



Internal/External

3. SERVICENAME: 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 Division:	City Social Welfare and Development Office
Classification:	Highly Technical (Case to Case Basis)
Type of Transaction:	Government to Client
Who may avail:	Any individual or couple who is qualified to adopt

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Child’s birth certificate		CCRO		
School records		School attended		
Medical records		CHO/Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
- Secure documents	- Intake interview	None	15 minutes	Jenny Rose B. Bulauan, RSW Social Worker II
	- Conduct home visit	None	1 hour	Rufino R. Lagua Jr., RSW CSWD Worker



- Attend pre-adoption seminars	- Prepare Home/Child Study report	None	45 minutes	Jenny Rose B. Bulauan, RSW Social Worker II
	- Case Management	None	66-132 Days	Jenny Rose B. Bulauan, RSW Social Worker II
TOTAL			66-132 Days and 2 hours	