

MEMORANDUM CIRCULAR NO. 2011 – 005

**TO : ALL REGIONAL DIRECTORS/PROVINCIAL STATISTICS
OFFICERS/CITY MUNICIPAL CIVIL REGISTRARS**

SUBJECT : New Rules in the Registration of Foundling

DATE : January 27, 2011

Pursuant to the enactment of Republic Act No. 9523 (An Act Requiring the Certification of the Department of Social Welfare and Development (DSWD) to Declare a Child Legally Available for Adoption Proceedings, Amending for this Purpose Certain Provisions of Republic Act No. 8552, otherwise known as the Inter-Country Adoption Act of 1995 and Presidential Decree No. 603, otherwise known as the Child and Youth Welfare Code, and for other purposes), the rules for registration of foundling under Administrative Order No. 1, Series of 1993 are hereby repealed. The new rules that pertain to the registration of foundling shall be as follows:

Rule 1. Who shall register?

Only DSWD authorized social worker can register the foundling. All foundling cases shall now be referred to the regional office of DSWD where the foundling was found for the issuance of a “certification” declaring the foundling legally available for adoption.

Rule 2. Requirements in Registering Foundling

2.1 Certified True Copy of Certification issued by the Secretary of the Department of Social Welfare and Development(DSWD) stating that the child was legally available for adoption; and

2.2 Certified True Copy of the Child Profile issued by the DSWD.

Rule 3. Submission to NSO-OCRG

After registration, the city/municipal civil registrar shall transmit the Foundling Certificate and its supporting documents to the National Statistics Office – Office of the Civil Registrar General (NSO-OCRG).

These rules shall take effect on February 1, 2011

(SGD.) CARMELITA N. ERICTA
Administrator and Civil Registrar General