

## Issuance of Solo Parent Identification Cards (ID)

The Office issues Identification Cards (ID's) to persons with disability to enable them avail discounts as stipulated by RA 11861 or the Expanded Solo Parents Welfare Act.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Solo Parents</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1 Photocopy of Birth Cert. of children 17 years old and below</li> <li>1 original copy of Barangay Certification of Residency</li> <li>Supporting documents/certificates proving solo parent status <ul style="list-style-type: none"> <li>- Death Certificate</li> <li>- Medical certificate</li> </ul> </li> </ol>		<ol style="list-style-type: none"> <li>1. PSA</li> <li>2. Barangay where the client resides <ul style="list-style-type: none"> <li>- Place of death occurrence</li> <li>- Hospital</li> </ul> </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. Register on the logbook	1. Request client to register on the logbook	<b>none</b>	3 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
2. Submit requirements	2. Receive requirements and advise client to pay required fees to the Treasury Office Process ID	<b>none</b>	10 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO

3. Proceed to Treasury Office for the payment of fees	3. Receive payment and issue official receipt	P30.00	5 minutes	<i>RCCII/Mun. Treasurer Treasury Office</i>
3. Return to MSWD Office and submit Official Receipt of Payment	3. Verify Official receipt	None	5 minutes	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
4. Receive ID/purchase booklet	4. Issue ID / purchase booklet	None	2 minutes	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
	<b>TOTAL</b>	<b>P30.00</b>	<b>25 minutes</b>	