

**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph>

**ADMINISTRATIVE ORDER**

No. 16

Series of 2015

**SUBJECT: AMENDMENT TO A.O. NO. 2 SERIES OF 2015 – RE-CLUSTERING OF OFFICES, BUREAUS, SERVICES, AND UNITS AT THE CENTRAL OFFICE**

In the exigency of the service and in light of strengthening the DSWD child protection and placement services and streamlining the functions and set-up of the Protective Services Bureau (PSB) and the Special Operations Office: SWATO, Adoption and Foster Care, the following structural changes are to take effect:

I. Adoption and Foster Care Services

The Adoption and Foster Care Unit of the Special Operations Office shall now be subsumed under the PSB as a separate division and will be called the Child Protection and Placement Division. Its functions as stated in A.O. no. 2 series 2015 remain the same. To wit:

**Specific Functions**

1. Supervise, monitor and provide technical assistance to ARRU focal persons at the regional level on adoption, certification and foster care;
2. Monitor DSWD and other stakeholder's compliance to turn around period in the issuance of DSWD certification declaring child as legally available for adoption and local adoption;
3. Review dossiers of children for issuance of certification to declare child as legally available for adoption and for local matching/issuance of inter-country clearance;
4. Review and evaluate certification, adoption and foster care program/service implementation and endorse recommendations as basis for development of new strategies/technologies/enhancement of existing policies;
5. Coordinate and collaborate with government and non-government agencies in planning and organizing programs, projects and activities towards improving and sustaining internal capacities of staff handling adoption, foster care and certification;

6. Serve as Secretariat to the DSWD National Child Welfare Specialist Group (NCWSG) relative to adoption and other alternative parental care programs/services;
7. Manage database on cases of children issued with certification declaring child as legally available for adoption, child placed out to local families, and children placed under foster care.

II. Social Welfare Attaché Office (SWATO)

The Social Welfare Attaché Office shall be an interim standalone office under the Operations and Programs Group – Protective Programs overseeing the placement and management of social welfare services provided to overseas Filipino workers (OFWs) in countries with high concentration of OFWs. The general functions as reflected from the A.O. no. 2 series 2015 are:


1. Supervise and provide direction/technical assistance in the implementation of SWD policies to address the needs of the target clientele of social welfare attachés.
2. Develop operational guidelines and other technical materials for the use of the social welfare attachés
3. Consolidate, analyze and provide technical inputs and recommendations on the reports submitted by the social welfare attachés.
4. Monitor the implementation of WFP of Social Welfare Attaches;
5. Maintain database of cases of Overseas Filipinos in distressed situations;
6. Liaise with partner agencies.

This order shall take effect immediately and shall continue to be effective unless rescinded. Previous issuances, office orders inconsistent herewith are hereby revoked.

Issued this 22<sup>th</sup> of October 2015 in Quezon City, Metro Manila.

  
CORAZON JULIANO-SOLIMAN  
Secretary

Certified Copy:

  
MYRNA H. REYES  
Officer In-Charge  
Records Unit