

## 9. Solo Parent's Welfare Program

### 9.1. Issuance of Solo Parent Booklet

This service caters Solo Parents who wants to avail discount and VAT exemption on the following products: baby's milk, food and micronutrient supplements, sanitary diapers, medicines, vaccines, and other medical supplements.

<b>Office or Division:</b>	Municipal Social Welfare Development			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Solo Parent ID</li> <li>2. 2 pc ID picture (1x1)</li> </ol>		<ol style="list-style-type: none"> <li>1. MSWDO</li> <li>2. Client</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete required documents.	1.1 Receive & Verify Solo Parent ID information & record	None	10 Minutes	Social Welfare Assistant – Municipal Social Welfare and Development Office
	1.2 Prepare Solo Parent Booklet		30 Minutes	
	1.3 Inform the client on the possible schedule of release		10 Minutes	
	1.4 Endorse to MSWDO for review and approval		5 Minutes	

	1.5 Review, record & approved the booklet		20 Minutes	Municipal Social Welfare and Development Officer
	1.6 Endorse to LCE for approval		30 Minutes	Process Server – Municipal Social Welfare and Development Office
	1.7 Review, record & approved the booklet		1 Working Day	Admin Staff – Mayor’s Office Municipal Mayor
	1.8 Return the approved booklet to MSWD Office		30 Minutes	Process Server – Mayor’s Office
	1.9 Inform/Notify the client on the availability of the booklet		1 Working Day	Messenger – Municipal Social Welfare and Development Office
2. Receive the booklet and sign in the logbook	2. Release of Certification	None	5 Minutes	Administrative Aide – Municipal Social Welfare and Development Office
3. Accomplish the client Satisfaction Survey and drop in the feedback box	3. Request the client to accomplish the client satisfaction survey (CSS) either through hard copy or Google form via a link	None	10 Minutes	Public Assistance Complaint Desk – Municipal Treasurer’s Office
	Total	None	2 Days , 2 hours & 30 Minutes	

## 9.2 Issuance of Solo Parent Identification Card / Renewal

This service gives access to the available resources and support that may be necessary for the solo parents and their children as in Section 4 of RA8972 as amended in RA11861. An act that provides benefits and privileges to solo parent and their children, appropriating funds therefore and for other purposes as Solo Parent defined as any.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Highly Technical Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Solo Parent
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. For the solo parent with a child or children because of rape falling under Section 4(a)(1) of RA 11861:</p> <ul style="list-style-type: none"> <li>1.1 Birth certificate/s of the child (1pc. photocopy)</li> <li>1.2 Complaint affidavit</li> <li>1.3 Medical record on the incident of rape; and</li> <li>1.4 Sworn Affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of the execution of affidavit: Provided, that for purposes of issuance of subsequent SPIC or booklet, only the Sworn Affidavit shall be submitted every year.</li> </ul> <p>2. For the solo parent on account of the death of the spouse falling under Section 4(a)(2) of RA 11861:</p> <ul style="list-style-type: none"> <li>1. Birth certificate/s of the child</li> <li>2. Marriage certificate;</li> <li>3. Death certificate of the spouse; and</li> <li>4. Sworn Affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has the sole parental care and support of the child or children: Provided, that for purposes of issuance of subsequent</li> </ul>	<p>Philippine Statistics Authority/Local Civil Registrar  Philippine National Police  Government Accredited Hospitals  Preferred Lawyer</p> <p>Philippine Statistics Authority/Local Civil Registrar  Philippine Statistics Authority/Local Civil Registrar  Philippine Statistics Authority/Local Civil Registrar  Preferred Lawyer</p>

<p>SPIC or booklet, only the sworn affidavit shall be submitted every year.</p> <p>3. For the solo parent on account of the detention or criminal conviction of the spouse falling under Section 4(a)(3) of RA 11861:</p> <ol style="list-style-type: none"> <li>1. Birth certificate/s of the child or children (1 Photocopy)</li> <li>2. Marriage certificate (1 Photocopy)</li> <li>3. Certificate of detention or a certification that the spouse is serving sentence for at least three 4 months issued by the law enforcement agency having actual custody of the detained spouse, or commitment order issued by the court pursuant to a conviction of the spouse; and</li> <li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.</li> </ol> <p>4 For solo parent on account of physical or mental incapacity of the spouse falling under Section 4(a)(4) of RA 11861:</p> <ol style="list-style-type: none"> <li>1. Birth certificate/s of the child or children (1 Photocopy)</li> <li>2. Marriage certificate or affidavit of cohabitation (1 Photo Copy)</li> <li>3. Medical record or medical abstract evidencing the physical or mental state of the incapacitated spouse issued not more than three (3) months before the submission; and</li> <li>4. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, that for purposes of issuance of subsequent SPIC or booklet, requirement</li> </ol>	<p>Philippine Statistics Office Philippine Statistics Office BJMP</p> <p>Preferred Lawyer</p> <p>Philippine Statistics Authority Philippine Statistics Authority/Preferred Lawyer</p> <p>Accredited Government Hospital</p> <p>Preferred Lawyer</p>
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numbers (3) and (4) under this paragraph shall be submitted every year.

5. For the solo parent on account of legal or de facto separation of spouse falling under Section 4(a)(5) of RA 11861:

1. Birth certificate/s of the child or children (1 Photocopy)
2. Marriage certificate (1 Photocopy)
3. Judicial decree of legal separation of the spouses or, in the case of de facto separation, an affidavit of two (2) disintegrated persons attesting to the fact of separation of the spouses; and
4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children:  
Provided, that for purposes of issuance of subsequent SPIC or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

6. For the solo parent on account of the declaration of nullity or annulment of marriage falling under Section 4(a)(6) of RA 11861:

1. Birth certificate/s of the child or children (1 Photocopy)
2. Marriage certificate (1 Photocopy)
3. Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce; and
4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children:  
Provided, That for purposes of issuance of subsequent SPIC or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

Philippine Statistics Authority  
Philippine Statistics Authority  
Court

Preferred Lawyer

Philippine Statistics Authority  
Philippine Statistics Authority  
Court Order

Preferred Lawyer

<p>7. For the solo parent on account of abandonment by the spouse falling under Section 4(a)(7) of RA 11861:</p> <ol style="list-style-type: none"> <li>1. Birth certificate/s of the child or children (1 Photocopy)</li> <li>2. Marriage certificate or affidavit of the applicant's solo parent (1 Photocopy)</li> <li>3. Affidavit of two (2) disinterested persons attesting to the abandonment of the spouse</li> <li>4. Police or barangay record of the fact of abandonment; and</li> <li>5. Sworn Affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, that for purposes of issuance of subsequent SPIC or booklet, only sworn affidavit shall be submitted every year</li> </ol>	<p>Philippine Statistics Authority Philippine Statistics Authority</p> <p>Preferred Lawyer</p> <p>PNP or Barangay Hall Preferred Lawyer</p>
<p>8. For the spouse or any family member of an OFW falling under Section 4(b) of RA 11861:</p> <ol style="list-style-type: none"> <li>1. Birth certificate/s of the child or children (1 Photocopy)</li> <li>2. Marriage certificate of the applicant (1 Photocopy)</li> <li>3. Overseas Employment Certificate (OEC) or its equivalent document;</li> <li>4. Copy of passport stamps showing continuous twelve (12) months of overseas work;</li> <li>5. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, that for purposes of issuance of subsequent SPIC or booklet, requirement numbers (3), (4), (5), and (6) under this paragraph shall be submitted every year.</li> </ol>	<p>Philippine Statistics Authority Philippine Statistics Authority OWWA</p> <p>OWWA</p> <p>Preferred Lawyer</p>
<p>9 For the unmarried father or mother who keeps and rears the child or children falling under Section 4(c) of RA 11861:</p>	

<ol style="list-style-type: none"> <li>1. Birth certificate/s of the child or children (1 Photocopy)</li> <li>2. Certificate of No Marriage (CENOMAR) 1 Photocopy</li> <li>3. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; and</li> <li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC or booklet, requirement numbers (2), (3) and (4) under this paragraph shall be submitted every year.</li> </ol>	<p>Philippine Statistics Authority Philippine Statistics Authority Barangay Hall &amp; Preferred Lawyer</p> <p>Preferred Lawyer</p>
<p>10. For the solo parent who is a legal guardian, adoptive or foster parent falling under Section 4(d) of RA 11861:</p> <ol style="list-style-type: none"> <li>1. Birth certificate/s of the child or children (1 Photocopy &amp; 1 Original Copy)</li> <li>2. Proof of guardianship, foster care or adoption;</li> <li>3. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; and</li> <li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.</li> </ol>	<p>Philippine Statistics Authority</p> <p>Court or DSWD Barangay Hall &amp; Preferred Lawyer</p> <p>Preferred Lawyer</p>
<p>11 For any relative within the fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care</p>	

<p>and support of the child or children falling under Section 4(e) of RA 11861:</p> <ol style="list-style-type: none"> <li>1. Birth certificate/s of the child or children;</li> <li>2. Death certificate of the parents or legal guardian, or police or barangay records evidencing the fact of disappearance or absence of the parent or legal guardian for at least six (6) months;</li> <li>3. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; and</li> <li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.</li> </ol> <p>IF or the solo parent who is pregnant woman falling under Section 4(f) of RA 11861:</p> <ol style="list-style-type: none"> <li>1. Medical record of her pregnancy;</li> <li>2. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; and</li> <li>3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children.</li> <li>4. For the solo parent availing subsidy and discounts provided for under Section 15, paragraphs (1) and (2) of RA 11861 the following additional documentary requirements shall be submitted: <ol style="list-style-type: none"> <li>4.1 Affidavit of no employment;</li> </ol> </li> </ol>	<p>Philippine Statistics Authority Philippine Statistics Authority Barangay Hall &amp; Preferred Lawyer</p> <p>Medical Doctor</p> <p>Barangay Preferred Lawyer</p> <p>Preferred Hospital Barangay Hall &amp; Preferred Lawyer</p> <p>Preferred Lawyer</p>
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<p>4.2 Income Tax Return (ITR);  4.3 Social case study issued by the DSWD; or  4.4 Any verifiable proof of income.  2 pc ID picture (2x2)  2 pc ID picture (1x1)  Expired Solo Parent ID (in case of renewal after 1 year)</p>	Preferred Lawyer BIR DSWD Client			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Submit all required documents</p>	<p>1.1 Conduct interview  1.2 Inform the client to wait for schedule of home visitation &amp; possible schedule of the Solo Parent I.D issuance</p>	<p>None</p>	<p>10 Minutes</p>	<p>Social Welfare Assistant – Municipal Social Welfare and Development Office</p>
<p>2. Accommodate the worker during home visitation &amp; provided an honest information</p>	<p>2.1 Conduct home visitation  2.2 Gather collateral information  2.3 Prepare Solo Parent I.D (<i>if qualified – based verification</i>)  2.4 Endorse the Solo Parent I.D together with all supporting documents to MSWDO for approval.  2.5 Review, record &amp; approve Solo Parent I.D</p>	<p>None</p>	<p>30 Minutes  1 Week  30 Minutes  5 Minutes  20 Minutes</p>	<p>Social Welfare Assistant – Municipal Social Welfare and Development Office  Administrative Aide – Municipal Social Welfare and Development Office  Admin Aide – MSWD  Municipal Social Welfare and Development Officer</p>

	<p>3.3 Forward to Municipal Mayor for approval.</p> <p>3.4 Review, record &amp; approve Solo Parent I.D</p> <p>3.5 Approve the Solo Parent I.D</p> <p>3.6 Return the Solo Parent I.D &amp; supporting documents to MSWD Office</p> <p>3.7 Notify Solo parent applicant both qualified and not qualified</p>		<p>30 Minutes</p> <p>1 Working Day</p> <p>30 Minutes</p> <p>1 Working Day</p>	<p>Process Server – Municipal Social Welfare and Development Office</p> <p>Administrative Aide – Mayor’s Office</p> <p>Process Server – Mayor’s Office</p> <p>Municipal Mayor</p> <p>Process Server – Mayor’s Office</p> <p>Messenger – Municipal Social Welfare and Development Office</p>
<p>3. Listen to the instruction and advice of Solo Parent Focal to go home and wait for notification.</p>	<p>3.Validate client’s application</p> <p>3.1 Prepare Solo parent ID</p> <p>3.2 Endorse with complete attachment to MSWDO for approval.</p>	<p>None</p>	<p>1 Week</p> <p>30 Minutes</p> <p>5 Minutes</p>	<p>Social Welfare Assistant – Municipal Social Welfare and Development Office</p> <p>Process Server – Municipal Social Welfare and Development Office</p> <p>Administrative Aide – Municipal Social Welfare and Development Office</p>

	3.3 Forward to Local Chief Executive for approval.		1 Working Day	Process Server – Municipal Social Welfare and Development Office
	3.4 Notify Solo parent applicant both qualified and not qualified		1 Working Day	Messenger – Municipal Social Welfare and Development office
4. Receive the Solo Parent I.D and sign in the logbook	4. Release the Solo Parent I.D	None	5 Minutes	Administrative Aide – Municipal Social Welfare and Development Office
5. Accomplish the client Satisfaction Survey and drop in the feedback box	5. Request the client to accomplish the client satisfaction survey (CSS) either through hard copy or Google form via a link	None	10 Minutes	Public Assistance Complaint Desk – Municipal Social Welfare and Development Office
	Total	None	11 Days, 3 Hours & 25 Minutes	