



**Internal/External**

**9. SERVICENAME: PROVISION OF SOLO PARENTS ID CARD**

**Description of the Service:** Solo Parent ID is issued to Individuals who are victims of Extra Marital Relationships, Domestic Violence, Personal indifferences, economic and psychological condition, death or detention of spouse

<b>Office or Division:</b>	City Social Welfare and Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Client
<b>Who may avail:</b>	Solo Parents

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>- Birth Certificate of Children 22 years old and below</li> <li>- Marriage Certificate (for legally married)</li> <li>- CENOMAR (for unmarried)</li> <li>- Death Certificate of Spouse (for widow/er)</li> <li>- Death Certificate of Parents or Legal Guardian (for relative)</li> </ul> <p>Proof of relationship to parent/legal guardian of children (for relative)</p>	<b>CCRO/PSA</b>
<ul style="list-style-type: none"> <li>- Affidavit of no-cohabitation or co-parenting</li> </ul> <p>Affidavit of Two Disinterested Persons (for de facto separation)</p>	<b>PAO/Private Lawyer</b>



Affidavit of Barangay Official attesting that solo parent has sole custody of child/ren		<b>Barangay</b>		
Certificate of Detention or Certification that spouse is service sentence for at least 3 months (for PDLs)		<b>Detention Facility or Jail</b>		
<ul style="list-style-type: none"> <li>- Proof of mental or physical incapacity</li> <li>- Medical Record of Pregnancy (pregnant woman who is a solo parent)</li> </ul> Medical Record on the Incident of Rape		<b>Physician</b>		
<ul style="list-style-type: none"> <li>- Judicial Decree of Legal Separation</li> </ul> Judicial Decree of Nullity of Marriage		<b>Court</b>		
<ul style="list-style-type: none"> <li>- POEA Employment Contract (for spouse of relative of OFW)</li> </ul> Photocopy of OFWs Passport (for spouse of relative of OFW)		<b>POEA</b>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>• Sign in the Client log book</li> </ul>	Assist client to register in log book	<b>None</b>	<b>2 minutes</b>	<b>Michelle Y. Junio</b> Day Care Worker II
<ul style="list-style-type: none"> <li>• Attend Solo Parent Orientation</li> </ul>	Conduct Solo Parent Orientation	<b>None</b>	<b>1 hour and 30 minutes</b>	<b>Michelle Y. Junio</b> Day Care Worker II  <b>Maricar S. Balmes</b> Admin. Aide I



<ul style="list-style-type: none"> <li>Present and submit needed requirements</li> </ul>	Received and Review needed requirements	None	2 minutes	<b>Michelle Y. Junio</b> Day Care Worker II
<ul style="list-style-type: none"> <li>Fill-up application Form</li> </ul>	Interview Client	None	10 minutes	<b>Michelle Y. Junio</b> Day Care Worker II
	Preparation of Solo Parent ID	None	10 minutes	<b>Michelle Y. Junio</b> Day Care Worker II
	Endorsement of to the Office of the City Mayor for Signature	None	5 days	<b>Michelle Y. Junio</b> Day Care Worker II
	Release of Solo Parent ID		2 minutes	<b>Michelle Y. Junio</b> Day Care Worker II
TOTAL			5 days and 1 hour and 26 minutes	