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Memorandum Circular No. 07
Series of 2015

**SUBJECT: *AMENDED A.O. NO. 11, SERIES OF 2009, ENTITLED,
OMNIBUS GUIDELINES ON THE DOMESTIC ADOPTION
PROCESS***

I. Rationale

Administrative Order No 11 Series of 2009 or the Omnibus Guidelines on the Domestic Adoption Process was issued with the intent to establish a mechanism and procedures to fast-track the placement and local matching process of children to prospective adoptive parents (PAPs) in just one venue. It was envisioned to hasten the adoption process promoting a shorter stay of children in residential care; hence, minimizing its negative effects. The national matching conference was lodged at the DSWD Central Office, then with Protective Services Bureau (PSB) and currently with the Special Operations Office (SOO). The National Child Welfare Specialist Group (NCSWG) carries out the matching of a child to an approved prospective adoptive parent/s/(PAPs) coming from the different regions nationwide based on Section 19 of the Implementing Rules and Regulation (IRR) of RA 8552.

However, after four years of conducting the national matching conference at Central Office, almost all of the Field Offices expressed readiness for the return of the matching conference to the region. Regional matching would have the following advantages: (1) issues/concerns/inputs during the regional matching could be addressed immediately because all the staff concerned are within reach; (2) The likelihood of matching a child to available PAPs in the same region with the same culture and identity would be higher; (3) The Field Office will be able to do regular monitoring of the children with the PAPs that they developed and are in the region; (4) PAPs will not spend too much on their traveling expenses and accommodation when they take the child from the agency into their custody; (5) Regional matching conference is situated conveniently where social workers will be able to attend thus, there would be lesser expenses for air fare, per diem and accommodation; traveling expenses; and (6) The family court where the petition for adoption was filed may order the appearance in court of the DSWD representative to testify on the case, hence, the Field Office would be able to represent the Department. This would be more practical because the family court is situated within the region; (7) The SOO would be able to dedicate more time for its function of monitoring the placement of children and providing technical assistance on this matter that may be used as basis for policy enhancements and drawing recommendations to respond to the emerging needs/concerns. The exhaustion of matching of a legally available child for adoption to available PAPs in the same region conforms to the spirit of RA 8552 in order to preserve the child's culture and identity.

Moreover, certain provisions of AO 11 Series of 2009 have to be amended as well as introduce new provisions based on emerging concerns towards the faster process of domestic adoption including, supervised trial custody, issuance of Affidavit of Consent to

Adoption (ACA), procedures and policies on adopting children that were placed independently in a family.

Further with the passage of Republic Act 10165, also known as An Act to Strengthen and Propagate Foster Care, the Field Offices were advised to organize the Child Welfare Specialist Group (CWSG) which also serves as the Regional Foster Care Placement Committee (RFCPC). The same body will be the matching committee upon approval of these Guidelines.

This MC is issued to amend AO 11 series of 2009 otherwise known as the Omnibus Guidelines on the Domestic Adoption Process, in order to provide guidance in executing the proposed enhancement in adoption services.

II. Mandates and Legal Bases

The State values the dignity of every person and guarantees respect for the individual rights including that of children. Towards this end, it shall give highest priority and importance to the enactment of measures that will ensure the rights and welfare of children for their full and healthy development and well-being. (Article 2, Sec. 11, 1987 Philippine Constitution)

The State also recognizes the rights of children as enshrined and guaranteed in the following international instruments, national laws and regulations:

A. International Instruments

1. United Nations Convention on the Rights of the Child, adopted by the UN General Assembly on November 20, 1989 and ratified by the Philippine Government on July 26, 1990;
2. United Nations Declaration on Social and Legal Principles Relating to the Protection and Welfare of Children with Special Reference to Foster Placement and Adoption nationally and internationally.
3. The Hague Convention on the Protection of Children and Cooperation in respect of Inter-Country Adoption;

B. National Policies

1. Republic Act No. 8552 or The Domestic Adoption Act of 1998 and its Implementing Rules and Regulations;
2. Republic Act No. 9523 or "An Act Requiring the Certification of the DSWD to Declare a Child Legally Available for Adoption";
3. Department Administrative Order No. 18, series of 2005 entitled "Turn-Around Period of Local and Inter-Country Adoption";
4. Republic Act No. 8043 or The Inter-Country Adoption of 1995 and its Implementing Rules and Regulations;

5. Republic Act No. 10165 of 2012 or “An Act to Strengthen and Propagate Foster Care and to provide funds therefore.
6. Republic Act No. 10364 or An act expanding Republic Act No. 9208 entitled “An act to institute policies to eliminate trafficking in persons especially women and children, establishing the necessary institutional mechanisms for the protection and support of trafficked persons, providing penalties for its violations, and for other purposes”.
7. RA No. 7610 or “An act to providing for stronger deterrence and special protection against child abuse, exploitation and discrimination, and for other purposes.
8. Presidential Decree No. 603 or “Child and Youth Welfare Code”.

III. Objectives

General

Ensure permanent placement of a child needing an adoptive family.

Specific:

1. Improve the quality of the management of cases of children and prospective adoptive parents through an effective and efficient implementing procedure on the domestic adoption process.
2. Facilitate placement through matching of legally available children for adoption to approved prospective adoptive parents.
3. Improve the monitoring system and the placement of children by the Adoption Resource and Referral Section, (ARRS) of the Field Office and Adoption Resource and Referral Office (ARRO) at the Central Office.
4. Systematize the assessment and placement of children that are already in the care of unrelated person/s prior to application for adoption
5. Hasten issuance of the Pre-Adoption Placement Authority (PAPA) and Affidavit of Consent to Adoption (ACA).
6. Define the roles and functions of the child welfare specialist group to serve as matching committee.

IV. Definition of Terms

1. Domestic Adoption- refers to the socio-legal process of placing a Filipino child who is legally free for adoption permanently to an eligible parent/s based on the requirements stipulated in RA 8552 or the Domestic Adoption Act of 1998 of the Philippines.

2. DSWD – refers to the Department of Social Welfare and Development.
3. Secretary – refers to the Secretary of the Department of Social Welfare and Development or his/her duly authorized representative.
4. Child – refers to a person below eighteen (18) years of age or a person over eighteen (18) years of age who is unable to fully take care of him/herself or protect him/herself from abuse, neglect, cruelty, exploitation or discrimination because of physical or mental disability or condition.
5. Child Caring Agency (CCA) – refers to a private, non-profit or charitable institutions or government agency duly licensed and/ or accredited by the Department that provides 24-hour residential care services for abandoned, orphaned, neglected or voluntarily committed children (IRR of RA 8552).
6. Child-Placing Agency (CPA) – refers to a private, non-profit or charitable institution or government agency duly licensed and/or accredited by the Department to provide comprehensive child welfare services including but not limited to receiving applications for adoption/foster care, evaluating the prospective adoptive/foster parents, preparing the home study and all other processes required for adoption. (IRR of RA 8552).
7. Child Study Report (CSR) – refers to a written report on the assessment and findings by a social worker as to the psychosocial, socio-cultural and economic condition, past and current functioning and facts of abandonment, neglect of the child or termination of parental authority over the child. The report shall also state the efforts of social worker in locating the child's biological parents/relatives and the interventions in the helping relationship and his/her recommendation/s on the placement of the child and other intervention/services.
8. Home Study Report (HSR)- refers a to written report prepared by a social worker citing facts on the situation and family background of PAPs such as psychosocial, socio-cultural and economic condition/s, cognitive, psychological, medical information. The report also emphasizes the motivation and capacity of the PAPs to provide a home that meets the needs of the child. (IRR of RA 8552).
9. Voluntarily Committed or Surrendered Child – refers to a child 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 facility. This refers to a child who has been surrendered in writing by his/her parent/s or guardian through a notarized Deed of Voluntary Commitment (DVC). (AO 11 series of 2009)
10. Foundling – refers to a child whose facts of birth are unknown.
11. Abandoned Child – refers to a child who has no proper parental care or guardianship, or whose parent/s have died or who have deserted him/her for a period of at least three (3) continuous months, which includes foundling.
12. Neglected Child – refers to a child whose basic needs have been deliberately not attended to or inadequately attended to, physically or emotionally, by his parents or guardian.

13. Involuntarily Committed Child – refers to a child whose parent/s, known or unknown, have been permanently and administratively deprived of parental authority over him/her due to abandonment; substantial, continuous or repeated neglect and abuse; or incompetence to discharge parental responsibilities. (AO 11 series of 2009)
14. Matching – refers to the judicious selection of a family for a child from regional level based on the child's needs and in his/her best interest as well as the capability and commitment of the adoptive parents to provide such needs and promote a mutually satisfying parent-child relationship. (IRR of RA 8552)
15. Prospective Adoptive Parent/s (PAPs) –refers to a person/couple who have filed an application for adoption or whose application for adoption has been approved. (IRR of RA 8552).
16. Child Welfare Specialist Group (CWSG) – refers to the matching committee organized by the DSWD Field Office that is tasked to deliberate the regional matching of children legally available for adoption and approved prospective adoptive parents.
17. Adoption Resource and Referral Office (ARRO) - refers to the office at Department's Central Office that is the over all in-charge of managing the adoption process including monitoring of cases and provision of technical assistance to ARRS and other service providers on the adoption program. It shall be manned by adoption experts from the public and private sectors. (Article 8 Section 23 of RA 8552).
18. Adoption Resource and Referral Section (ARRS) – refers to a section in the DSWD Field Office that is in-charge or managing the adoption process and cases in the region. It shall be composed of licensed social workers trained on adoption and shall develop and manage cases of prospective adoptive parents.
19. Post-Adoption Services – refers to psycho-social and support services provided to the adoptee, adoptive parents and birth parents by trained social workers of the Department, the social services units of local government, family courts, accredited child-caring/placing agency and such other individuals or entities involved in adoption as may be authorized by the Department, after the issuance of the Decree of Adoption.
20. Field Office – refers to the Field Office of the Department.
21. Regional Director- refers to the Head of the Field Office of DSWD.
22. Court - refers to a family court, or in places where there are no family courts, any regional trial court that hears and decide the petition for adoption of children.
23. Relative Adoption – refers to the adoption of a child by a relative within 4th degree of consanguinity or affinity. The Petition for adoption is directly filed in Family

Courts. Such case would only come to the attention of the DSWD if so ordered by the Family Court based on the Domestic Adoption Manual series of 2007.

24. Deed of Voluntary Commitment (DVC) – refers to the written and notarized instrument relinquishing parental authority and committing the child to the care and custody of the Department executed by the child’s biological parent/s or by the child’s legal guardian in their absence, mental incapacity or death, to be signed in the presence of an authorized representative of the Department after counseling and other services have been made available to encourage the child’s biological parent/s to keep the child. (IRR of RA 8552).
25. Affidavit of Consent to Adoption (ACA) – refers to a document issued by the Department that gives consent for the adoption of a child by his/her prospective adoptive parents. (See Annex 4).
26. Pre-Adoption Placement Authority (PAPA) - refers to a document issued by the Department authorizing or confirming the placement of a child to his/her prospective adoptive parents. (See Annex 3)
27. Certification Declaring a Child Legally Available for Adoption (CDCLAA) - refers to a document signed by the DSWD Secretary or his/her duly authorized representative, administratively declaring that the child is legally available for adoption. (See Annex 1)
28. Certificate of Matching (COM) - refers to written document issued by DSWD certifying that the child/ren was matched to PAPs during the regional matching conference. (See Annex 2).
29. Regional Adoption Clearance- refers to written document issued by DSWD Field Office certifying that the child/ren was not matched during the regional matching conference and therefore endorsing the case of the child to the Central Office for issuance of intercountry adoption clearance. (See Annex 5-A and B).
30. Intercountry Adoption Clearance – refers to written document issued by the Department certifying that efforts for local adoption have been exhausted and therefore clearing or endorsing the case of the of the child to Intercountry Adoption Board for intercountry adoption placement in accordance with Section 7 and 11 of the Intercountry Adoption Law of 1995. See Annex 6-A and B.

V. General Policies

1. The child’s best interest and welfare shall be the paramount consideration in all matters relating to the care, protection, custody and adoption of the child.
2. All efforts to prevent the child from unnecessary separation from his/her biological parents shall be exhausted.
3. The biological parent/s shall be safeguarded from hurried decisions by providing them counseling and other services focusing on their strengths as parent/s with emphasis that poverty should not be a reason for giving up their child for adoption.

4. Children with special needs shall be cleared immediately for intercountry adoption, unless local PAPs that can respond to the needs of the child are available.
5. Assessment of a child whose family is Pantawid beneficiary should focus on the family preparation in terms of how they can keep the child instead of relinquishing him/her for adoption; unless otherwise, it is harmful for the child to be with his/her family such as when the child is experiencing maltreatment, rape, among others.
6. Any comment on the Home/Child Study Report or required documents of the child or prospective adoptive parents shall be communicated to the concerned social worker managing of the case within three (3) days after the receipt of the dossier, and shall be complied by the social worker within fifteen (15) days from receipt of the memorandum or letter from the Department. In case the required documents will not be available within the prescribed period of submission, a status report on the action taken by the social worker on the case shall be submitted by the social worker managing to the Department.
7. Families that have been providing care to a child eligible for adoption shall be given priority for adoption of same child/children, provided that they are qualified to adopt a child. During the petition for CDCLAA and in the course of completion of requirements, the child may remain with the said family as recommended by a social worker and his/her agency. If applicable, the filing of Petition/Application for CDCLAA may be integrated with the assessment and recommendation for the placement of such child to the PAPs towards the issuance of PAPA, and ACA by the Department. Hence, if applicable, the managing social worker may write and submit only one case study report integrating his/her assessment and recommendation for CDCLAA, PAPA and ACA based on the requirements in this amended guidelines and in Administrative Order No. 12, Series of 2011 or the Guidelines on the Issuance of DSWD Certification Declaring a Child Legally Available for Adoption. The Central Office of the Department shall be provided by the FO with a copy of the documents as basis for issuance of the child's CDCLAA. No PAPA and ACA shall be issued to the petitioner by the Field Office unless the child's CDCLAA has been issued.

A child that was entrusted directly to any person/family and stayed with them for even just for one (1) day is considered Independent Placement.

Direct entrustment is not at all encouraged and applicant should go through regular process of adoption hence, shall be reviewed by the matching committee that will recommend for the placement or non-placement of the child with the PAPs. Any attempt to place or any action that have placed a surrendered, abandoned, neglected or dependent child to unrelated person/s or to a relative beyond 4th degree of consanguinity or affinity should be reported immediately to the DSWD or nearest Local Social Welfare Office for appropriate action.

8. Any licensed social worker from LGU, CCA/CPA/s who prepared the CSR/HSR and/facilitates the documents of children/PAPs is accountable for his/her assessment and recommendation. Such CSR/HSR shall be one of the bases of the Department in recommending for the issuance of CDCLAA/PAPA/ACA/ICA clearance.

9. Licensed foster parent/s may adopt the foster child/ren under their care, provided that they are qualified to adopt and that the child they want to adopt is legally available for adoption and not yet matched to other prospective adoptive parents, either domestic or intercountry.

The same thorough study must be made on the licensed foster families to determine their motivation, capacities and potentials as prospective adoptive parents.

10. Placement of a child locally shall be exhausted and only when this is not possible shall intercountry adoption be considered.
11. The Department shall not allow non-acceptance of the child by the PAPs to whom the child was matched or non-acceptance of the PAPs matched to a child under the care of an agency, by such agency unless for a justifiable reason per evaluation of the Department.
12. The matching conference shall be conducted twice a month, but not exceeding four times a month by the DSWD Field Office through the CWSG. Any child not matched at the regional matching conference will be endorsed immediately to the Central Office for issuance of intercountry adoption clearance.
13. A social worker designated at the ARRS and other unit covering foster care and other parental care services in Field Offices and ARRO shall solely handle adoption and other alternative parental care program on a full time basis.
14. Membership to the CWSG shall be approved by the Regional Director through a Regional Special Order. The CWSG shall compose the following members:
 - a. One (1) registered social worker of the Department with at least a Social Welfare Officer (SWO) III position whose expertise is on child welfare cases;
 - b. A lawyer specializing on child and youth welfare cases;
 - c. A pediatrician;
 - d. A psychologist/psychiatrist; and
 - e. A representative of a non-government organization

The alternate members of the CWSG shall be identified by DSWD through the Field Office to ensure a continuous conduct of the matching conference. The Social Worker that is DSWD representative shall serve as Chair of the committee.

15. "Religious Affiliation" as a criteria shall only be considered if the child has reached an age and level of understanding of religious practices.
16. The presence of an Imam in the matching conference shall be requested when there are Muslim children for matching.
17. The development of Muslim parents as PAPs is encouraged for possible placement of Muslim children that are legally available for adoption.
18. All relative cases for intercountry adoption shall be issued Clearance for intercountry adoption by the ARRO at the Central Office.

19. All direct entrustment cases ordered/referred by the Courts for issuance of PAPA and ACA shall be handled by the DSWD Field Offices. The DSWD may manifest to the court its request for copy of documents submitted by the PAPs to the court; or the legal counsel of the PAPs may be advised to submit to the DSWD copy of the documents submitted to the court as basis of the FO for issuing the PAPA and ACA. The issuance of PAPA and ACA shall be based on the assessment of the Field Office supported by the required documents.
20. The Pre-Adoption Placement Authority (PAPA) and Affidavit of Consent to adoption (ACA) shall be approved by the Regional Director or his/her duly authorized representative.
21. The Petition for Adoption shall be filed in court not later than 30 days from the date of receipt of the PAPA and ACA.
22. Cases filed in court shall be monitored by DSWD Field Office, in coordination with the court social worker, until such time that the Adoption Decree and Certificate of Finality and the amended birth certificate of the child have been issued.
23. Post-Adoption Services shall be provided to the adoptee, adoptive parents and birth parents by trained social workers of the Department, the social services units of Local Governments, licensed and accredited child-caring/placing agencies and other individuals or entities involved in adoption as may be authorized by the Department.

VI. Implementing Procedures

The following procedures shall be undertaken for the implementation of this guideline based on the turn-around period of case management towards placement of the child to prospective adoptive parents.

A. Case Management by DSWD Residential Care Facility/Child-Caring/Placing Agency and Provincial/City/Municipal Social Welfare and Development Office (P/C/MSWDO)

Within the first three month since receipt of the case of the child

1. Upon the receipt and acceptance of the case of the child for management, social worker shall gather all information and assess the case whether or not the child is for permanent placement through adoption.
2. If assessed not for adoption, provide appropriate intervention such as reunification to birth parents or relatives, provision of medical assistance, among others depending on the needs of the child.
3. If for adoption, facilitate the submission of petition/application for certification of the child as legally available for adoption (CDCLAA). The case management shall be guided by AO 12, series of 2011 or Guidelines on the Issuance of DSWD Certification Declaring a Child Legally Available for Adoption. For cases with simulated birth certificate, a petition for the cancellation of simulated birth certificate shall be filed in court. A copy of such petition shall be attached to the dossier recommending for issuance of CDCLAA by the Department.

Within 4th to 5th month

4. After fifteen (15) days from receipt of CDCLAA, the social worker shall submit to the DSWD Field Office the Child Study Report (CSR) with recommendation for permanent placement of the child through adoption together with the following documents:
 - a. Authenticated Birth Certificate or Foundling Certificate;
 - b. Deed of Voluntary Commitment;
 - c. Written consent of the child if at least ten (10) years old, signed in the presence of the social worker of the Department or child caring/placing agency as witness after proper counseling as prescribed in Section III of the IRR of the Domestic Adoption Law;
 - d. Death Certificate of biological parents, as appropriate;
 - e. Certification declaring the child as legally available (CDCLAA) in certified true copy by the office in charge of adoption in the Central Office;
 - f. Medical Certificate/Health Profile of the child;
 - g. Psychological evaluation, when appropriate;
 - h. Picture of the child (taken at least 3 months)

For foundling cases, the dossier for local matching may be submitted to the Field Office within 30 working days from the receipt of the CDCLAA in consideration of the process that has to be completed by the agency issuing the Foundling Certificate in Security Paper.

The CSR should be up-to-date, that is, prepared not later than three (3) months prior to submission to Field Office.

5. The social worker managing the case shall submit two (2) sets of complete documents (1 set of original and 1 set of photocopy) of the child to the ARRS.
6. The case social worker, through their agency, shall be invited officially to the regional matching conference. He/she shall attend and present the case in the matching conference. If the managing social worker would not be available to present the case, the immediate supervisor or any representative who has the knowledge on the case/s shall be authorized by the head of the Agency to present the case in the matching conference.
7. Once the matching of a child to the PAP is approved by the Regional Director through a Certificate of Regional Matching, the social worker managing the case of the child and of the adoptive family shall prepare them emotionally and psychologically before the actual placement. The preparation for the child's placement shall be consistent with the child's age, understanding and emotional maturity. An older child shall be helped to understand why he/she is being placed, where he/she will be going and what adoption means. Refer to the Domestic Adoption Manual for the step-by-step procedure on child's preparation for adoption.

The physical transfer of the child shall take place within five (5) days from the receipt of the duly approved PAPA and ACA by the PAP/s. The schedule and

place of the actual transfer of the child to the PAPs shall be agreed upon by the concerned parties.

In case the Head of the residential care facility or of a social welfare and development agency opposes or objects to the proposed placement of the child to the PAPs as recommended by the matching committee, he/she shall submit to the Department a written explanation for the opposition or objection within two (2) days after receipt of notice on the result of matching conference. The Department through the Field Office shall evaluate such explanation and determine whether or not such is acceptable and shall communicate its decision to the opposing party.

Within 6th to 12th month

8. Upon placement of the child to the PAPs, the social worker shall monitor the case of the child in coordination with the social worker from Field Office/CPA that manages the case of the PAPs until such time that the adoption decree and Certificate of Finality are issued. Copy of the adoption decree, Certificate of Finality and confirmation report on the amendment of the birth certificate of the child shall be filed in the case folder of the child before recommending the closure of a case.

B. Development and Management of Case of Adoptive Parents by ARRS/Community-Based Services Unit (CBSU) of DSWD Field Office/Child Placing Agencies.

The social worker of ARRS/CBSU, DSWD-Field Office or Child Placing Agency shall conduct the following:

Within the first three month since receipt of the case of the PAPs

1. Convene/conduct pre-adoption seminar/forum for adoption applicant and issue a Certificate of Attendance to participants within the day. PAPs that are outside jurisdiction of FO are allowed to attend the adoption forum. The social worker shall advise the participants that such Certificate shall be attached to their application for adoption and Petition for adoption in court later on.
2. Upon the receipt and acceptance of the case of the PAPs for management, social worker shall gather all information and assess the motivation of the PAPs to adopt (a) child/ren.
3. Enter into the databank the date when the case of PAPs was received and other information such as name of the PAPs, date of birth, age, civil status, origin/Field Office, and type of adoption (regular, foster-adopt or direct entrustment), among others within the day of receipt of the dossier.
4. Facilitate the accomplishment of the application form and advise the submission of the following requirements by the applicants:

4.1 **Birth Certificate** of the prospective adoptive parent/s in security paper (SECPA) issued by the Philippine Statistics Authority (PSA)/National

Statistics Office (NSO) or certified true copy from the office of the Local Civil Registrar.

4.2 Marriage Certificate in SECPA form, if married or in case of termination of marriage, Authenticated Divorce papers with copy of court decision and Certificate of Finality (for cases of foreign PAPs) by their Consulate, Annulment Decree with Certificate of Finality, Declaration of Nullity, or Legal Separation Documents (for Filipino applicants)

4.3 Written Consent to the Adoption by the legitimate and adopted sons/daughters and illegitimate sons/daughters if living with the applicant, who are at least 10 years old.

4.4 Physical and Medical Evaluation/Certification by a duly licensed physician. Certification should indicate that applicant has no medical condition that prevents him/her in acting or assuming parental responsibilities taken at least six (6) months from the time preparation of the Home Study Report.

4.5 Psychological Evaluation Report (when appropriate as assessed by the social worker). The validity of the report will depend on the assessment and recommendation of the Psychologist.

4.6 NBI or Police Clearance issued at least one year before the preparation of the Home Study Report.

4.7. Latest income tax return or any other documents showing financial capability e.g. Certificate of Employment, Bank Certificate or Statement of Assets and Liabilities

4.8. Three (3) letters of Character References (e.g. the local church/Minister, the employer and a non-relative member of the immediate community who have known the applicant(s) for at least 3 years.

4.9. 3x5 inch-sized photos of the applicants and his/her immediate family members (taken within the last three (3) months from the date of submission of application).

4.10. Affidavit of Temporary Custody stipulating that the affiant/s commit/s to take temporary custody of the child to be adopted in case of any untoward incident that may happen to the PAPs rendering them incapable of taking care of the child to be adopted during the pendency of adoption.

For Foreign Nationals

4.10. Certification that the applicant(s) have legal capacity to adopt in his/her country and that his/her country has a policy, or is a signatory of an international agreement, which allows a child adopted in the Philippines by its national to enter his/her country and permanently reside therein as his/her legitimate child which may be issued by his/her country's diplomatic or consular office or central authority on inter-country adoption or any

government agency which has jurisdiction over the child and family matters; in the absence of any of the foregoing, the Philippine Inter-country adoption Board may also certify that the Philippines and the applicants' country have an existing agreement on inter-country adoption whereby a child who has been adopted in the Philippines or has a pre-adoption placement approved by the Board is allowed to enter and remain as permanent resident in the applicants' country as his/her legitimate child. (The couple may request Certification from the Embassy that the couple has no legal impediment in his/her country for the applicant to adopt).

The Department may accept as an alternative based on its assessment, any document issued by the embassy notifying the Department on the legal capacity to adopt of the PAPs in the Philippines and/or the child's possible entry to the PAPs' country of origin.

4.11. **Certificate of Residence** in the Philippines issued by the Bureau of Immigration or Department of Foreign Affairs.

4.12. **Two (2) character references** from non-relatives who knew the applicant(s) in the country of which he/she is a citizen or was a resident prior to residing in the Philippines, except for those who have resided in the Philippines for more than fifteen (15) years.

4.13. **Police Clearance from all places of residence** in the past two (2) years immediately prior to residing in the Philippines.

5. Conduct personal interview with the adoption applicant/s/ family members and significant others.
6. Prepare a Home Study Report within a month from the date of filing of application for adoption of the PAPs and based on all information gathered. For direct entrustment cases, a case study report shall be prepared by a social worker and submitted together with the complete documents required for both child and the PAPs to DSWD Field Office for issuance of the CDCLAA, PAPA and ACA, if applicable. The ARRO shall be provided a copy of the case study report and documents of the child for issuance of CDCLAA. The PAPA and ACA shall be issued by the Field Office once the CDCLAA of the child is available.
7. Conduct an assessment of the case and recommend for the issuance or non-issuance of ACA for direct entrustment cases that are referred by the Family Court to DSWD for issuance of ACA. A certified true copy of the documents submitted by the PAPs to the court may be accepted by ARRS (in cases when petition has been filed in court prior to the Department's engagement).

Adoption applicant for direct entrustment cases that has not yet filed their petition in a family court shall be assessed by the social worker in terms of PAPs' as well as the child's eligibility for adoption. Their circumstances shall also be assessed in terms of fulfilling the rights and needs of the child while under their care. In case of unfavorable findings, the child shall be removed

immediately from the family. If favorable, the social worker shall manage the case towards the filing of petition for adoption in court.

Within 3^d to 4th month

8. Submit two (2) sets of complete documents (1 set of original and 1 set of photocopy) of the PAPs to the ARRS for review and regional matching conference.
9. Submit the document/s/report as compliance to the recommendation provided by the ARRS, if the case of the PAPs is put on hold at the ARRS fifteen (15) days upon receipt of the letter or memorandum from the ARRS.
10. Attend and present the case in the matching conference. If the social worker handling the case would not be available to present the case, the immediate supervisor or any representative who has the knowledge on the case/s shall be authorized by the Head of Agency to present the case in the matching conference.
11. Inform the PAPs on the result of the matching conference a day after the matching conference and advise them to prepare an Acceptance Letter if they accepted the child matched to them. The social worker shall endorse the Acceptance Letter of the PAPs to ARRS as basis for issuance of PAPA and ACA. The PAPA and ACA shall be issued by the Field Office within two (2) days from the receipt of the acceptance letter from the PAPs.

In case the PAPs declines the proposed placement of the child, require the PAPs to submit to the Department a written explanation within two (2) days after receipt of notice on the result of matching citing the reason/circumstance/s for the decline. The reason/s of the PAPs will be evaluated by the Department and shall communicate its decision to the PAP/s through the Field Office.

12. Coordinate with the PAPs and to the social worker of the child on the schedule of child's entrustment to the PAPs once the matching of a child to the PAP is approved by the Regional Director through a Certificate of Regional Matching and issuance of PAPA and ACA. The physical transfer of the child from the DSWD residential facilities/CCAs/CPAs shall take place within five (5) days upon receipt of the approved PAPA and ACA by the Regional Director.

Within 5th to 12th month

13. Ensure that filing for the Petition of adoption in court by the PAPs through their legal counsel is facilitated not later than 30 days from the date of receipt of PAPA and ACA. Provide guidance to the PAPs, as necessary, so that the filing of petition would not be delayed.
14. Monitor the child until such time that the Adoption Decree and Certificate of Finality are issued from the court. Once the Adoption Decree and Certificate

of Finality are secured from the court, the ARRO shall be furnished a copy of the said document

15. File manifestation in court in case of disruption of the child's placement or in case of unsatisfactory findings of the DSWD/LGU social worker and recommend appropriate action for the best interest and welfare of the child.

C. Procedure for Matching and Issuance of Intercountry Adoption Clearance

1. Regional Matching

Upon receipt of the child and PAPs' dossiers by the Field Office, the ARRS social worker shall conduct the following:

- 1.1. Enter into the databank the name and information of child/ren/family/ies such date receipt of the dossier, date of birth, age, case category (abandoned, surrendered, neglected/dependent) and type of adoption (regular, foster-adopt or direct entrustment) and shall review case/home study reports and other documentary requirements and make assessments and recommendations on the case within two (2) days upon receipt of the child or PAPs dossier.
- 1.2. Inform the concerned residential care facility/CCA/CPA/LGU on the comments through an official letter or memorandum within three (3) days from the receipt of the dossier, in case of discrepancies/inconsistencies of information in the Child/Home Study Report or any of the requirements. Submission of the requested/required documents by the social worker shall be within fifteen (15) days from receipt of the memorandum or letter from the Department. In case the required documents will not be available within the prescribed period of submission, a status report on the action taken shall be submitted by the agency/facility to the Regional Director.
- 1.3. Recommend the presentation of a child/ren to the matching committee to exhaust local PAPs at the regional level. All children not matched at the regional level shall be endorsed to the Central Office within two (2) days from the date of the matching conference for review and as recommended for issuance of ICA clearance.
- 1.4. Endorse immediately the following children to the Central Office within three (3) days from the receipt of the child's case for issuance of intercountry adoption clearance except if there are available PAPs in the regional level who is/are willing to accept these child/ren:
 - a. With special medical needs like cerebral palsy, heart or kidney ailments, blindness, Attention-Deficit Hyperactivity Disorder (ADHD) or affected by Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS);
 - b. Mentally challenged and/or with mental/developmental delay/history;
 - c. With other types of disabilities;

- d. Born out of incestuous relations/rape/victim of rape;
 - e. Sibling group; and
 - f. For relative adoption for intercountry placement.
- 1.5 Prepare roster of children and PAPs available for regional matching conference, if the Child/Home Study Report and documentary requirements are sufficient in form and in substance five (5) days before the matching conference.
 - 1.6 Inform and invite the social worker managing the case/s through an official letter or memorandum to the Head of Agency/Office, a day after the child/PAPs' dossier was reviewed by the matching secretariat or at least three (3) days prior to the schedule of the matching conference for her/his presence and for the presentation of the case/s in the matching conference
 - 1.7 Inform/invite the members of CWSG to the matching conference at least three (3) days before the matching conference. If the principal CWSG member would not be available, the secretariat shall identify an alternate member in the matching conference to avoid delay or postponement.
 - 1.8 Invite an Imam in the matching conference in case there is/are Muslim child/ren for matching.
 - 1.9 Ensure a quorum of the CWSG members (three members out of five), together with an ARRS staff as the secretariat, to proceed with the matching conference.
 - 1.10 Provide the CWSG members advance copies of dossiers of children/PAPs for their review at least three (3) working days before the matching schedule. The FO shall provide the Central Office through electronic mail the result of the regional matching conference two (2) days after the said regional conference, including the names of the children and PAPs that were matched for monitoring of the ARRO.
 - 1.11 Conduct the regional matching conference at least twice a month.
 - 1.12 Facilitate the signing of Certificate of Matching for children matched and Regional Clearance for children not matched by the CSWG members right after the matching conference and endorse to the Regional Director or his/her duly authorized representative for his/her approval. The dossier of the child/dren not matched shall be transmitted to the Central Office immediately upon approval of the Regional Clearance by the Regional Director.
 - 1.13 Facilitate the approval of the PAPA by the Regional Director or his/her duly authorized representative within the day from receipt of the Acceptance

Letter from the PAPs and endorse to DSWD residential facilities/CCA/CPAs/LGUs concerned.

If any party declines/opposes the proposed placement of the child to the PAPs as recommended by the CWSG, the secretariat shall inform the social worker managing the case of the PAPs or child to submit a written explanation within two (2) days after receipt of notice on the result of matching from the social worker managing the case. Acceptability on the reason/s of the PAPs shall be based on the evaluation of the Regional Director or his/her duly authorized representative.

2. Issuance of Intercountry Adoption Clearance

The issuance of intercountry adoption clearance for children shall be based on regional clearance attached to the child's dossier endorsed by the Field Office to the Central Office. The ARRO social worker shall conduct the following:

- 3.1. Review the Child Study Report and the documentary requirements of child/ren endorsed by the Field Office that are not matched in the regional matching conference and recommend for issuance of clearance for intercountry adoption within two (2) days from the date that ARRO receives the complete dossier of the child/dren.
- 3.2. Recommend immediate issuance of intercountry adoption clearance for the children that are:
 - a. With special medical needs like cerebral palsy, heart or kidney ailments, blindness, Attention-Deficit Hyperactivity Disorder (ADHD) or affected by Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS);
 - b. Mentally challenged and/or with mental/developmental delay/history/condition;
 - c. With other types of disabilities;
 - d. Born out of incestuous relations/rape/victim of rape;
 - e. Sibling group; and
 - f. For relative adoption cases for intercountry placement.
- 3.3. Endorse the child/dren's dossier together with the intercountry adoption clearance to ICAB immediately upon approval of the Inter-country Adoption Clearance by the Director heading/managing the ARRO at the Central Office.

VII. Institutional Arrangements

A. DSWD Central Office

The DSWD Central Office through the ARRO shall provide guidance and technical assistance to the Adoption Resource and Referral Section (ARRS). It shall be headed by a Division Chief that supervises the following staff

1. Four Social Welfare Officer III that reviews the dossier of children for Certification declaring the child legally available for adoption (CDCLAA);
2. Four Social Worker Officer III that reviews the dossier for issuance of clearance for intercountry adoption;
3. Five Social Welfare Officer III in charge for the policy and program development, monitoring and provision of technical assistance;
4. One statistician that manage the data of children and PAPs;
5. Three administrative assistants in charge of in-coming, out-going of communication and records manager.

The ARRO staff shall perform the following functions:

1. Conduct regular nationwide information and advocacy campaigns on domestic adoption;
2. Keep records of adoption proceedings, profiling and database of children and prospective adoptive parents;
3. Conduct program review and evaluation workshops on adoption to monitor and evaluate the flow of the domestic adoption process.
4. Review the child/ren' child case study report and other documentary requirements forwarded by the ARRS for issuance of certification of child's availability for adoption and clearance for intercountry adoption.
5. Provide technical assistance to ARRS in DSWD Field Offices and to CCAs/CPA on the implementation of the adoption program.

B. DSWD Field Office

The DSWD Field Office shall operate and manage its ARRS. It shall be headed by a Social Welfare Officer IV, and shall have at least a minimum number of eight staff composed of the following:

1. Two Social Welfare Officers II that will be assigned for the review of dossiers for the issuance of Certification declaring the child legally available for adoption;

2. Two Social Welfare Officers II that will be assigned for the review of dossier for regional matching conference;
3. Two Social Welfare Officers III that will be assigned in monitoring/provision of technical assistance to CCAs/CPAs/LGUs and program development;
4. One Statistician that will be assigned in data management;
5. One Administrative Assistant.

The ARRS staff shall perform the following functions:

1. Conduct regionwide advocacy effort on domestic adoption;
2. Recruit/develop and maintain a pool of PAPs including Muslim parents for possible placement of Muslim children available for adoption;
3. Profiling/database of children and prospective adoptive parents;
4. Review the child/ren and family/ies' child/home study report and other documentary requirements forwarded by the residential care facilities/LGUs for issuance of certification of child's availability for adoption and local matching, or issuance of PAPA and ACA;
5. Act as Secretariat to the CWSG in the matching process;
6. Conduct quarterly meetings, dialogues together with child caring and child placing agencies, Family Courts, and, Local Government Units, hospitals and other concerned agencies on the implementation of domestic adoption process;
7. Respond to the referrals of other offices or agencies such as conduct of eligibility assessment/case conferences, among others;
8. Network with the Adoptive Families Foundation (AFF) and Association of Child-Caring Agencies of the Philippines (ACCAP) and other groups or communities on matters related to domestic adoption particularly on advocacy and resource development and generation;
9. Conduct regular monitoring to ensure fast movement of cases in all concerned agencies (LGU, NGO, child-caring/placing agencies);
10. Facilitate capability-building activities to enhance the social workers' knowledge, attitude and skills (KAS) on adoption and foster care;
11. Keep adoption files of child and PAPs;
12. Follow-up submission of documents with noted discrepancies from DSWD residential care facilities and CCAs/CPAs and LGUs;

13. Monitor and ensure compliance of PAPs to file the petition for adoption in court not later than 30 days from the date of receipt of the Department's written consent to adoption;
14. Provide post-adoption services to the child and adoptive families after the issuance of the decree of adoption.

C. DSWD Centers/Residential Care Facilities other Community-Based Service Unit or Child-Caring/Placing Agencies and LGU Facilities

1. Ensure proper case management in accordance with the standard turn-around time.
2. Ensure that the documentary requirements of children for issuance of a Certification and child or PAPs for local matching are complied with. In the absence of essential requirements, such as the birth/foundling certificate in SECPA form, etc. the concerned social worker must undertake necessary actions to ensure that the lacking documents will be complied.
3. Accomplish and submit all pertinent documentary requirements on time.
4. Provide psychosocial services to the child/PAP prior to the adoptive placement.
5. Inform the ARRS on cases of direct entrustment, immediately upon receipt of the PAP's petition for adoption.
6. Participate in the capability building of social workers and other recognized training institutions.
7. Encourage their social workers to attend matching conferences to present the case of the child or PAPs.
8. Submit an inventory of children for adoption and PAPs every quarter to the Regional Director before endorsement to ARRO in the Central Office.
9. Establish a system for and facilitate detecting, reporting and providing appropriate intervention on children that are directly entrusted to family.

D. Child Welfare Specialist Group (CWSG)

The CWSG shall perform the following functions:

1. Match children for local adoption.
2. Recommend the matching of children to available local adoptive family/ies to the Regional Director.
3. Recommend for possible intercountry placement.

4. Implement an integrated system and network of selection and matching of children and PAPs.
5. Initiate, review and recommend changes on policies concerning permanent placement of children through adoption.
6. Perform other functions as may be defined by the ARRS of the Field Office.

The Field Office shall issue an authority to their membership to the CWSG who shall serve for a term of two (2) years, which may be renewed for another term based on the recommendation of the Field Office.

Only the CWSG members who are not employees or officials of the Department shall be entitled to an honorarium. Funds for the matching conferences shall be included in the Work and Financial Plan of the Field Offices.

The functions of the CWSG shall commence upon effectivity of this MC for the amended AO 11, series of 2009 or the Omnibus Guidelines for Domestic Adoption Process.

VIII. Effectivity

This Memorandum Circular shall take effect immediately. All previous issuances inconsistent with this circular are hereby repealed/revoked accordingly.

Issued in Quezon City this 8th day of May, 2015.


CORAZON JULIANO-SOLIMAN
Secretary



Annex 1

Control No. _____

CERTIFICATION OF A CHILD LEGALLY AVAILABLE
FOR ADOPTION

To Whom It May Concern:

This is to certify that child, _____
(Name of Child)

_____ as of _____ with
(Age) (Date)

_____ is legally available for adoption,
(Petition/Application No.)
pursuant to the provisions of Republic Act 9523.

Issued on _____ day of _____, Quezon City, Philippines.

CORAZON JULIANO-SOLIMAN
DSWD Secretary

Annex 2

CERTIFICATE OF MATCHING

This is to certify that the child _____, (age), (date of birth) was matched to Prospective Adoptive Parents (PAPs) M/M (name of prospective adoptive parents) of (address of the PAPs) during the local matching conference held on (date of the matching conference) at (address of the Field Office)

Anent to this, the Child Welfare Specialist Group (CWSG) recommends the placement of (name of the child/ren) to (name of PAPs) and issuance of Pre-Adoption Placement Authority (PAPA) and Affidavit of Consent to Adoption (ACA) as a prerequisite of filing the petition for adoption in court.

Issued on _____ in _____, City, Philippines.

Presiding Officer
Child Welfare Specialist Group

The undersigned concurred/approved the result of matching of (name of child) to (name of PAPs) on (date of matching).

Signed on _____ day of _____ in _____, Philippines

Regional Director
Field Office_____

PRE-ADOPTION PLACEMENT AUTHORITY

The Department of Social Welfare and Development which is the welfare arm of the Philippine Government hereby authorizes the placement of (name of child), (sex), born on (date of birth) with (name of prospective adoptive parents) residing at (address of PAPs) effective (date of child's placement to PAPs) preparatory to adoption.

This placement is in accordance Republic Act 8552, Articles 183 and 184 of the Family Code of the Philippines, EO 20 and the Adoption policy of the Department of Social Welfare and Development, subject to the following conditions:

- (a) The family shall be responsible for the care, safety, and welfare of the child and shall report to the social worker handling the case, periodically and any time, problem arises relative to placement of the child.
- (b) The family shall be visited by the Social Worker for the purpose of determining the adjustment process of the child to the family and extending social services and guidance in the care of said child by the adoptive family.
- (c) Said child could be removed from the family when the placement no longer meets her best interest and welfare, i.e. if the return of the child to her natural or biological parents are indicated as in the case when said child have not been issued a Certification Declaring a Child as Legally Available for Adoption by the DSWD per RA 9523, if the placement of the children are a failure, subject to the proper management of the case with emphasis on the separation of the children from the prospective adoptive family.
- (d) Should adoption be approved by legal process, the final proceedings shall take place in the court which has jurisdiction over the residence of the adoptive family.

Based on MC No___ series of 2014 or amended Administrative Order No 11, series of 2009, entitled 'Omnibus Guidelines for Domestic Adoption Process', Petition for adoption by the Prospective Adoptive Parents through their legal counsel shall be filed in the appropriate court not later than 30 days from the date of receipt of Pre-Adoption Placement Authority and Affidavit of Consent to Adoption.

Regional Director
DSWD-Field Office_____

Date Issued: _____
PAPA No. _____

CONFORME

We acknowledge the responsibility and conditions stipulated:

Adopting Father

Social Worker

Adopting Mother

Social Worker

AFFIDAVIT OF CONSENT TO ADOPTION

I, (name of the Regional Director), Filipino, married, of legal age and with office address at the Department of Social Welfare and Development, (office address), after having been duly sworn to in accordance with the law sayeth;

That, I am the Regional Director of the Department of Social Welfare and Development Republic of the Philippines;

That, the child, _____ was born on _____ at _____;

That, herein child was declared legally available for adoption by virtue of the Certification Declaring a Child as Legally Available for Adoption with control number _____ issued on _____ by the DSWD Secretary per RA 9523;

That, the placement of child, _____ with Mr./Mrs. _____ of (home address of the PAPs), was approved by the Department of Social Welfare and Development, located at _____ through the issuance of Pre-Adoption Placement Authority (PAPA) on _____;

That, per Social Case Study Report submitted by _____, social worker of _____ herein prospective adoptive parents have taken care of (name of child) since _____. The child shows strong attachment with (name of PAPs) who are ready to legalize the adoption of the child;

That in the view of the foregoing facts, I as Regional Director of the Department of Social Welfare and Development in accordance with Article 188(2) of the Family Code of the Philippines (Executive Order No. 209), do voluntarily consent to the adoption of herein child, _____ by Mr./Mrs. _____;

That, the prospective adoptive parent shall initiate judicial proceeding by filing the petition to adopt not later than 30 days from date of receipt of the Department's written consent to adoption.

In witness whereof, I have hereunto set my hand on this _____ day of _____ 2014.

Regional Director
DSWD-Field Office _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2014 in _____ Affiant exhibited to me with valid Department of Social Welfare and Development Identification Card issued on _____ at _____ bearing her/his picture and signature.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2014 _____

Annex 5-A

REGIONAL CLEARANCE FOR INTER-COUNTRY ADOPTION

This is to certify that the child, _____, (sex), born on _____, at _____ and whose present address is _____, Philippines, was not matched during the Regional Matching Conference due to the following reasons.

1. _____
2. _____
3. _____

The above mentioned child is therefore cleared and endorsed for inter-country adoption in accordance with Section 19 and 20 of the Implementing Rules and Regulations (IRR) of the Republic Act 8552. Enclosed are the following documents of the child/ren:

- Child Study Report
- Birth Certificate
- Foundling Certificate
- Death Certificate of Parent/s, if applicable
- Deed of Voluntary Commitment
- Certification declaring the child legally available for adoption
- Health and Medical Profile
- Photo
- Others (e.g psychological evaluation report, etc)

Recommending Approval: (by CWSG members)

- | | | |
|----|--------------------------------|-------------|
| 1. | _____ | _____ |
| | (Social Worker representative) | (Signature) |
| 2. | _____ | _____ |
| | (Lawyer) | (Signature) |
| 3. | _____ | _____ |
| | (Pediatrician) | (Signature) |
| 4. | _____ | _____ |
| | (Psychologist) | (Signature) |
| 5. | _____ | _____ |
| | (NGO representative) | (Signature) |

Regional Director
Field office _____

Date Issued : _____
Ref. No. : _____

Annex 5-B

**REGIONAL CLEARANCE FOR INTER-COUNTRY ADOPTION
(Relative Adoption-ICA)**

This is to certify that the child, _____, (sex) , born on _____, at _____ and whose present address is _____, Philippines, was assessed and recommended by DSWD Field Office _____ to be eligible for intercountry adoption.

The above mentioned child is therefore cleared and endorsed to the Central Office for issuance of Intercountry Adoption Clearance in accordance with Section 7 and 11 of the Intercountry Adoption Law (RA 8043) for the consideration of the Intercountry Adoption Board.

Enclosed are the following documents of the child/ren:

- Child Study Report
- Certificate of Live Birth
- Deed of Voluntary Commitment
- Certificate of Authority for a Notarial Act
- Marriage Certificate of the Parent (or Certificate of No Marriage of the birth parents)
- Health and Medical Profile of the child
- Recent Photo
- Birth Certificates of the pertinent individuals in the genogram
- Notarized Oath and Undertaking by the guardian/relatives
- Psychological evaluation for child/ren age 5 years and above, if applicable
- Death Certificate/s of birth parent/s, if applicable
- Consent to Adoption of child for 10 years old and above

Regional Director
DSWD Field office _____

Date Issued : _____
Ref. No. : _____

Annex 6-A

CLEARANCE FOR INTER-COUNTRY ADOPTION

This is to certify that efforts for local adoption have been exhausted for the child _____, (sex) _____, born on _____, at _____ and whose present address is _____, Philippines.

The above minor is therefore cleared and endorsed for Inter-country Adoption in accordance with Section 7 and 11 of the Inter-country Adoption Law of 1995 (RA 8043) for the consideration of the Inter-country Adoption Board.

Enclosed are the following documents of the child:

- Child Study Report
- Birth Certificate
- Foundling Certificate
- Death Certificate of Parent/s
- Deed of Voluntary Commitment
- Declaration of Abandonment
- Certificate of Finality
- Medical Certificate/History
- Photo
- Certification of a Child Legally Available for Adoption

Director
Special Operations Office

Date : _____
Ref. No. : _____

CLEARANCE FOR INTERCOUNTRY ADOPTION (Relative Adoption)

This is to certify that the case of the child _____, (sex), born on _____ at _____ and whose present address is at _____ was reviewed and assessed by DSWD to be eligible for intercountry adoption.

The above child is therefore cleared and endorsed for Intercountry Adoption in accordance with Section 7 and 11 of the Intercountry Adoption Law (RA 8043) for the consideration of the Intercountry Adoption Board.

Enclosed are the following documents of the child:

- Child Study Report
- Certificate of Live Birth
- Deed of Voluntary Commitment
- Certificate of Authority for a Notarial Act
- Marriage Certificate of the Parent (or Certificate of No Marriage of the birth parents)
- Health and Medical Profile of the child
- Recent Photo
- Birth Certificates of the pertinent individuals in the genogram
- Notarized Oath and Undertaking by the guardian/relatives
- Psychological evaluation for child/ren age 5 years and above, if applicable
- Death Certificate/s of birth parent/s, if applicable
- Consent to Adoption of child for 10 years old and above

Director
Special Operations: Adoption and Social
Welfare Attaché Office

Date: _____
Ref. No. _____

Annex 7

REPUBLIC OF THE PHILIPPINES
CITY OF _____) S.S.

AFFIDAVIT OF TEMPORARY CUSTODY

I/We _____ (married to) _____, (a) Filipino citizen/s and of legal age with postal address at _____, after having been duly sworn in accordance with law, hereby depose and state that:

1. That, I am/ we are _____ Mr. &/ Mrs./Ms. _____.
(relationship to the PAP/s) (name of PAP/s)
2. That, in the event of incapacity on their part to continue taking care of the child to be adopted, I am/we, (together with our child/ren) are willing to be the temporary custodian of the child to be adopted.
3. That, I am/we are morally sound and financially capable to act as temporary custodian/s of the child to be adopted in the event of the untimely death or incapacity of Mr. &/Mrs./Ms. _____.
(name of PAP/s)
4. That, I/ we executed this affidavit to attest to the truth and veracity of the foregoing, and for all intents and purposes this may serve.

IN WITNESS Whereof, I/we have hereunto affixed my/our signature on this ____ day of ____ 20__ at _____, Philippines.

Name and Signature of Male Temporary Custodian

Name and Signature of Female Temporary Custodian

SUBSCRIBE AND SWORN to before me this ____ day of _____, 20__ affiant exhibited before me their respective proof of Identification stated above.

Doc. No. _____
Page No. _____
Book No. _____
Series of 20__