

13. Residential Care Facility: Bahay Pag-Asa Davao del Norte Admission of Children-N –Conflict with the Law (CICL)

The center is a 24/7 facility committed to protect and nurture the lives of male disadvantage minors who are children in conflict with the Law and must meet the required criterion and requirements.

Office/Division:	Residential Care Facility: Bahay Pag-asa Davao del Norte
Classification:	Simple
Type of Transaction:	G2G-Government to Government
	G2C- Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • Children in conflict with the Law deemed committed by the court for rehabilitation and intervention program aged 15-year-old plus 1 day to below 18 years old. • Children with infraction of the Philippine law with provincial prosecutors’ resolution for possible intervention program, 12 years old to 15 years old. • All from Davao del Norte
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Court Order/Inquest Resolution for CICL 15 years plus 1 day old to below 18 years old (1 original copy or second copy)</p> <p>Resolution for CICL 12 years old to 15 years old (1 original copy)</p> <p>Barangay Certificate of Indigency (1 original copy)</p> <p>Social Case Study Report (1 original copy)</p> <p>PSA/ Birth Certificate of any documents proving minority of the client (1 photocopy)</p> <p>Medical Certificate (1 original copy)</p>	<p>Regional Trial Court</p> <ul style="list-style-type: none"> • Branch 2 for District 1 • Branch 32 and or 34 for District 2 <p>Prosecutors Office</p> <p>Barangay of Residency</p> <p>City/Municipal Social Welfare and Development Office</p> <p>Philippine Statistic Authority/ Civil Registrar</p> <p>Municipal Health Officers or Any Hospital or Medical Clinic</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present court order or Resolution	Check if the court order is for Bahay Pag-asa If found that the order is for Bahay Pag-asa Call the Social Worker to inform of the new admission Instruct LGU Social Worker to proceed to the Office	None	1 minute	<i>Security Guard</i> PSWDO- Bahay Pag-asa
2. LGU Social Worker presents all documents to BPA Social Worker or the Officer in charge for validation	BPA Social Worker Check and Validate completeness of the documents presented If found complete, call security guard to proceed the admission protocol for the client	None	5 minutes	<i>LGU Social Worker</i> Referring LGU <i>Social Welfare Officer I</i> /Officer on duty PSWDO- Bahay Pag-asa
3. Minor Client submit himself for inspection	Security Guard conduct body check to new minor client	None	5 minutes	<i>Security Guard</i> PSWDO- Bahay Pag-asa
4. Hand in all belongings to the security guard for proper recording and inspection	Inspect and record belongings of the client for admission	None	15 minutes	<i>Security Guard</i> PSWDO- Bahay Pag-asa
5. Minor Client and Family proceed to the office	Turn over minor client and family to Social Worker Turn over belongings to houseparent on duty	None	1 minute	<i>Security Guard</i> PSWDO- Bahay Pag-asa

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Minor, Parents/guardian of family, LGU Social Worker, PNP and Barangay Functionaries (if present) all proceed to conference room for admission conference	Discuss and orient the minor and family on the rules and policies of the center -Discuss to the family the visitation policies	None	20-30 minutes	<i>LGU Social Worker Referring LGU</i> <i>Social Welfare Officer I /Officer on duty PSWDO-Bahay Pag-asa</i> <i>Supervising Houseparent PSWDO-Bahay Pag-asa</i> <i>Center Head PSWDO-Bahay Pag-asa</i>
7. LGU, Parents/ Guardian of minor and the minor client affix their signature on the following documents: admission contract, minutes of conference and attendance sheet <ul style="list-style-type: none"> • For Family of the minor - the pledge of commitment and the visitation policy • For Minor client -the center rules and policies 	Social Worker give the necessary documents for signing of the persons involved	None	5 minutes	<i>LGU Social Worker Referring LGU</i> <i>Social Welfare Officer I /Officer on duty PSWDO-Bahay Pag-asa</i> <i>Supervising Houseparent PSWDO-Bahay Pag-asa</i> <i>Center Head PSWDO-Bahay Pag-asa</i>

CLIENT STEPS	AGENCY ACTION	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Minor client proceed to homelife office	Social Worker endorsed minor client to supervising houseparent	None	1 minute	<i>Social Welfare Officer I</i> <i>Officer on duty</i> PSWD-Bahay Pag-asa <i>Supervising Houseparent</i> PSWDO-Bahay Pag-asa
TOTAL:			53 minutes to 1 hour and 3 minutes	