

2. Service Name: ISSUANCE OF SOLO PARENT BENEFIT ID

The City Government provides Solo Parent Card to solo parent for them to avail of benefits and privileges under RA. 8972, otherwise known as SOLO PARENT WELFARE ACT OF 2000.

Office or Division	CITY SOCIAL WELFARE AND DEVELOPMENT DEPARTMENT	
Classification	Simple	
Type of Transaction	Government to Citizen	
<p>Who May Avail:</p> <p>A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender, provided that mother keeps and raises the child.</p> <p>Parent left solo or alone with the responsibility of parenthood due to the following circumstances:</p> <ul style="list-style-type: none"> a. Due to death of spouse. b. Spouse is detained or is serving sentence for a criminal conviction for at least one (1) year. c. Physical and/or mental incapacity of spouse as certified by a public medical practitioner. d. Legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children. e. Declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children. <p>Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution.</p> <p>Any other person who solely provides parental care and support to a child or children Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.</p>		
Checklist of Requirements		Where to Secure

<ol style="list-style-type: none"> 1. Barangay Clearance of Applicant (Original Copy) 2. Voter's ID of Applicant or Voter's Certification from COMELEC (Photocopy) 3. Certification of Employment duly signed by Human resource Officer or Employer (Original Copy) or Affidavit of Income for Self Employed Applicant (Original Copy) 4. Birth Certificates of Children below 18 years old (Photocopy) 	<p>Barangay</p> <p>COMELEC Office</p> <p>Client's Employer</p> <p>PSA</p>
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CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements and properly filled-out form	1. Check completeness of documents Schedule of home visit	Free of Charge	5 minutes	Client
	2.1 Conduct home visit/ collateral interview 2.2 Assessment and validation of requirements and documents submitted by client		2 hrs.	Focal Person/SWO-III
	3.1 Preparation of cards 3.2 Approval of Solo Parent Benefit ID		5 minutes	Focal Person/SWO CSWD Department Head II / SWO
4. Receipt of Solo Parent ID	4. Release of ID		3 mins	Administrative Aide

END OF TRANSACTION: 2HRS. 13 MINS.