



Republic of the Philippines  
**NATIONAL AUTHORITY FOR CHILD CARE**  
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Barangay Pinagkaisahan, Cubao, Quezon City 1111 Philippines

**MEMORANDUM FROM THE HONORABLE EXECUTIVE DIRECTOR**

TO : **ALL OIC-REGIONAL ALTERNATIVE CHILD CARE OFFICERS**  
RACC Offices I-XII, NCR, CAR, CARAGA

SUBJECT : **NACC MC 02, SERIES OF 2023: GUIDELINES ON ADOPTION FEES**

DATE : **28 JUNE 2023**

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This is to officially provide you with a copy of the approved NACC Memorandum Circular (MC) No. 02, Series of 2023 on the Guidelines on Adoption Fees.

The undersigned is also pleased to inform you that the said Guidelines was already published via newspaper by the Manila Times Publishing Corporation on August 20, 2023, and shall take effect on September 4, 2023, 15 calendar days after its publication.

For your information, guidance and reference.

  
HON. JANELLA EJERCITO ESTRADA

cc : **ASEC. ROWENA M. MACALINTAL**  
Deputy Director for Services

**ATTY. MADELINE AREZU T. JAM**  
Deputy Director for Administration and Finance

**ALL NACC DIVISION HEADS**  
Domestic Adoption Division  
Inter-Country Adoption Division  
Alternative Child Care Division  
Policy and Plans Development Division  
Administrative Division  
Finance Division



# NATIONAL AUTHORITY FOR CHILD CARE

MEMORANDUM CIRCULAR NO. 02  
Series of 2023

## GUIDELINES ON ADOPTION FEES

### I. RATIONALE

This issuance intends to:

1. Rationalize the fees being charged and collected for services rendered in relation to the implementation of Republic Act (R.A.) No. 11642 or the Domestic Administrative Adoption and Alternative Child Care Act; and
2. Streamline the procedure for reviewing and revising the fees and for imposing new standard fees.

### II. LEGAL BASIS

1. Section 54 (1), Chapter 12, Book IV of Executive Order No. 292 (The Administrative Code of 1987) authorizes heads of bureaus, offices, or agencies, upon approval of the Secretary, to charge and collect the cost of service, in excess of the cost provided by law. Likewise, government-owned and/or controlled corporations (GOCCs) exercise the same authority pursuant to their respective charters.
2. Supreme Court Administrative Circular No. 14-2005 or the Amended Guidelines on the Allocation of Legal Fees determines the fees in the filing of adoption petitions in court for Filipino citizen/s and foreign national/s amounting to Two Thousand (₱2,000.00) and Ten Thousand (₱10,000.00) Pesos respectively.
3. Administrative Order No. 31, Series of 2012 (A.O. No. 31-2012), directs and authorizes all heads of departments, bureaus, commissions, agencies, offices, and instrumentalities of the national government, GOCCs, to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges.
4. DOF-DBM-NEDA Joint Circular No. 1, Series of 2013 (the "Joint Circular"), provides for the implementing rules and regulations of Administrative Order No. 31, Series of 2012, on the rationalization of rates of fees and charges, increase in existing rates, and imposition of new fees and charges.

5. Section 8, paragraph (s) of R.A. No. 11642 mandates the National Authority for Child Care (NACC) to determine and impose administrative fees.
6. Section 40 of R.A. No. 11642 provides that socialized fees may be charged to indigent prospective adoptive parents (PAPs) who avail of the administrative adoption proceedings.
7. National Statistical Coordination Board (NSCB) Resolution No. 2, Series of 2007, defines poverty threshold as the minimum income or expenditure required for a family or individual to meet the basic food and non-food requirements.

### III. DEFINITIONS

1. **Accreditation** refers to the process of the DSWD – Standards Bureau in determining compliance of the social welfare development (SWD) programs of Private Social Welfare and Development Agencies (SWDAs) and Public SWDAs with the Department's set standards. Upon proof of compliance with the set standards, the Certificate of Accreditation shall be issued by the Standards Bureau as proof of official recognition of the quality delivery of SWD programs and services;
2. **Child placing agencies, Agency, or CPA** refer to government or private nonprofit or charitable agencies duly licensed and accredited by the Department to provide comprehensive child welfare services including, receiving and processing of petitions of adoption and foster care, evaluating prospective adoptive parents (PAPs) or foster parents, and preparing the child case study reports and home study reports;<sup>1</sup>
3. **Committee** refers to the Committee on Fees whose functions are enumerated herein;
4. **Cost recovery** refers to the process of compensating the cost associated with the provision of services including regulation, which involves the collection of user fees to ensure long-term sustainability;
5. **Cost of service** refers to the sum of direct costs and such other readily identifiable incidental expenses incurred in rendering the service. In the case of a national government agency, the cost of service shall be considered equivalent to the regular appropriation of the operating unit

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<sup>1</sup> Section 4 of R.A. No. 11642

rendering the pertinent service as authorized in the General Appropriations Act or other relevant appropriation measures;

6. **Department** refers to the Department of Social Welfare and Development (DSWD);
7. **Direct cost** refers to the cost of supplies and materials, salaries and wages of personnel involved, and the proportionate share in the overhead expenses incurred by the agency in rendering the service;
8. **Fees** refer to levies imposed on direct recipient of services in the exercise of mandated regulatory and service delivery functions;
9. **Indigents** refer to individuals whose monthly family income falls below the poverty threshold, as determined by the National Economic Development Authority (NEDA);
10. **Secretary** refers to the Secretary of the DSWD;
11. **Socioeconomic impact** refers to any potential positive or negative change in the socioeconomic environment of stakeholders whether directly or indirectly, that is expected to arise with the introduction and implementation of a policy intervention;
12. **Task Force on Fees and Charges** refers to the task force created under Administrative Order No. 255, series of 1996 and as reactivated by Executive Order No. 218, series of 2002.

#### IV. COVERAGE

This Circular shall apply to the NACC, Regional Alternative Child Care Offices (RACCOs), and Child Placing Agencies with valid registration, license, and accreditation (RLA) who are rendering adoption and other alternative child care services to the public for a fee to cover the cost of services rendered.

#### V. GUIDING PRINCIPLES

1. The standardization of fees among service providers shall be anchored on the purpose of R.A. No. 11642 which is to provide for and allow simpler and inexpensive domestic administrative adoption proceedings and streamlined services for alternative child care.

2. The imposition of fees is founded on the principle of cost recovery which requires that persons receiving or benefitting from rendered services share the cost of providing such services. In turn, the collected fees will be used in improving the quality of service delivered.
3. In determining the rates of new and existing fees, a balance between recovering the costs of services rendered and the socioeconomic impact of their imposition shall be sought. The socioeconomic impact assessment should include a discussion of the possible adverse effects of the proposal, as well as projected beneficial effects, such as, but not limited to, increased financial burden on users and decreased utilization by users vis-à-vis better quality of service and enhanced sustainability of the service.

## **VI. DETERMINATION OF RATES**

The rates of fees shall be revised at just and reasonable rates sufficient to recover the cost of services rendered, taking into consideration, among others, the following:

1. The direct cost of rendering the service based on current appropriation, which shall include the cost of supplies and materials, salaries and wages of personnel directly involved in the services, and the proportionate share in the overhead expenses of the agency, including the depreciation cost of equipment used.
2. Inflation from the time the rates were last revised.
3. The new or revised rates shall, as much as possible, be uniform for similar or comparable services and functions offered by other government entities and shall approximate the cost of comparable services offered by private entities, based on local and international standards, as may be appropriate.

## **VII. COMMITTEE ON FEES**

1. A Committee on Fees is hereby created to be composed on the following:

Chairperson	Executive Director, NACC
Vice-Chairperson	Deputy Director for Administration and Finance, NACC
Members	Chief, Operations Division, NACC Chief, Planning Division, NACC

Chief, Finance Division, NACC  
Directors of Child-Placing Agencies  
Representative of Adoption Support Group

2. The Committee shall perform the following functions:
  - a. Review existing fees and conduct studies on the necessity of imposing new or revised fees.
  - b. Gather data on the cost of delivery of services in order to compute for the appropriate rates that will cover these costs.
  - c. Ensure that the guiding principles and the rules under the Joint Circular are observed and complied with.
  - d. Submit to the Secretary its report and recommendations regarding proposed new and revised fees containing the result of the study, including legal and material bases and justification for the proposed rates, the cost-benefit-analysis for levying such new rates, and any comments or feedback received from the public.
  - e. Consult the Task Force on Fees and Charges on matters pertaining to the implementation of A.O. No. 31-2012 and the Joint Circular.
  - f. Keep and maintain all records pertaining to the implementation of A.O. No. 31-2012 and the Joint Circular.
3. The Chief of Finance Division of the NACC shall act as the Secretariat for the Committee.

#### **VIII. RATES OF FEES FOR SERVICES RENDERED**

The following shall be the rates of fees for services rendered:

Service	Activities	Outputs	Cost <sup>2</sup>	Schedule of Payment	Office/s Authorized to Collect Fees
Conduct of pre-adoption forum	<ol style="list-style-type: none"> <li>1. Conduct of Pre-Adoption Forum</li> <li>2. Provision of kit/materials and meals (snacks)</li> </ol>	<ol style="list-style-type: none"> <li>1. Certificate of Attendance</li> </ol>	₱ 1,800.00	Full payment upon registration to the forum	CPA
Review of application	<ol style="list-style-type: none"> <li>1. Desk assessment of the applicant/s' submitted documentary requirements</li> <li>2. In-depth interview with the applicants</li> </ol>	<ol style="list-style-type: none"> <li>1. Duly Accomplished Application Form</li> <li>2. Affidavit of Undertaking to complete adoption-related trainings</li> <li>3. Checklist of Documentary Requirements</li> </ol>	₱ 2,000.00	Full payment upon receipt of the application	CPA
Preparation of the Home Study Report and personal appearance before the Regional Child Placement Committee (RCPC)	<ol style="list-style-type: none"> <li>1. Conduct of home visits and collateral interviews</li> <li>2. Preparation of Home Study Report</li> <li>3. Preparation and endorsement of applicant/s' dossier</li> <li>4. Personal appearance before the RCPC</li> </ol>	<ol style="list-style-type: none"> <li>1. Home Study Report</li> <li>2. Endorsement letter of the applicant/s' dossier to the RACCO</li> <li>3. Notification on the status of the application (Approval/Disapproval of the RACCO/NACC)</li> </ol>	₱ 10,600.00	<p>50% payment upon scheduling of the 1<sup>st</sup> home visit</p> <p>Full payment upon completion of the HSR</p> <p style="text-align: center;">Or</p> <p>Full payment upon receipt of the application</p>	CPA
Entrustment of the child	<ol style="list-style-type: none"> <li>1. Presentation of the case during the Regional Matching Conference (RMC) and Interregional Matching Conference (IRM)</li> <li>2. Social preparation of the PAP/s</li> <li>3. Entrustment of the child to the PAP/s</li> </ol>	<ol style="list-style-type: none"> <li>1. Certificate of Matching issued by the RACCO or NACC</li> <li>2. Acceptance Letter of the PAP/s</li> <li>3. Pre-Adoption Placement Authority (PAPA) issued</li> </ol>	₱ 5,000.00	<p>50% payment upon 1<sup>st</sup> presentation of the case in the RMC</p> <p>Full payment upon issuance of PAPA</p>	CPA

<sup>2</sup> The cost computation was based on the guidelines promulgated by the National Tax Research Center, the Secretariat on the Task Force on Fees and Charges, by virtue of the Joint Circular.

Service	Activities	Outputs	Cost <sup>2</sup>	Schedule of Payment	Office/s Authorized to Collect Fees
		by the RACCO or NACC 4. Entrustment documents from the CCA/RCF where the child originated a. Child Study Report b. Discharge slip c. Health and medical profile d. Child's daily routine e. Child's photo album and significant items			
Supervised Trial Custody (STC) <sup>3</sup>	1. Conduct of bi-monthly supervised trial custody for six (6) months 2. Submission of post-placement supervisory report/s	1. Post-placement supervisory report/s 2. Acknowledgment from the RACCO/NACC on the receipt of the post-placement supervisory report/s	₱ 3,800.00 per visit	Full payment upon conduct of 1 <sup>st</sup> STC	CPA
Filing of the Adoption Petition	1. Submission of one (1) final report indicating assessment and recommendation for filing of Adoption Petition 2. Preparation of Social Case Study Report 3. Desk assessment of updated	1. One (1) final report 2. Adoption Petition 3. Endorsement letter of the PAP/s' dossier to the RACCO 4. Notification on the status of the Adoption Petition	₱ 9,000.00	Full payment upon filing of the Petition	CPA

<sup>3</sup> STC for cases of stepchild, relative, infant, adult, or foster adoptions may be waived, as assessed and recommended by the adoption social worker (Section 29, R.A. No. 11642).

Service	Activities	Outputs	Cost <sup>2</sup>	Schedule of Payment	Office/s Authorized to Collect Fees
	documentary requirements 4. Preparation and filing of Adoption Petition to the RACCO 5. Personal appearance before the RACCO 6. Coordination with the RACCO and NACC on the status of the Adoption Petition	(Approval/Disapproval of the RACCO/NACC)			
Registration of the Adoption Order	1. Assistance in the filing of Adoption Order before the Local Civil Registry (LCR) and Philippine Statistics Authority (PSA) for the issuance of the child's new birth certificate	1. Child's new birth certificate in Security Paper	₱ 1,700.00	Full payment upon filing of the Adoption Order before the LCR and PSA	CPA

Service	Activities	Outputs	Cost <sup>2</sup>	Schedule of Payment	Office/s Authorized to Collect Fees
Post-adoption monitoring	<ol style="list-style-type: none"> <li>1. Conduct of post-adoption monitoring visit/s</li> <li>2. Monitoring of the parent-child relationship to ensure that the adoption has redounded to the best interest of the child</li> </ol>	<ol style="list-style-type: none"> <li>1. Post-adoption monitoring report/s</li> <li>2. Acknowledgment from the RACCO/NACC on the receipt of the post-placement supervisory reports Closing Summary Report</li> </ol>	₱ 3,800 per visit	Full payment upon issuance of the Order of Adoption	CPA
Termination of the case	<ol style="list-style-type: none"> <li>1. Conduct of final visit</li> </ol>	<ol style="list-style-type: none"> <li>1. Submission of Closing Summary Report</li> </ol>	₱ 3,800.00	Full payment upon conduct of final visit	CPA
Reproduction Fees <i>For Certified True Copies</i>	<ol style="list-style-type: none"> <li>2. Issuance of Certified True Copy of an official document/s</li> </ol>	Certified True Copy of an official document/s	₱ 50.00 per document	Full payment upon issuance of the document/s	CPA, RACCO, NACC
Filing Fee (Application)	<ol style="list-style-type: none"> <li>1. Review of Adoption Application and its supporting documents</li> <li>2. Endorsement of the Application to the RCPC</li> </ol>	Acknowledgment from the RACCO of the receipt of the Adoption Application and its supporting documents	₱ 500.00	Full payment upon filing of the Application	RACCO
Filing Fee (Petition)	<ol style="list-style-type: none"> <li>1. Review of Adoption Petition and its supporting documents</li> <li>2. Issuance of a Certification attesting to the sufficiency of the Petition</li> <li>3. Endorsement of the Petition to the NACC</li> </ol>	Acknowledgment from the RACCO of the receipt of the Adoption Petition and its supporting documents	₱ 500.00	Full payment upon filing of the Petition	RACCO

## **IX. CLIENT-WORKER RELATIONSHIP**

A professional and cordial relationship between clients and Adoption Social Workers shall be observed and upheld at all times. Any activity that may constitute as retaliation against clients or Adoption Social Workers, such as but not limited to harassment, assault, overcharging of fees, and delayed schedule of payment, are strictly prohibited and shall be punishable at the discretion of the court.

Further, the confidentiality and integrity of records, documents, and communications of adoption petitions, cases, and processes shall likewise be observed and upheld at all times. Any violation of established regulations relating thereto shall be punishable at the discretion of the court.

## **X. PAYMENT OF FEES**

Mere payment of fees shall not warrant the approval of an application or petition. Approval thereof shall be based on the professional and objective assessment of the RACCO and/or NACC.

Upon receipt of any of the above services initiating an action or proceeding, the fees prescribed herein shall be paid in full except in cases where the activity or service may require otherwise.

Further, refund of fees shall be disallowed under any of the following circumstances:

1. When the applicant does not appear for the pre-adoption forum;
2. When the application or petition is withdrawn by the applicant or petitioner, respectively;
3. When the application or petition is disapproved or denied by the RACCO or the NACC;
4. When PAPs refuse to accept the child or children matched to them; and
5. When the placement of the child or children is disrupted during supervised trial custody or after the issuance of the Order of Adoption and Certificate of Finality.

Applications and petitions commenced with the Agency prior to the issuance of these guidelines shall be subject to the rates prevailing at the time the action was commenced. However, subsequent sub-processes of the application or

petition, regardless of the time of filing, shall be subject to the new rates prescribed herein. For this purpose, the adoption service shall be divided into three sub-processes:

Adoption Sub-Process	Services
Application	<ol style="list-style-type: none"> <li>1. Conduct of pre-adoption forum</li> <li>2. Review of application</li> <li>3. Preparation of the Home Study Report and personal appearance before the Regional Child Placement Committee (RCPC)</li> </ol>
Matching	<ol style="list-style-type: none"> <li>1. Entrustment of the child</li> <li>2. Supervised Trial Custody (STC)</li> </ol>
Petition	<ol style="list-style-type: none"> <li>1. Filing of the Adoption Petition</li> <li>2. Registration of the Adoption Order</li> <li>3. Post-adoption monitoring</li> <li>4. Termination of the case</li> </ol>

All transactions made shall be supported by an official receipt to be issued by the Agency that rendered such service.

The fees collected by CPAs shall be considered as cost recovery fees to compensate for the services rendered and shall accrue and be deposited at the agency's general fund.

Further, the fees collected by the NACC and RACCOs shall be remitted to and monitored by the Bureau of Treasury.

## **XI. SOCIALIZED FEES**

Pursuant to Section 40 of R.A. No. 11642, socialized fees may be charged to those who avail of the administrative adoption proceedings. Socialized fees should not exceed fifty percent (50%) of the original cost.

The socialized fees shall be collected provided that the application or petition, as the case may be, is supported by a certification from the City/Municipal Social Welfare and Development Office that the applicant or petitioner is indigent.

## **XII. PROCEDURE FOR IMPOSITION OF NEW OR REVISED FEES**

1. The Committee on Fees shall determine if there is a need to revise the existing rates of the respective fees and charges.

2. All necessary preparatory acts shall be undertaken, which may include but need not be limited to (i) identification and evaluation of the potential socioeconomic impact on stakeholders of the proposed new rate of fees, (ii) holding public hearings, and (iii) consulting stakeholders.
3. A recommendation to revise the rate of any fee may be submitted by the proponent office or implementer on or before the end of August of the current year.

The recommendation shall include the justification therefor and shall be supported by a report discussing the proposal's possible adverse effects as well as projected beneficial effects, such as, but not limited to, increased financial burden on users and decreased utilization by users vis-à-vis better quality of service and enhanced sustainability of the service, estimated amount of collection expected, and computation used to arrive at the proposed rates.

4. The Committee shall review and assess all recommendations received, guided by the principles provided under A.O. No. 31-2012, the Joint Circular, and other applicable laws, rules and regulations.

The Committee shall then submit its recommendations to the Secretary on or before the end of September of the current year.

Where applicable, the Committee shall draft the appropriate administrative issuance to put its recommendations into effect.

5. The Secretary shall, after consultation with the Committee, determine if the Committee's recommendation is acceptable. If so, the Secretary shall issue the appropriate memorandum circular on or before the end of October of the current year.
6. The memorandum circular shall then be published in accordance with applicable laws, rules and regulations.
7. Any new rate approved in accordance with the foregoing shall take effect on the first day of January of the succeeding year.

### **XIII. PENALTIES**

Noncompliance with the fees and procedures prescribed herein shall be a ground for suspension, revocation, or non-renewal of Accreditation. Failure or refusal to issue an official receipt shall be subject to the penalties prescribed

by the National Internal Revenue Code and revenue regulations issued by the Bureau of Internal Revenue.

Any violation of the provisions of this Memorandum Circular shall be subject to the penalties prescribed under Section 54, Article VII of R.A. No. 11642.

**XIV. EFFECTIVITY AND REPEALING CLAUSES**

This Memorandum Circular shall take effect fifteen (15) days after the completion of its publication in a newspaper of general circulation in the Philippines and posting in conspicuous places in the premises of the Central Office and Regional Offices, and on the Department's website.

All previous issuances or portions of issuances relative to fees and charges contrary to or inconsistent with this issuance are hereby repealed, modified, or amended accordingly.

  
REX GATCHALIAN,  
Secretary  
Date: APR 03 2023

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