



## 1. Adoption Services

Interested individual, couple or family may inquire for the requirements and the process anytime in our office and will be assess by a registered Social Worker in compliance with R.A. 8552 for local adoption and R.A 8043 Inter-Country Adoption.

Office or Division	Office of the Municipal Social Welfare and Development Officer
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may avail	Client who avail desires to Legal Adoption
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Domestic Adoption (For Filipino Applicants):	
a.1. Home Study Report with the following Requirements:	
Authenticated Birth Certificate (3 photocopies)	Philippine Statistics Authority
Marriage Contract in SECPA Form (1 photocopy)	Philippine Statistics Authority
Written Consent (1 copy)	Prospective Adoptive Parents (PAPs)
Physical and Medical Evaluation	Physician
Psychological Evaluation	Psychologist
NBI/Police Clearance (1 photocopy)	National Bureau of Investigation/Midsayap Police Office
Latest Income Tax Return (1 photocopy)	Bureau of Internal Revenue
Three (3) Character Reference	Non-relative
1 pc 3 x 5 inch sized photos	Family of the Prospective Adoptive Parents (PAPs)
Affidavit of Temporary Custody	Prospective Adoptive Parents (PAPs)
a.2. Certificate of Attendance to Pre-Adoption For a or Seminar	
For Foster Care Applicants:	
Birth Certificate (1 original & 1 photocopy)	Foster Parent
Medical Certificate (1 original & 1 photocopy)	Physician
ITR or Certificate of Employment (1 original & 1 photocopy)	Foster Parent
NBI/Police Clearance (1 original & 1 photocopy)	National Bureau of Investigation/Midsayap Police Office
Barangay Certificate (1 original & 1 photocopy)	Barangay where the foster parent resides



Recent Photo and where applicable, his/her family		Foster family		
For Children:				
Child Study Report		Social Worker who is handling the case		
Birth Certificate/Foundling Certificate (1 photocopy)		The Child		
Death Certificate (1 photocopy)		Biological parents, if applicable		
Deed of Voluntary Commitment and Certificate Declaring the Child is Legally Available for Adoption		Non relative (beyond 4 <sup>th</sup> degree)		
4.a. Written Consent to Adoption by the Biological Parent for relative adoption cases		For relative adoption		
Copy of Court Decision and Certificate of cases of Children		If court requires for certification from DSWD		
Medical/Health Profile and history		Physician/ Social Worker handling the case		
Psychological Evaluation		5years old & above		
Photo of the Child		The Child		
Child Profile		Social Worker who is handling the case		
Written Consent		Child if at least 10 years old		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client at the Information Officer.	1. Sign in to logbook and initial interview	None	5 Minutes	<i>Social Welfare Aide Administrative Aide III</i> Office of the Municipal Social Welfare and Development Officer
2. Case Worker	2. In depth interview, assessment and refer to Department of Social Welfare and Development Regional Office XII in Koronadal City and provide contact case worker	None	1 Hour	<i>Social Welfare Officer II</i> Office of the Municipal Social Welfare and Development Officer
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour and 5 Minutes</b>	