



7. Handling of Children In Conflict with the Law (CICL) and Children at Risk (CAR)

In handling CAR and CICL to ensure that these children are treated in a manner that recognizes and uphold human dignity and worth

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	Children In Conflict with the Law (CICL) clients referred by Barangay Council for the Protection of Children (BCPC) or from Women and Child Protection Desk (WCPD)/ PNP, NGO, concerned citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral/Endorsement Letter (1 original copy)		BCPC or WCPD, NGO		
Police Blotter (1 photocopy)		Midsayap PNP Office		
Birth Certificate (1 photocopy)		Client		
Medico Legal (1 photocopy)		Office of the Municipal Health Officer / Dr. Amado B. Diaz Provincial Foundation Hospital		
Court Order		Hall of Justice		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
For Walk In Clients:				
1. Log in the client at the Information Officer / Officer of the Day	1. Log in the client and do the initial interview.	None	5 Minutes	<i>Social Welfare Officer II</i> Office of the Municipal Social Welfare and Development Officer



2. Proceed to case worker	1.1 Refer client to Case worker	None	2 Minutes	
	2. Conduct in depth interview and assessment.	None	1 Hour	<i>Social Welfare Officer II</i> Office of the Municipal Social Welfare and Development Officer
	2.1 Conduct Home visitation as the need arises.	None	2 Hours	<i>Social Welfare Officer II</i> Office of the Municipal Social Welfare and Development Officer
	2.2 Prepare the client together with parents for family counseling session (diversion process) with court order	None	1 Hour	<i>Social Welfare Officer II</i> Office of the Municipal Social Welfare and Development Officer
	2.3 Orientation of the diversion process to parent/guardians	None	30 Minutes	<i>Social Welfare Officer II</i> Office of the Municipal Social Welfare and Development Officer
	TOTAL:	None	4 Hours and 37 Minutes	