

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City
Tel.: (063) 221-2488 / 223-2253

Frontline Service	:	CHILD WELFARE PROGRAM - PROTECTIVE SERVICES FOR CHILDREN IN CONFLICT WITH THE LAW
Schedule of Availability of Service	:	Daily (24/7)
Where	:	Pag-asa Youth Home Santiago, Iligan City
Who may Avail of the Services	:	Minor children who have committed different crimes/violated the laws/Ordinances
What are the Requirements	:	1) Police blotter 2) Birth Certificate 3) Medical Examination

Duration : Table of duration due each activity

How to avail of the Services:

Step	Applicant/Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/Documents/ Materials Needed
1.	Child violated the Law and is brought to the PYH	Interview CICL for Social Case Study Report	10 minutes	Funjifrias Sacan	None	Intake sheet
2.	Takes Discernment test	Administer Discernment Examination	15 mins.			Discernment form
		Evaluate result of the discernment test	10 minutes			

How to avail the service

CHILD WELFARE PROGRAM - PROTECTIVE SERVICES FOR CHILDREN IN CONFLICT WITH THE LAW

A-1	A. CICL acted with discernment Make Diversion Plan	- Facilitate crafting of Diversion Plan - Prepare Manifestation Report - Submit Manifestation Report with the Diversion Plan	1 Hour 30 minutes 1 day			Diversion Plan Form
	CICL stays at the PYH center while waiting for the court order	- Conduct orientation of center policies - Provide Psychosocial Intervention	1 week			Center Manual of Operation
	A-2 Undergo Diversion Program upon receipt of Court Order	Supervise compliance of the Diversion Plan Submit Progress Report to the court	6 months to 1 year			Child Portfolio (Intake Sheet, Medical Exam, Police Blotter, Assessment Form, Birth Certificate, Social Case Study Report, Progress Notes, Discernment Result , Court Order)
A-1-1	A-1.CICL is compliant to Diversion Plan	Submit Terminal Report for discharge and to dismiss the case	1 day	Funjifrias Sacan		Terminal Report
	Waits for Court Order	Prepare for reintegration with family and community	1 week			Court Order
	Returns home	Endorse client to family and community	1 day			Endorsement Form Discharge Slip
	A-1-2	Perform After Care Services	3 months			
End of Transaction						
A-2-1	A-2. CICL is non-compliant to Diversion Plan	Submit recommendation to the court for rehabilitation at RRCY	1 day	Funjifrias Sacan		Recommendation Letter
	Waits for Court Order	Conduct Case Conference with parents Notify/Inform RRCY for transportation of non-compliant CICL	1 day 1 day			Minutes of Conference Letter
	A-2-2 CICL is transported to RRCY upon receipt of Court Order and undergoes rehabilitation	Accompany client to RRCY	2 days			Referral Letter
End of Transaction						

How to avail the service - CHILD WELFARE PROGRAM - PROTECTIVE SERVICES FOR CHILDREN IN CONFLICT WITH THE LAW					
B-1	B. CICL acted without discernment	Facilitate crafting of Intervention Program Prepare Manifestation Report Submit Manifestation Report with the Intervention Program Refer to Barangay for the Implementation of Intervention Plan	1 Hour 30 minutes 1 day 1 day	Funjifrias Sacan,	Intervention Plan Manifestation Form Referral Letter
	Client performs Intervention Program	Monitor and evaluate performance of client Endorse child to barangay for completion of Intervention Program	3 months	Funjifrias Sacan	

End of Transaction

