

3. **SERVICE NAME:** Adoption (Preparation of Child Study)

**Description of the Service:** Licensed Social Worker of the Local Government Unit shall conduct the Child Study in adoption cases. Child Study Report” refers to a study made by the social worker of the child’s legal status, placement history, psychological, social, spiritual, medical, ethno-cultural background and that of his/her biological family needed in determining the most appropriate placement for him/her.

Office or Divisions:	City Social Welfare and Development Office			
Classification:	Highly Technical (Case to Case Basis)			
Type of Transactions:	Government to Client			
Who may avail:	Couples who are willing to adopt			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Child’s birth certificate		CCRO		
School records		School attended		
Medical records		CHO/Hospital		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
- Secure documents	- Intake interview	None	15 minutes	<b>Narcisa C. Bulauan, RSW</b> Social Welfare Officer III
	- Conduct home visit	None	1 hour	
- Attend pre adoption seminars	- Prepare Home/Child Study report	None	45 minutes	<b>Narcisa C. Bulauan, RSW</b> Social Welfare Officer III
	- Case Management	None	66-132 Days	<b>Narcisa C. Bulauan, RSW</b> Social Welfare Officer III
<b>TOTAL:</b>			<b>66-132 Days and 2 hours</b>	