



38. ISSUANCE OF IDENTIFICATION CARDS - SOLO PARENTS

Office or Division:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who May Avail:	Any individual taking care of children below 18 years old or older but still dependent for his/her parent support (physically and mentally incapacitated) with the following category: <ul style="list-style-type: none"> a. Women victims of sexual abuse/crimes chastity b. Widow/widower c. Spouse is under detention for one year d. Spouse is physically/mentally incapacitated e. Separated - Legally or de facto or separated, Annulment of marriage, Abandonment/disappearance of spouse for at least 1 year f. Unmarried mother/father g. Licensed foster solo parent h. Adoptive solo parent i. Appointment legal guardian j. Family member assuming parent duty as head of the family for at least one year due to abandonment or prolong absence parent/solo parent

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For solo parent with child or children as a consequences of rape	
1. Birth Certificate/s of child or children	PSA
2. Complaint Affidavit	To be provided/secured by the client
3. Medical Record on the incident of rape	MHO / PNP
4. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, only the sworn affidavit shall be submitted every year; and	To be provided/secured by the client
5. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent	Concerned Barangay



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. For Solo Parent on account of the death of the spouse	
1. Birth Certificate/s of child or children	PSA
2. Marriage Certificate	PSA
3. Death Certificate of the spouse	PSA
Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, only the sworn affidavit shall be submitted every year; and	To be provided/secured by the client
4. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent	Concerned Barangay
C. For the solo parent on the account of the detention or criminal conviction of the spouse	
1. Birth Certificate/s of children or children	PSA
2. Marriage Certificate or affidavit of cohabitation	PSA
3. Certificate of detention or certification that the spouse is serving sentence for at least three (3) months issued by the law-enforcement agency having actual custody of the detained spouse or commitment order by the court pursuant to a conviction of the spouse	Court
4. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, only the sworn affidavit shall be submitted every year; and	To be provided/secured by the client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent	Concerned Barangay
D. For solo parent on account of physical or mental incapacity of the spouse	
1. Birth Certificate/s of child or children	PSA
2. Marriage Certificate or affidavit of cohabitation	PSA
3. Medical records, medical abstract, or a certificate of confinement in the National Center for the Mental Health or any medical hospital or facility as a result of the spouse's physical or mental incapacity, which record, medical abstract or certificate of confinement of the incapacitated spouse should have been issued not more than three (3) months before the submission, or a valid Person with Disability ID issued pursuant to Republic Act No. 10754 and Republic Act No. 7277, or Magna Carta for Disabled Person	MHO / Medical Institutions
4. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, only the sworn affidavit shall be submitted every year; and	To be provided/secured by the client
5. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent	Concerned Barangay
E. For solo parent on an account of legal or de facto separation of spouse	
1. Birth Certificate/s of children or children	PSA
2. Marriage Certificate	PSA



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. <i>Judicial decree of legal separation of the spouses or, in the case of de facto separation, an affidavit of two (2) interested person attesting to the fact of separation of the spouses; and</i>	Court / to be provided by the client
4. <i>Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, only the sworn affidavit shall be submitted every year; and</i>	To be provided/secured by the client
5. <i>Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent</i>	Concerned Barangay
F. For the solo parent on the account of declaration of nullity or annulment of marriage of divorce	
1. <i>Birth Certificate/s of child or children</i>	PSA
2. <i>Marriage Certificate, annotated with the fact of declaration of nullity of marriage or annulment of marriage</i>	PSA
3. <i>Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce</i>	Court
4. <i>Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, only the sworn affidavit shall be submitted every year; and</i>	To be provided/secured by the client
5. <i>Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent</i>	Concerned Barangay



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
G. For the Solo Parent on the account of abandonment by the spouse	
1. Birth Certificate/s of child or children	PSA
2. Marriage Certificate or affidavit of the applicant solo parent	PSA
3. Affidavit of two (2) disinterested persons attesting to the fact of abandonment of the spouse	To be provided/secured by the client
4. Police or barangay record of the fact of abandonment	PNP / concerned barangay
5. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, only the sworn affidavit shall be submitted every year; and	To be provided/secured by the client
6. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent	Concerned Barangay
H. For the spouse or any family member of an OFW	
1. Birth Certificate/s of child or children	PSA
2. Marriage Certificate, if the applicant is the spouse of the OFW, or birth certificate or other component proof of the relationship between the applicant and the OFW, if the applicant is a family member of the OFW	PSA
3. Philippine Overseas Employment Administration Standard Employment Contract (POEA – SEC) or its equivalent document	POEA / to be provided/secured by the client
4. Photocopy of the OFW's passport with stamps showing continuous twelve (12) months of overseas work or a certification from Bureau of Immigration	DFA / Bureau of Immigration



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, requirements numbers (3), (4), (5), and (6) under this paragraph shall be submitted every year</p>	<p>To be provided/secured by the client</p>
<p>6. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent</p>	<p>Concerned Barangay</p>
<p>I. For the unmarried father or mother who keeps and rears the child/children</p>	
<p>1. Birth Certificate/s of child or children</p>	<p>PSA</p>
<p>2. Certificate of the No Marriage (CENOMAR)</p>	<p>PSA</p>
<p>3. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, requirements numbers (3), (4) under this paragraph shall be submitted every year</p>	<p>To be provided/secured by the client</p>
<p>4. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent</p>	<p>Concerned Barangay</p>
<p>J. For the solo parent who is legal guardian, adoptive or foster parent</p>	
<p>1. Birth Certificate/s of child or children</p>	<p>PSA</p>
<p>2. Proof of guardianship, such as the decision granting legal guardianship issued by a court, proof of adoption, such as decree of adoption issued by court, or order of adoption issued by DSWD or the National Authority on Child Care (NACC); proof of foster care such as Foster Parent License issued by DSWD or the NACC</p>	<p>Court / DSWD / NACC</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, requirements numbers (3), (4) under this paragraph shall be submitted every year	To be provided/secured by the client
4. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent	Concerned Barangay
<p>K. For any relative within the fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children</p>	
1. Birth Certificate/s of child or children	PSA
2. Death Certificate, certificate of incapacity, or judicial declaration of absence or presumptive death of the parents or legal guardian; police or barangay records evidencing the fact of disappearance or absence of the parent or legal guardian for at least six (6) months	PSA / Court / PNP / Barangay
3. Proof of relationship of the relative to the parent or legal guardian, such as birth certificate, marriage certificate, family records, or other similar or analogous proof of relations	To be provided/secured by the client / PSA
4. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit; Provided, that for the purpose of issuance of the subsequent Solo Parent Identification Card and booklet, requirements numbers (3), (4), (5), and (6) under this paragraph shall be submitted every year	To be provided/secured by the client
5. Affidavit of barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent	Concerned Barangay



L. For the solo parent who is pregnant woman				
1. Medical record of her pregnancy		<i>To be provided/secured by the client</i>		
2. Affidavit of barangay official attesting that the solo parent is a resident of the barangay		<i>Concerned Barangay</i>		
3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent who is providing support to the pregnant woman		<i>To be provided/secured by the client</i>		
M. For the solo parent availing subsidy and discounts				
1. Affidavit of no employment		<i>To be provided/secured by the client</i>		
2. Income Tax Return (ITR) or similar tax returns		<i>BIR</i>		
3. Social Case Study issued by MSWDO or		<i>MSWDO</i>		
4. Any verifiable proof of income of Certificate of Indigency		<i>To be provided/secured by the client /MSWDO</i>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Writes/signs in the client's logbook	Assists the client and make sure that the logbok has been properly filled up with signature	none	3 minutes	Noni F. Viray / Edissa Simbre
2. Accomplishes the Solo Parent Individual Profile Sheet	Administers the Solo Parent Individual profile Sheet	none	10 minutes	Noni F. Viray / Edissa Simbre
	Encodes data and issues identification card	none	5 minutes	Gemma M. Murchante MSWD Officer or
3. Receives the Solo Parent ID	-end of transaction-			
TOTAL		None	18 minutes	