



6. Issuance of Solo Parent ID

Clients who are applying to avail Solo Parent will enjoy the additional 7 day leave for those who are working. As of now, it is the only privilege being enjoyed by the holder of Solo Parent ID.

Office/ Division:	Municipal Social Welfare and Development Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All qualified Solo Parent	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For new Applicants		
Barangay certification indicating that he/she is a Solo Parent for one year or more.	Office of the Barangay Chairman - Barangay Hall	
Birth Certificate of minor children (1 Photocopy)	Local Civil Registrar	
(1"x1") ID Picture (2 Pieces)	Applicant	
Additional Requirements per Categories		
AS A CONSEQUENCE OF RAPE		
Birth Certificate	PSA/ LCR	
Complaint Affidavit	Notary Public of their choice	
Medical record on the incidence of rape	Attending Physician	
Notarized Sworn Affidavit of the SP that he/she has the sole parental care and support of the child/ren (<i>for the renewal of SPIC and Booklet, only the sworn affidavit shall be submitted every year</i>)	Notary Public of their choice	
Affidavit of barangay official attesting that the SP is a resident of the child/ren is/are under the parental care and support of the solo parent.	Barangay Secretary/ Barangay Chairman	
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office	
DEATH OF SPOUSE		
Birth Certificate of the child/ren	PSA/ Local Civil Registrar's Office	
Marriage Certificate	PSA/ Local Civil Registrar's Office	
Death Certificate	PSA/ Local Civil Registrar's Office	
Notarized Sworn Affidavit that the SP is not cohabitating or co-parent (<i>for the renewal of SPIC and Booklet, only the sworn affidavit shall be submitted every year</i>)	Notary Public of their choice	
Barangay Affidavit attesting that the SP is a resident of the barangay; and that the child/ren is/are under the parental care and support of the solo parent.	Barangay Secretary/ Barangay Chairman	
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office	



ON ACCOUNT OF THE DETENTION OR CRIMINAL CONVICTION	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Marriage Certificate	PSA/ Local Civil Registrar's Office
Certificate Of detention or a Certification that spouse is serving sentence for at least 3 months issued by the law-enforcement agency having actual custody of the detained spouse, or commitment order by the court	BJMP
Notarized Sworn Affidavit that the SP is not cohabiting or co-parent <i>(for the renewal of SPIC and Booket, requirements bullet #3 & 4 shall be submitted every year).</i>	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office
ON ACCOUNT OF PHYSICAL OR MENTAL INCAPABILITY	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Marriage Certificate	PSA/ Local Civil Registrar's Office
Medical Record or Certificate issued not more than 3 months	Attending Physician
Notarized Sworn Affidavit that the SP is not cohabiting or co-parent <i>(for the renewal of SPIC and Booket, requirements bullet #3 & 4 shall be submitted every year).</i>	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office
ON ACCOUNT OF LEGAL OR DE FACTO SEPARATION OF SPOUSE	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Marriage Certificate	PSA/ Local Civil Registrar's Office
Judicial decree of legal separation of the spouses; or, in case of de facto separation, an affidavit of two disinterested person attesting to the fact of separation of the spouse/s;	Municipal Trial Court/ Provincial Trial Court/ Regional Trial Court Notary Public of their choice
Notarized Sworn Affidavit that the SP is not cohabiting or co-parent <i>(for the renewal of SPIC and Booklet, requirement bullets #3 & 4 shall be submitted every year)</i>	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office



ON ACCOUNT OF DECLARATION OF NULLITY OR ANNULMENT OF MARRIAGE OR DIVORCE	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Marriage Certificate, annotated with the fact of declaration of nullity or marriage or annulment of marriage	PSA/ Local Civil Registrar's Office
Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce	Municipal Trial Court/ Provincial Trial Court/ Regional Trial Court
Notarized Sworn Affidavit the SP is not cohabiting or co-parent (for the renewal of SPIC and Booklet, <u>only the sworn affidavit shall be submitted every year</u>)	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office
ON ACCOUNT OF ABANDONMENT BY THE SPOUSE	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Marriage certificate or Affidavit of the applicant SP	PSA /Local Civil Registrar's Office Notary Public
Affidavit of two disinterested persons attesting to the abandonment of the spouse	Notary Public of their choice
Police or barangay record of the fact of abandonment	Police Station / Barangay Hall
Notarized Sworn Affidavit of the SP that he/she is the sole parental care and support of the child/ren (<i>for the renewal of SPIC and Booklet, <u>only the sworn affidavit shall be submitted every year</u></i>)	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office
FOR OFW	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Marriage Certificate, if the applicant is the spouse of OFW, or birth certificate or other competent proof of relationship between the applicant and the OFW, if the applicant is a family member of the OFW	PSA/ Local Civil Registrar's Office
POEA-SEC or its equivalent document	Agency / Client
Photocopy of passport with stamp showing continuous 12 months of overseas work	Client
Proof of income of the OFW's spouse or family member	Client
Notarized Sworn Affidavit that the SP is not cohabiting or co-parent (<i>for the renewal of SPIC and Booklet, <u>requirement bullet#4,5&6 shall be submitted every year</u></i>)	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office



UNMARRIED FATHER OR MOTHER	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Certificate of No-Marriage (CENOMAR)	PSA
Notarized Sworn Affidavit that the SP is not cohabiting or co-parent (<i>for the renewal of SPIC and Booklet, <u>requirement bullets #2,3,&4 shall be submitted every year</u></i>)	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office
LEGAL GUARDIAN, FOSTER PARENT, ADOPTIVE PARENT	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Proof of guardianship, proof of adoption, or proof of Foster Care	Client
Notarized Sworn Affidavit that the SP is not cohabiting or co-parent (<i>for the renewal of SPIC and Booklet, <u>requirement bullets #3,&4 shall be submitted every year</u></i>)	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office
RELATIVE WITHIN THE 4TH CIVIL DEGREE	
Birth Certificate of child/ren	PSA/ Local Civil Registrar's Office
Death Certificate, certificate of incapacity, or judicial declaration of absence or presumptive death of the parents or legal guardian	PSA / Local Civil Registrar's Office, PWD Office, Notary Public
Proof of relationship of the relative to the parent or legal guardian	Notary public of their choice
Notarized Sworn Affidavit that the SP is not cohabiting or co-parent (<i>for the renewal of SPIC and Booklet, <u>requirement bullets #3,&4 shall be submitted every year</u></i>)	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office
PREGNANT SOLO PARENT	
Medial Record of her pregnancy	Attending Physician
Notarized Sworn affidavit that the SP is not cohabiting or co-parent who is providing support to the pregnant woman	Notary Public of their choice
Barangay Affidavit	Barangay Secretary/ Barangay Chairman
Certificate of Attendance	<i>Focal Person Solo Parent</i> MSWD Office



For renewal of the ID			
Certification from the Office of the Barangay Chairman which proves that the client is still a Solo Parent.		Office of the Barangay Chairman – Barangay Hall where the client is presently residing.	
For replacement of Lost Solo Parent ID			
Affidavit of Loss		Notary Public of their choice	
AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Check the submitted requirements	None	2 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office
3. Assists the client in filling out the form 3.1 Check the information on the application form	None	5 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office
4. Inform the applicant of the process in issuing Solo Parent ID, (home visit and the schedule when to issue the ID)	None	2 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office
5. Conducts home visit to the applicants 5.1 Advise the applicant when to return to the MSWD Office to claim the ID (for those who are eligible for the issuance of Solo Parent ID.) After 15 days.	None	Within 20 days 10 Minutes for every household	<i>Office Staff</i> Solo Parent Section MSWD Office
5.2 Prepares the ID	None	2 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office
6. Issue the Solo Parent ID and provide the logbook for the client to acknowledge receipt.	None	1 Minute	<i>Office Staff</i> Solo Parent Section MSWD Office
TOTAL	None	22 Days and 25 minutes	

(Issuance of Solo Parent ID) is qualified for multi-stage processing