

**6. REQUEST FOR OSG'S ASSISTANCE IN THE TRANSMITTAL OF AN APPLICATION OR CLAIM BY A FILIPINO CITIZEN FOR CHILD SUPPORT FROM A FOREIGNER UNDER THE UNITED NATIONS CONVENTION ON THE RECOVERY OF MAINTENANCE ABROAD**

<b>Office or Division:</b>	Docket Management Service, Legal Division, Secretariat			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request and/or Endorsement				
Birth Certificate of Child				
Proof of acknowledgement of filiation				
Proof of identification of the putative parent (Foreigner)				
Other documentary requirements to support the application for Child Support				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant files a request and/or endorsement with the OSG for assistance in the transmittal of an application for child support	Upon receipt of the application or endorsement, the Docket Management Service shall forward the same to the OSG Secretariat for assignment to a Legal Division.	None	1 Day	Docket Management Service Personnel
2. Assignment of the case to a Legal Division	The OSG Secretariat will assign the case to a Legal Division	None	1 Day	Secretariat Personnel
3. Assignment of the case to a Solicitor	The Assistant Solicitor General assigns the case to a Solicitor	None	1 Day	Assistant Solicitor General
4. Evaluation of the case by the Solicitor	The Solicitor evaluates the propriety and merits of the application/ claim for child support.	None	7 Days	Solicitor

<p>5. Discussion between the Solicitor and applicant</p>	<p>The Solicitor confers with the applicant, either through email or phone call if contact number is provided, to assist him/her in the filling up of the application for child support. The Solicitor explains the requirements needed and allows the applicant ample time to complete the same.</p>	<p>None</p>	<p>7 Days</p>	<p>Solicitor</p>
<p>6. Solicitor prepares recommendation for the approval of the Assistant Solicitor General.</p>	<p>The Solicitor prepares his/her recommendation whether to refer the case to the appropriate Embassy or deny the request for lack of sufficient documents</p>	<p>None</p>	<p>1 Day</p>	<p>Solicitor</p>
<p>7. Transmittal of letter-application for child support of to the embassy concerned or the applicant</p>	<p>The Solicitor prepares a letter to the appropriate embassy concerned with the application and attached complete documentary requirements, or if the applicant fails to provide sufficient and complete documents despite being given ample time to do so, the Solicitor prepares a letter denying the request for assistance due to failure of completion of requirements.</p> <p>If the letter is delivered through registered mail, it will take about 20 days before the party concerned receives it</p> <p>If the letter is delivered through registered mail, it will take 1 or 2 working days before the party concerned receives it.</p>	<p>None, unless applicant requests delivery through courier, in which case, proper fees must be provided</p>	<p>1 Day</p>	<p>Solicitor</p>