Children (BCPC) of the identified barangay, & the DSWD FO focal person as head.

The DSWD F.O. focal person shall oversee and provide technical assistance on the over all project implementation. The LGU social worker shall be responsible in the development and monthly monitoring of foster families and foster children. While the member of the BCPC shall assist in the identification of the prospective foster parents, conduct of foster care forum in monitoring of foster parents.

5. Foster Care Forum in the Target Barangay

A foster care forum shall be conducted in the identified barangay to orient them about the project and encourage families to support the project and provide awareness on the dynamics of children for foster care placement.

The forum shall be arranged by the BCPC and shall be conducted more than once or by batches in order to scout for more prospective foster parents for assessment.

6. Development of Foster Families

The LGU social worker shall conduct a thorough study and assessment of all foster parent applicants and their families to determine their motivation and to evaluate whether they fully meet the requirements and if they are capable to provide a safe, secure, and a loving home for a foster child with special needs.

Specifically, the qualification of the foster parent/s applicant/s are:

- 25 years old to 60 years old, legally married, single or widow.
- Mentally and physically fit and free from contagious and infectious diseases to cope with the added stress of caring for a child with special needs including his/her family members
- With healthy and harmonious relationship with each family member
- With good moral character and emotional maturity (No derogatory records in the community)-
- Involve/participate in a socio-civic activities in the community (optional)

The prospective foster parent/s shall be requested to submit the following documents in support to the qualification mentioned above:

- Barangay Clearance
- Medical Certificate
- Marriage Contract/Certificate, Death Certificate
- Birth Certificate of biological children when necessary
- Written Consent of Biological Children of Prospective foster parents 10 years old above
- Three (3) Character References
- Three (3) pcs Recent Family picture
- Any proof of income (i.e. ITR, Certificate of Employment)

If evaluation of the applicants' capability to foster is favorable, the LGU social worker shall prepare the Home Study Report for approval of the Head of the C/MSWDO.

The C/MSWDO shall officially forward the foster care application together with the approved foster Home Study Report to the DSWD Field Office for approval of the DSWD Field Director. Once the application is approved, the **foster care license** and **identification card** will be issued to the foster parent/s. However, if the DSWD Director has noted areas for

clarifications in the report, this will be returned to the C/MSWDO for revision and/or enhancement.

The Foster Care License and Identification Card has a validity of three (3) years. The LGU social worker shall re-assess the family for the renewal of the license and identification card. The license may be earlier revoked or no longer be renewed based on the LGU Social Worker's assessment or upon request of the parent/s.

The original format of foster care license as well as the roles and responsibilities shall also be applied for this project. However, the foster care license is only valid up to three (3) years unlike the regular foster care license where there is no expiration. This is in order to re-assess the motivation & fitness of the foster parents to continue caring for the children.

7.Capability Building of the Foster Parents

The DSWD Field Office shall provide training/orientation to licensed foster parents on understanding and management of children in need of special protection (CNSP) to enhance and develop their parenting capability. Licensed foster parents who have had several years of experience caring for CNSP shall act as resource persons in sharing their parenting practices.

The LGU shall provide continuous training to foster parents at least once a year to enhance their knowledge, attitudes and skills in understanding, caring and handling children.

8.Organization of Support Group

The licensed foster parents shall be organized as foster parents support group. They will act as advocates of foster care service, conduct recreational activities for the foster children, assist in the recruitment of prospective foster parents and act as resource speaker to share their parenting experiences during foras, orientation and seminar on foster care.

9.Matching

The matching conference is a judicious pairing of the child with the licensed foster parent/s which is done on the basis of complimentary needs between them. i.e. the capacity and interest of the foster parent to

meet the needs of a particular child and the capacity of the child to benefit from the placement.

This shall be conducted once a month or as need arises at the DSWD Field Office with the following members of the foster care committee: Division Chief or the official representative as chairperson, Center social worker of the child, LGU social worker of the foster parent/s, members of the BCPC, licensed foster parent and ARRU social worker as the secretariat.

However, in cases of children who are rescued from the street/community needing immediate temporary placement, the LGU social worker can facilitate the **emergency placement** of the child from among the pool of licensed foster parents. Provided, however that the LGU social worker shall forward the application of the child's foster care authority to the DSWD Field Office within five (5) working days upon emergency placement of the child with the foster parent.

The considerations in matching the child with the foster parent are:

- a) The training background and capability of foster parent/s shall be considered in the matching of children with special needs.
- b) Availability of space and safety of the house of a foster parent/s shall be considered in the matching of toddler so with the privacy for bigger kids especially females.
- c) The age and sex of foster parent's own children are significant factors in the selection process. There should be at least a difference of two years or more between the foster child and the foster parent's own child/ren.
- d) A child with delayed development is best placed in a foster home with children to provide stimulating experiences.

The social workers in-charge of the foster parent/s and the child shall submit the file of the family/child for matching to the ARRU Secretariat at least three (3) working days prior to the actual date of matching conference: Each folder shall contain the following documents:

| Foster Parent/s | Child |
|---|--|
| Approved Home Study Report | Approved Child Study Report |
| Copy of the foster care license | |
| Supporting documents of the home study report such as: - Barangay Clearance - Medical Certificate Marriage Contract/Certificate, Death | Supporting documents of the child study report such as: -Birth Certificate, if available - Medical records |

| | |
|---|--------------------------|
| <p>Certificate</p> <ul style="list-style-type: none"> - Birth Certificate of biological children when necessary - Written Consent of Biological Children of Prospective Families 10 years old above - Three (3) Character References - Three (3) pcs Recent Family picture - Any proof of income (i.e. ITR, Certificate of Employment) | <p>- Recent pictures</p> |
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10. Pre-placement

10.1. Issuance of Foster Placement Authority

Once matching is done, the LGU social worker shall facilitate the preparation of the foster placement authority for each foster parent.

The social worker shall discuss the terms of the Authority and ensure that these are understood including the special needs of the child and the handling of child's behavior and other special concerns such as continuing medical/psychological evaluation, etc, if indicated.

A Foster Placement Authority (FPA) shall be signed by the foster parent/s and social worker which shall be endorsed to the DSWD Field Office for approval of the Field Office Director.

The placement of the child with the foster parent shall only take place after the foster care authority is approved, except for cases of emergency, which shall be issued within five (5) working days from the time of placement of the child with the foster parent/s.

The format and content of foster care authority used is the same as the one provided in the regular foster care service of the Department.

10.2. Preparation of Foster Parent/s

The LGU social worker shall meet all the foster Parent/s to inform them of the result of the matching and the child/ren matched to them. Individually, the foster parent shall be provided with the information of the child matched with them to help them understand and develop plans for the child while under their custody.

The center social worker shall orient the foster parent/s about the child. If possible, the venue of the orientation of the foster parents shall take place in the center where the children are housed for them to make initial visitation to their foster children before the actual placement .

10.3. Preparation of a foster child

The center social worker shall prepare the child for his/her placement to the foster parent/s. Preparation of the child shall be consistent with his/her age, understanding and emotional maturity. An older child shall be helped to understand what foster care means and why he/she will be going to his/her foster parent/s.

Information and photograph of the foster parent/s shall be shared with the child.

The foster child shall be helped to understand the temporary nature of care and placement and that visits/contacts shall be made possible with the child's family under certain conditions.

11.Placement of the foster child with the foster parent/s

After the child and the foster parent/s had been prepared and the documentary requirements are completed, the child will be physically transferred to the foster parents.

Physical turn-over of the child with the foster parent/s shall take place in a center, if the child is from residential facilities or at the local C/MSWDO office, if the child is rescued from the street/community.

During the physical turn-over, there will be a short getting to know you program for the foster child and foster parent/s to facilitate familiarization, which will be facilitated by the concerned center/institution Below is the suggested format for the turn-over ceremony:

- Prayer
- Brief introduction of the activity
- Message of the center social worker of the child and other concerned staff that may wish to give message for the child.
- Message of the foster family to the child

- Signing of the acceptance form by the foster family.
- Games for the foster family and the child to facilitate interaction and familiarization, especially for older children
- Closing prayer

12. Supervision of Placement

After the child has been placed to his/her foster parent/s, the social worker shall help the foster parent/s, and the child in the adjustment process. This is done through monthly home visitation for at least six months of the placement and quarterly thereafter.

The primary goal of supervision of foster home is to ensure the proper adjustment of the child to his/her family and vice versa. Furthermore, the social worker shall follow-up the foster parent's participation in the case management of the child towards the treatment and achievement of the set goals for the child.

During the supervision, the social worker also updates the foster parent/s on the status of their foster child i.e. if child is already available for adoption, or if the child is to be returned to his/her biological family/parent/s, or if the child will have to stay longer with them due to the difficulty of a permanent placement for the child.

Group sessions for foster parents shall be conducted quarterly or as need arises to provide a venue for foster parents to identify and thresh out issues and problems encountered in taking care of their foster children and other related matters.

13. Termination of Placement

There is disruption when foster care placement is not completed or is discontinued due to problems arising either on the part of the child and/or foster parent/s or both. Once the decision to remove a child has been reached, it should be carried out as quickly as possible and in such a way to minimize the guilt and anxiety of both the child and the foster parents.

Termination of placement shall be done by the agency under the following circumstances

- a. Return of the child to his/her biological family, extended family/relatives.
- b. Placement for adoption

- c. Referral to another foster parent/s or residential facility/ institution, if problems arise under the care of the foster parents.
- d. Placement is prejudicial to the welfare of the child e.g. abuse
- e. Death/ailment of the foster parent or other members of the foster family
- f. Migration of foster parent/s
- g. Transfer of residence from one province/ city/ municipality to another
- h. Lack of time to care for the foster child

14. Post Placement/After Care services

After the return of the child to his/her biological parents, the LGU social worker shall be available to ensure the child's reintegration adjustment to his/her family/relatives.

- a) Parents/relatives shall be helped to understand and cope with the child's adjustment problem to his/her immediate environment.
- b) The child shall be helped to understand his/her return to his/her own family. He/she shall be helped to work out his/her feelings about his/her return to his/her own family, relatives and separation from his/her foster family.

Older children who have been referred to training center for job placement shall also be provided with after care services to ensure his/her smooth adjustment and integration into his/her family and community.

For children who have been placed out for adoption, the adoption social worker shall conduct six months supervised trial custody of the child with the adoptive families to ensure their smooth adjustment, and in compliance with one of the requirements for legalization of adoption in court (R.A. 8552).

15. Support Services

Support services are provided to foster families caring for children to sufficiently meet the needs of the child. These may be in the form of the following:

a. Subsidy for the Foster Parent

A foster parent caring for a child shall be given a minimum of eight hundred pesos (P 800.00) and/or a maximum one thousand five hundred pesos (P 1,500.00) subsidy per month during the stay of a child in their home, subject to the assessment of the social worker and the IRA and class of the LGU adopting the project.

A subsidy is not meant to augment their income but as incentive to further encourage them to continue caring for children.

However, those foster parents who are willing to volunteer their services in caring for the children shall not be provided subsidy. Further, they will be categorized as **regular volunteer foster parent** of the Department, as provided for in Administrative Order No 2, series of 1996 and Foster Care manual.

b. Subsidy for the Foster Child

The foster children shall be given a monthly subsidy of Php 1,500.00 subject to increase based on the assessment of the needs of the foster child. This will be used for the child's needs (i.e. milk, food, clothing, vitamins and school supplies if in school) while under the care of the foster parent/s. Foster parent/s shall submit Liquidation report with official receipts and supporting documents to the local C/MSWDO

However, those foster parents who are willing to provide for all the needs of their foster children while under their care, will be categorized under the regular foster care service of the Department, as provided for in A.O. No 2, series of 1996 and Foster Care manual

c. Emergency Fund

An Emergency/standby fund in the amount of Php 1,500.00 shall be made available for the emergency needs of the foster child such as but not limited to hospitalization, medicines from pre to post hospitalization, consultation and medicines for out-patient, laboratory, psychological evaluation.

The foster parent shall request for the provision of emergency funds, subject for assessment of the LGU social worker after all the available resources within the local government unit and national agencies are maximized/exhausted. The foster family shall reimburse their expenses for the child's hospitalization to the C/MSWDO, if emergency occurs during weekends or holidays.

Other incidental expenses incurred by the foster parent/s in assisting social worker in securing documents (i.e. pictures, courier expenses, transportation, etc) of the foster child necessary for his/her adoption placement shall be refunded to them by the referring party of the child.

d. Respite Care

This is a one week break for the foster parents from their task of fostering children to provide them with temporary relief to prevent burnout. With the provision of respite care, foster parents would be able to provide better quality care to children.

The social worker shall identify/assess the foster parent/s qualified and in need of respite care. The foster parents must have at least rendered a minimum of one year of fostering a child to avail of respite care.

Foster parents on respite care shall receive the full amount of their monthly subsidy. Further, the foster parents who have rendered at least two years of fostering a child shall be provided an additional allowance of one thousand pesos (P1,000.00) during the respite care break.

The social worker shall plan the necessary arrangements with the foster family to ensure that the foster child shall be cared for by other responsible adults within the family with the assistance of another foster family within the area.

The social worker shall conduct a daily visit to the foster child during the time the foster parents are away.

e. Rewards and Incentives

The foster parent/s who have served at least a period of five (5) years and above shall be provided with incentives in the form of certificate or plaque of appreciation and other non-monetary incentives for their loyalty and commitment to foster children.

f. Other assistance

Other assistance may be provided to the foster parent/s in the form of medical assistance, legal advice/service should they be qualified to adopt their foster child after a case conference; livelihood programs, etc, through referrals to concerned government agencies and non government organizations.

16.Reporting/Monitoring and Evaluation on Project Implementation

The LGU is required to submit a monthly report to DSWD Field Office on the progress of the project implementation. DSWD Field Office shall consolidate report to be submitted to DSWD Central Office- Program Management Bureau on a quarterly basis within six months of its implementation and on a semestral thereafter. Said report shall be the basis for provision of technical assistance.

VIII. INSTITUTIONAL ARRANGEMENTS

A. DSWD Central Office – Program Management Bureau

1. Provide technical assistance and resource augmentation to the DSWD Field Offices in the implementation of the project.
2. Provision of Capability Building to project implementers
3. Conduct of National Program Review and Evaluation Workshop (PREW) of the project.

B. DSWD Field Office

1. Manage the implementation of the project during the six (6) months transition period.
2. Coordinate with the local government unit for the selection and identification of target barangay .
3. Assign one (1) social worker as project focal person
4. Provide fund augmentation to the LGU for the initial year of the project implementation
5. Forge a MOA with partner agencies to ensure support and commitment of each partner agency and stakeholders.
6. Provide capability building for LGU social workers and foster parents who will be involved in the project.
7. Issue foster care license and Identification Card to approved foster parents.
8. Conduct matching of children with licensed foster families
9. Issue foster placement authority to licensed foster families.
10. Submit an accomplishment report to the Program Management Bureau on a quarterly basis within the first six months of its implementation and on a semestral thereafter.
11. Conduct regional assembly of the foster parents support groups

C. Local Government Unit

1. Enact local resolutions in support of the implementation and sustainability of the project thereby providing funds for the project institutionalization.
2. Assign one (1) social worker as project focal person to handle the recruitment of families, conduct of advocacy and public dissemination on foster care.
3. Conduct consultation meeting/advocacy with the Associations of Barangay Captains (ABC) to generate support.

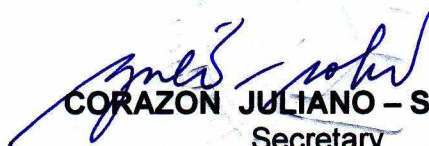
4. Identify a target barangay for the project.
5. Conduct foster care forum to target barangay & prospective foster parents.
6. Recruit, develop prospective foster parents.
7. Endorse approved foster families to DSWD Filed Office for issuance of foster care license
8. Submit quarterly accomplishment report on the project implementation and foster placement supervisory report of every foster child to DSWD Field Office.
9. Document good practices of the project
10. Manage the over-all implementation of the project after the six (6) months transition Period.

D. Barangay Government Unit

1. Enact barangay ordinance in support of the implementation of the project.
2. Assign one (1) member of the BCPC as the focal person of the project.
3. Assist in the conduct of foster care forum in the community & other related activity of the project
4. Assist in the recruitment of the prospective foster parents
5. Submit observation or untoward incident of the foster children to the LGU social worker
6. Participate during meeting, mid-term and terminal evaluation of the project.
7. Undertake other related tasks as may be necessary

IX. EFFECTIVITY

This order shall take effect immediately and supersedes administrative order no. 08 series of 2004.


CORAZON JULIANO - SOLIMAN
Secretary
Department of Social Welfare and Development

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ARB/FRV/PBL/GBG/MCD/JAA