

FRONTLINE SERVICE: ISSUANCE OF REGISTERED FOUNDLING/ABANDONED CHILDREN

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| <p>ABOUT THE SERVICE: A foundling is a deserted or abandoned infant or child found, with parents, guardians or relatives being unknown, or a child committed in an orphanage, charitable or similar institution with unknown facts of birth, parentage</p> | <p>REQUIREMENT:</p> <ul style="list-style-type: none"> - Certification issued by the concerned Barangay Chairman - Police Blotter/report - Affidavit of finder - Certification issued by DSWD (if under the custody of DSWD) |
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| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | PROCESSING TIME | PERSONS RESPONSIBLE | FEES | FORM |
|------------------------------------|---|--|------------------------|----------------------------|-------------|-------------|
| 1 | Present the documents at Window G | Accept documents for registration and forward to City Civil Registrar for his approval and signature | 40 minutes | Employee-In-Charge | None | None |
| 2 | Wait for document to be approved and registered | Evaluate and sign the documents | 15minutes | City Civil Registrar | None | None |
| 3 | Claim registered document at Window D | Release requested document | 5 minutes | Employee –In charge | None | None |
| <i>*End of Transaction*</i> | | | | | | |