



# Guidelines in the Registration of the Final Order of Adoption pursuant to Republic Act No. 11642

**MARIZZA B. GRANDE**

Assistant National Statistician  
Philippine Statistics Authority

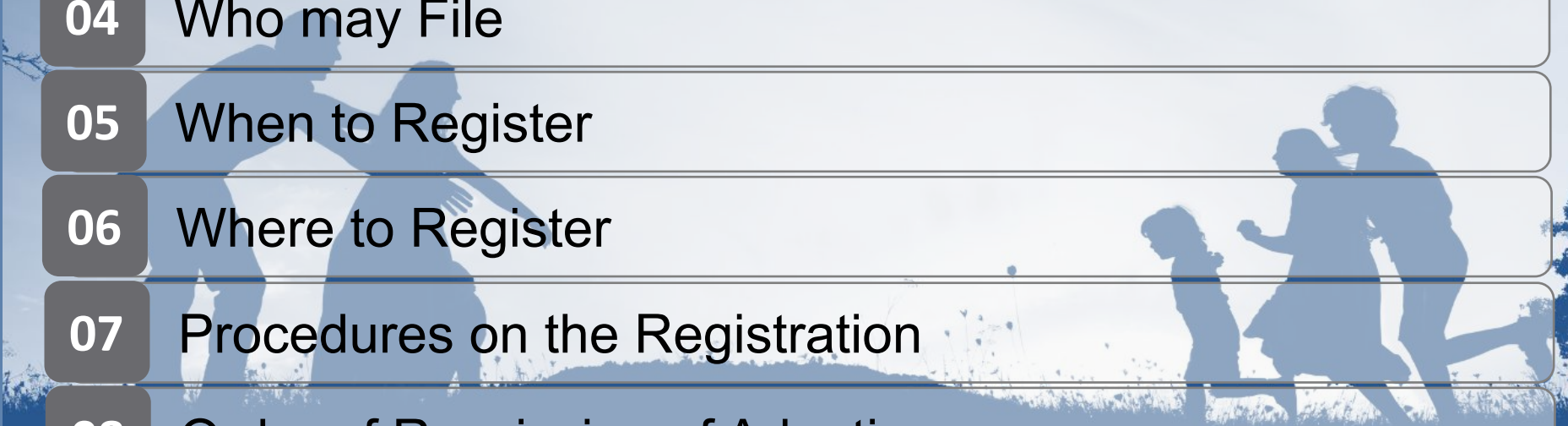
Bacolod - SMX Convention Center, Bacolod City, Negros Occidental  
09:30 AM, 27 September 2023





## OUTLINE OF PRESENTATION

- 01 Introduction
- 02 Coverage and Exclusions
- 03 What to File
- 04 Who may File
- 05 When to Register
- 06 Where to Register
- 07 Procedures on the Registration
- 08 Order of Rescission of Adoption



## Republic Act No. 11642

### Domestic Adoption and Alternative Child Care Act

#### INTRODUCTIO



- On January 6, 2022, President Rodrigo Roa Duterte has signed **Republic Act 11642**, also known as the Domestic Administrative Adoption and Alternative Child Care Act, and took effect on January 28, 2022.
- The law created the National Authority for Child Care (NACC) which will be a One-Stop Quasi-Judicial Agency. It exercises all power, functions and responsibilities relating to alternative child care including declaring a child legally available for both domestic administrative adoption and inter-country adoption, foster care, kinship care, family-like care or residential care.
- This Act provides for and allows simpler and inexpensive domestic administrative adoption and streamline services for alternative child care.



## INTRODUCTIO

### Republic Act No. 11642 Domestic Adoption and Alternative Child

- It aims to strengthen alternative child care and providing an administrative process of domestic adoption, reorganizing for the purpose of the Inter-country Adoption Board (ICAB) into the NACC.
- Amending for the purpose of:
  - **Republic Act No. 8043** or the Inter-Country Adoption Act of 1995;
  - **Republic Act No. 11222** or an Act Allowing the Rectification of Simulated Birth Records and Prescribing Administrative Adoption Proceedings for the Purposes;
  - **Republic Act 10165** or an Act to Strengthen and Propagate Foster Care and to Provide Funds Therefore.
- It also aims to repeal:
  - **Republic Act No. 8552** or the Domestic Adoption Act of 1998; and
  - **Republic Act No. 9523** or an Act Requiring the Certification of the DSWD to Declare a Child Legally Available for Adoption.



# Guidelines in the Registration of the Final Order of Adoption pursuant to Republic Act No. 11642



## COVERAG

This Memorandum Circular applies to the registration of final orders of adoption, preparation of the new Certificate of Live Birth (COLB)/Report of Birth (ROB) pursuant thereto, and rescission of adoption rendered by the Executive Director of NACC.



## EXCLUSION

This does not cover adoptions and rescissions of adoption decreed by the courts and administrative adoption under the Simulated Birth Rectification Act as there are separate registration guidelines for them. Also, this will not include adoption with double or multiple registration of births.

This guidelines shall not also cover Foreign Court Decrees of Adoption that did not pass through NACC or ICAB.



# WHAT TO FILE



**The required documents for registration at the LCRO or PFSP are:**

- 1.** The original/certified photocopy of the Order of Adoption with attached original/certified Draft New COLB/ROB; and
- 2.** The original/certified photocopy of the Certificate of Finality of the Order of Adoption.



# WHO MAY FILE

The RACCO shall cause the registration of the Order of Adoption and its Certificate of Finality.



However, the adult adoptee, adopting parent/s or his/her authorized representative may register the Order of Adoption and its Certificate of Finality to the Local Civil Registrar.

For those born abroad, the NACC, the adult adoptee, adopting parent/s or his/her authorized representative shall cause the registration of the Order of Adoption and its Certificate of Finality at the PFSP having jurisdiction of the child through DFA.





## WHEN TO REGISTER

The RACCO, adult adoptee, adopting parent/s or his/her authorized representative shall cause the registration of the order of adoption within 30 days from the issuance of the certificate of finality.

If not made within the prescribed period, the same shall be considered as delayed registration, in which case, the registrant shall execute an affidavit showing the circumstances and reasons why the adoption was not reported for registration within the prescribed period.



## WHERE TO



The Order of Adoption and its corresponding Certificate of Finality shall be registered at the LCRO of the city or municipality, or at the PFSP where the child subject of the adoption was born or found.



## Procedures on the Registration of the Order of Adoption and Certificate of Finality



The Executive Director shall provide the original printed copy through courier the Order of Adoption to the concerned parties (PAP/s, RACCO, LCR/s, PFSPs, and PSA)



The electronic copy of the Order of Adoption shall be sent through email or other possible means



After the lapse of ten (10) calendar days from receipt of the Order of Adoption and no motion for reconsideration or appeal was made, the Executive Director shall issue and provide a Certificate of Finality to the concerned parties (PAP/s, RACCO, LCR/s, PFSPs, and PSA)



## Registration Process



- ⇒ It shall be the duty of the RACCO, the adult adoptee, adopting parent/s or his/her authorized representative to cause the registration of the Order of Adoption, with its corresponding Certificate of Finality, to the LCRO of the city or municipality where the child was born or found.
- ⇒ If born abroad, the NACC, the adult adoptee, adopting parent/s or his/her authorized representative shall cause the registration of the Order of Adoption and its Certificate of Finality at the PFSP having jurisdiction of the child through DFA.



## Registration Process

If it is the Adult Adoptee, Adopter or his/her authorized representative who shall apply for the registration of the Order of Adoption, and its corresponding Certificate of Finality, the concerned civil registrar shall verify the authenticity of the submitted Order of Adoption, or in the case of Inter-Country adoption, the Certification issued by ICAB/NACC that the adoption was processed through Inter-Country Adoption Law, and Certified True Copy of Placement Authority from NACC based on any of the following:



Received original copy of the said Order of Adoption previously endorsed by the Executive Director, if available; or



Certification or letter coming from the concerned RACCO or NACC confirming the authenticity of the Order, Certification issued by ICAB/NACC that the adoption was processed through Inter-Country Adoption Law and Certified True Copy of Placement Authority from NACC

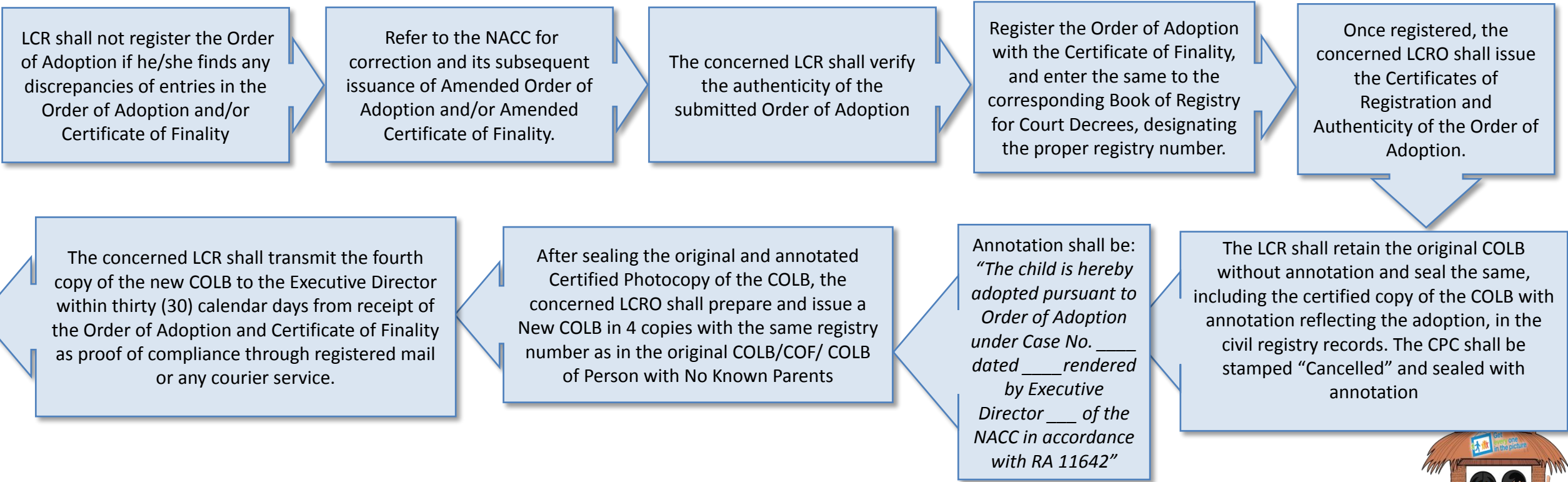


Copy of the Order of Adoption through the PSA Central Office (CO) based on the received electronic and physical copy from the Executive Director



## Registration Process at the LCRO/PFSP

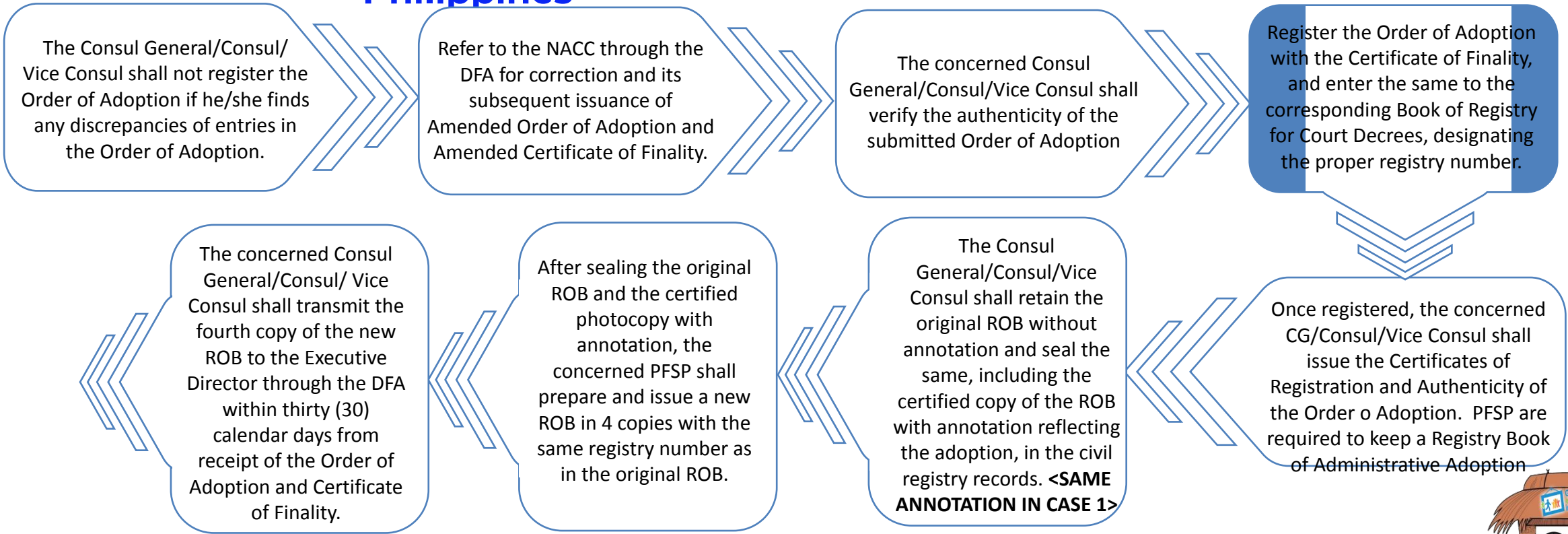
### CASE 1: For Children Born in the Philippines





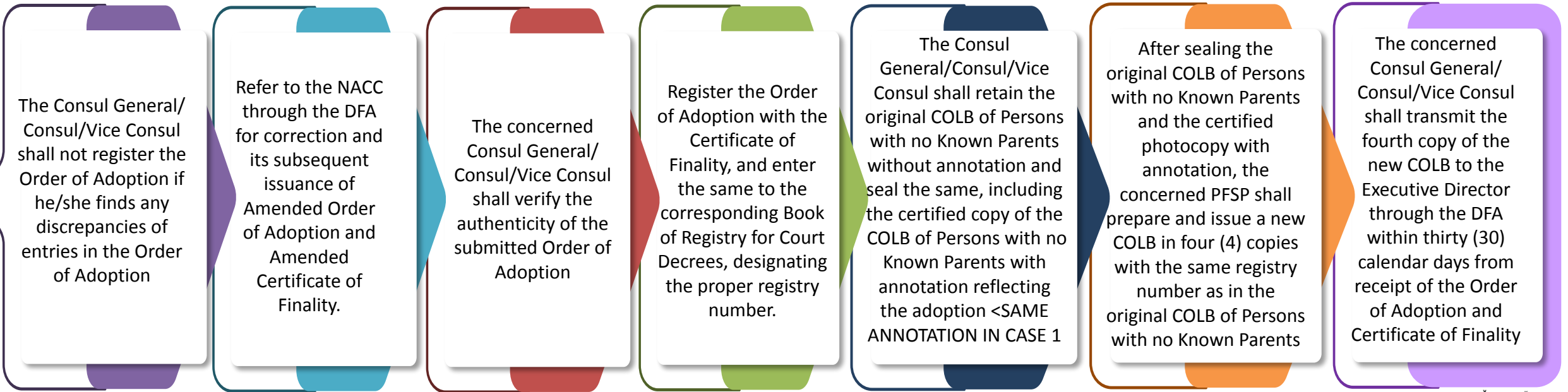
## Registration Process at the LCRO/PFSP

### CASE 2: For Children Born Outside the Philippines



## Registration Process at the LCRO/PFSP

### CASE 3: For Children Found within the Premises of the Philippine Embassies/Consulates, Offices and within the Territories abroad in accordance with RA 11767





## Registration Process at the LCRO/PFSP

### CASE 4: Foreign Court Decree of Adoption that was processed through the ICAB/NACC

1

The City Civil Registrar of Manila shall register the Foreign Court Decree of Adoption and enter the same in the Registry Book for Court Decrees, designating the proper registry number. Once registered, the CCRO of Manila shall issue the Certificate of Registration of the Foreign Court Decree of Adoption.

After registration, CCRO of Manila or petitioner or his/her authorized representative shall furnish a copy of the following documents to the concerned LCRO or PFSP through DFA where the child was born or found.

- 1) CPC of the Foreign Decree of Adoption;
- 2) CPC of the Certification issued by ICAB/NACC that the adoption was processed through Inter-Country Adoption Law;
- 3) CPC of Placement Authority issued by ICAB/NACC; and
- 4) Original copy of the Certificate of Registration issued by CCRO Manila

2

Preparation of the New Certificate of Live Birth/Report of Birth depending on the birth record prior to adoption by the concerned LCRO/PFSP where the child was born or found.

- For Children born within the Philippines, the concerned LCRO shall follow the procedures in CASE 1;
- For Children born outside the Philippines, the concerned PFSP shall follow the procedures in CASE 2; and
- For Children Found within the premises of the Philippine Embassies/Consulates, Offices and within the Territories abroad in accordance with RA 11767 shall follow the procedures in CASE 3.





## 2nd Philippine Identity Summit and 3rd National Convention on Civil Registration and Vital Statistics



### Submission of the required documents to PSA

For Case 1: For children born in the Philippines	For Case 2: For Children born outside the Philippines	For Case 3: For Children Found within the premises of the Philippine Embassies/Consulates, Offices and within the Territories abroad in accordance with RA 11767	For Case 4: Foreign Court Decree of Adoption that was processed through the ICAB/NACC.
<ol style="list-style-type: none"> <li>1. Order of Adoption with attached Certified Draft New COLB;</li> <li>2. Certificate of Finality of the Order of Adoption;</li> <li>3. Certificate of Registration of the Order of Adoption;</li> <li>4. Certificate of Authenticity of the Order of Adoption;</li> <li>5. Un-annotated copy of the original COLB/COF; and</li> <li>6. New COLB (amended).</li> </ol>	<ol style="list-style-type: none"> <li>1. Order of Adoption with attached Certified Draft New ROB;</li> <li>2. Certificate of Finality of the Order of Adoption;</li> <li>3. Certificate of Registration of the Order of Adoption;</li> <li>4. Certificate of Authenticity of the Order of Adoption;</li> <li>5. Unannotated copy of the original ROB; and</li> <li>6. New ROB (amended).</li> </ol>	<ol style="list-style-type: none"> <li>1. Certificate of Order of Adoption with attached Certified Draft New COLB;</li> <li>2. Certificate of Finality of the Order of Adoption;</li> <li>3. Certificate of Registration of the Order of Adoption;</li> <li>4. Certificate of Authenticity of the Order of Adoption;</li> <li>5. Un-annotated copy of the original COLB of Persons with No Known Parents; and</li> <li>6. New COLB (amended).</li> </ol>	<ol style="list-style-type: none"> <li>1. Registered Foreign Decree of Adoption;</li> <li>2. Certificate of Registration issued by CCRO Manila;</li> <li>3. Certification issued by ICAB/NACC that the adoption was processed through Inter-Country Adoption Law;</li> <li>4. Placement Authority issued by ICAB/NACC;</li> <li>5. Un-annotated copy of the original COLB/COF/ROB; and</li> <li>6. New COLB/ROB (amended).</li> </ol>



# Registration of the Order of Rescission of Adoption

Secure and retain a certified photocopy of the New COLB/ROB without annotation

Stamp the word "CANCELLED" on the original copy of the New COLB/ROB (amended)

Annotate the remarks on the New COLB/ROB:  
 "The COLB/ROB of \_\_\_ bearing Reg. No. \_\_\_ is hereby cancelled pursuant to Order of Rescission of Adoption dated \_\_\_ rendered by Exec Dir. \_\_\_ of the NACC under Case No. \_\_\_ in accordance with RA 11642. Henceforth, the adoption of the said child is hereby rescinded.

Annotate on the corresponding entry in the Registry Book where the original COLB/COF/ROB/COLB of Persons with No Known Parents was entered

Issue the copy of the original un-annotated COLB/COF/ROB/COLB of Persons with No Known Parents to the proper interested party whenever requested.

Transmit the certified photocopy of the cancelled New COLB/ROB to NACC as proof of compliance.

Unseal the original COLB/COF/ROB/COLB of Persons with No Known Parents prior to adoption and certified photocopy of the COLB/COF/ROB/COLB of Persons with No Known Parents with previous annotation reflecting the Order of Adoption





# Order of Rescission of Adoption

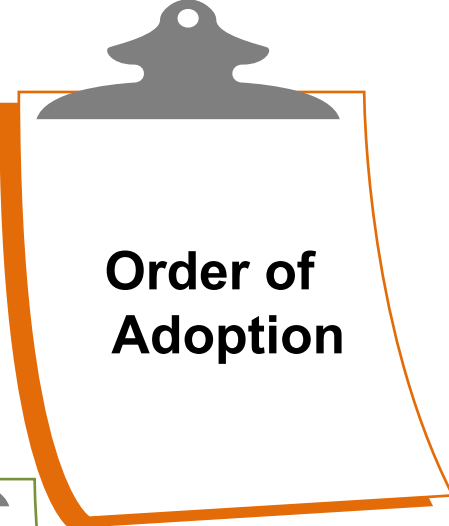
Required Documents for Registration at the LCRO/PFSP	Required Documents to be Submitted to PSA
<ul style="list-style-type: none"> <li>• Original or certified photocopy of the Order of Rescission of Adoption; and</li> <li>• Original or certified photocopy of the Certificate of Finality of the Order of Rescission of Adoption.</li> </ul>	<ul style="list-style-type: none"> <li>• Certified photocopy of the Order of Rescission of Adoption;</li> <li>• Certified photocopy of the Certificate of Finality of the Order of Rescission of Adoption;</li> <li>• Original Copy of the Certificate of Registration of the Order of Rescission of Adoption;</li> <li>• Original Copy of the Certificate of Authenticity of the Order of Rescission of Adoption;</li> <li>• Certified photocopy of the cancelled and annotated New COLB/ROB reflecting the Order of Rescission of Adoption; and</li> <li>• Certified photocopy of the original COLB/COF/ROB.</li> </ul>



## Sample Requirements



**Certificate of Finality**



**Order of Adoption**



**Certificate of Authenticity**



**Certificate of Registration**



**Certificate of Live Birth**



**Report of Birth**





**“The world may not change if you adopt a child, but for that child their world will change.”**





# 2nd Philippine Identity Summit and 3rd National Convention on Civil Registration and Vital Statistics



# Thank you!



<http://www.psa.gov.ph>



<https://twitter.com/PSAgovph>



<https://www.facebook.com/PSAgovph>

