



## 2.1 Issuance of Comprehensive Social Case Study Report/Parenting Capability Assessment Report

This is a document of comprehensive report about a certain client situation (child abuse/children in conflict with the law/adoption/parenting capability assessment) that needs comprehensive assessment and diagnosis, intervention plans, action taken and recommendations for other available services, programs and legal proceedings and case management.

<b>Office/ Division:</b>	Municipal Social Welfare and Development Office		
<b>Classification:</b>	Highly Complex		
<b>Type of Transaction:</b>	G2G - Government to Government G2C – Government to Citizen		
<b>Who may avail:</b>	Citizen who would like to request for a document/report that will be used in legal proceedings and case management to court and other government and non government agencies		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For Parenting Capability Assessment Report</b>			
Copy of Letter Request for PCAR		Referring Agency	
<b>For Comprehensive Social Case Study Report on CICL/CNSP</b>			
Copy of Letter Request/Court Order/Resolution		Referring agency/Court/Fiscal's Office	
<b>For Comprehensive Social Case Study Report on Adoption</b>			
Copy of Letter Request/Court Order		Referring Agency/Court	
<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Check the submitted requirements	None	2 Minutes	<i>Social Worker for Special Cases</i> <i>/Office Staff</i> MSWD Office
3. Conduct an interview to gather the needed information  3.1 Prepare the comprehensive Social Case Study Report  3.2 Bring the report to MSWD Officer for signature before giving it to the client.	None	(+ or -) 1-3 years	<i>Social Worker for Special Cases</i> <i>/Office Staff</i> MSWD Office
4. Issue the Social Case Study Report and the logbook for the client to acknowledge receipt.	None	2 Minute	<i>Social Worker for Special Cases</i> <i>/Office Staff</i> MSWD Office
<b>TOTAL</b>	<b>None</b>	<b>(+ or -) 1-3 years and 20 minutes</b>	

Issuance of Comprehensive Social Case Study Report/Parenting Capability Assessment Report (for CICL/CNSP/ADOPTION/Parenting Capability Assessment Report) is qualified for multi-stage processing