E. 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

Office of Division:	Municipal Social Welfare & Development Office
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	Solo Parents
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. For the SOLO PARENT with child/children as consequence of rape falling under Section 4(a)(1) a. Birth Certificate/s of the child/children b. Complaint affidavit c. Medical Record on the incident of rape d. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of the execution of affidavit e. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent f. Two (2) pieces of 1x1 latest pictures *Note: For the issuance of subsequent SPIC and booklet, only the **SWORN ADFIDAVIT** shall be submitted **every year.***	 PSA/Local Civil Registrar Philippine National Police Public Attorney's Office Barangay where the solo parent resides
2. For the SOLO PARENT on account of the death of the spouse falling under Section 4(a)(2) a. Birth Certificate/s of the child/children b. Marriage Certificate c. Death Certificate of the spouse d. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of the execution of affidavit	 PSA/Local Civil Registrar PSA/Local Civil Registrar PSA/Local Civil Registrar Public Attorney's Office

e. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent f. Two (2) pieces of 1x1 latest pictures *Note: For the issuance of subsequent SPIC and booklet, only the **SWORN AFFIDAVIT** shall be submitted **every year.*** **3. For the SOLO PARENT on account of the detention or criminal conviction of the spouse falling under Section 4(a)(3)** a. Birth Certificate/s of the child/children b. Marriage Certificate c. Certificate of detention or a certification that the spouse is serving sentence for at least three (3) months d. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children e. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent f. Two (2) pieces of 1x1 latest pictures *Note: For the issuance of subsequent SPIC and booklet, **requirement (c) and (d)** shall be submitted **every year.*** **4. For the SOLO PARENT on account of physical or mental incapacity of the spouse falling under Section 4(a)(4)** a. Birth Certificate/s of the child/children b. Marriage Certificate or affidavit of cohabitation	Barangay where the solo parent resides PSA/Local Civil Registrar PSA/Local Civil Registrar Bureau of Jail Management and Penology (BJMP)/ Regional Trial Court Public Attorney's Office PSA/Local Civil Registrar PSA/Local Civil Registrar

c. Medical Record or Medical Abstract evidencing the physical or mental state of the incapacitated spouse issued not more than three (3) months before the submission or valid PWD ID issued	Hospital/Rural Health Unit
d. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	Public Attorney's Office
e. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent	Barangay where the solo parent resides
f. Two (2) pieces of 1x1 latest pictures	
*Note: For the issuance of subsequent SPIC and booklet, **requirement (c) and (d)** shall be submitted **every year.***	
5. For the SOLO PARENT on account of legal de facto separation of spouse falling under Section 4(a)(5)	
a. Birth Certificate/s of the child/children	PSA/Local Civil Registrar
b. Marriage Certificate or affidavit of cohabitation	PSA/Local Civil Registrar
c. Judicial Decree of Legal Separation of the spouses or in the case of de facto separation, an affidavit of two (2) disinterested persons attesting to the fact of separation of the spouses	Trial Court
d. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	Public Attorney's Office
e. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent	Barangay where the solo parent resides
f. Two (2) pieces of 1x1 latest pictures	
*Note: For the issuance of subsequent SPIC and booklet, **requirement (c) and (d)** shall be submitted **every year.***	

6. For the SOLO PARENT on account of declaration of nullity or annulment of marriage or divorce falling under Section 4(a)(6)	
a. Birth Certificate/s of the child/children	PSA/Local Civil Registrar
b. Marriage Certificate annotated with the fact of declaration of nullity of marriage or annulment of marriage	PSA/Local Civil Registrar
c. Judicial Decree of nullity or annulment of marriage or judicial recognition of foreign divorce	Trial Court
d. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	Public Attorney's Office
e. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent	Barangay where the solo parent resides
f. Two (2) pieces of 1x1 latest pictures	
*Note: For the issuance of subsequent SPIC and booklet, only the **SWORN AFFIDAVIT** shall be submitted **every year.***	
7. For the SOLO PARENT on account of abandonment by the spouse falling under Section 4(a)(7)	
a. Birth Certificate/s of the child/children	PSA/Local Civil Registrar
b. Marriage Certificate or affidavit of applicant solo parent	PSA/Local Civil Registrar
c. Affidavit of two (2) disinterested persons attesting to the fact of the abandonment of the spouse	Public Attorney's Office
d. Police or barangay record of the facts of abandonment	Philippine National Police/Barangay
e. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	Public Attorney's Office

f. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent g. Two (2) pieces of 1x1 latest pictures *Note: For the issuance of subsequent SPIC and booklet, only the **SWORN AFFIDAVIT** shall be submitted **every year.***	Barangay where the solo parent resides
8. For the spouse or any family member of an OFW falling under Section 4(b)	
a. Birth Certificate/s of the child/children	PSA/Local Civil Registrar
b. 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/Local Civil Registrar OWWA/ Bureau of Immigration
c. Philippine Overseas Employment Administration Standard Employment Contract (POEA-SEC) or its equivalent document	
d. Photocopy of the OFW's passport with stamps showing continuous twelve (12) months of overseas work or a certification from the Bureau of Immigration	
e. Proof of income of the OFW's spouse or family member	
f. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	Public Attorney's Office
g. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent h. Two (2) pieces of 1x1 latest pictures *Note: For the issuance of subsequent SPIC and booklet, **requirements (c), (d), (e), and (f)** shall be submitted **every year.***	Barangay where the solo parent resides

9. For the unmarried father or mother who keeps and rears the child or children falling under Section 4(c)	
a. Birth Certificate/s of the child/children	PSA/Local Civil Registrar
b. Certificate of No Marriage (CeNoMar)	PSA/Local Civil Registrar Public Attorney's Office
c. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	
d. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent	Barangay where the solo parent resides
e. Two (2) pieces of 1x1 latest pictures	
Note: For the issuance **of** subsequent SPIC and booklet, only the **SWORN AFFIDAVIT** shall be submitted **every year.**	
10. For the SOLO PARENT who is a legal guardian, adoptive or foster parent falling under Section 4(d)	
a. Birth Certificate/s of the child/children	PSA/Local Civil Registrar
b. Proof of guardianship, such as the decision granting legal guardianship issued by a court; proof of adoption, such as the decree of adoption issued by a court, or Order of Adoption issued by the DSWD or the National Authority on Child Care (NACC); proof of foster care such as Foster Parent License issued by the DSWD or the NACC	PSA/Local Civil Registrar
c. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	Public Attorney's Office
d. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent	Barangay where the solo parent resides

e. Two (2) pieces of 1x1 latest pictures *Note: For the issuance of subsequent SPIC and booklet,* ***requirements (c) and (d)*** *shall be submitted* ***every year.***	
11. 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 falling under Section 4(e)	
a. Birth Certificate/s of the child/children	PSA/Local Civil Registrar
b. 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 of legal guardian for at least six (6) months	PSA/Local Civil Registrar Philippine National Police Barangay
c. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has the sole parental care and support of the child or children	Public Attorney's Office
d. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child/children is/are under the parental care and support of the solo parent	Barangay where the solo parent resides
e. Two (2) pieces of 1x1 latest pictures *Note: For the issuance of subsequent SPIC and booklet,* ***requirements (c) and (d)*** *shall be submitted* ***every year.***	
12. For the SOLO PARENT who is a pregnant woman falling under Section 4(f)	
a. Medical record of her pregnancy	Hospital/Rural Health Unit
b. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay	Barangay
c. Sworn affidavit that the solo parent is a resident of the barangay	Public Attorney's Office
d. Two (2) pieces of 1x1 latest pictures	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the logbook	**1.1** Request client to register on the logbook	None	2 minutes	MSWDO / SWO I
2. Submit requirements	**2.1** Receive requirements, conduct brief interview and advise client to pay required fees to the Treasury Office		10 minutes	MSWDO /
	2.2 Process ID/Purchase booklet		2 minutes	SWO I
3. Proceed to Treasury Office for the payment of fees	**3.1** Receive payment and issue official receipt	P30.00	5 minutes	RCCII
4. Receive ID/ purchase booklet	**4.1** Issue ID/ purchase booklet	None	2 minutes	MSWDO / SWO I
	TOTAL	P30.00	25 minutes	