

Provisions of Solo Parent Identification Card

The Municipal Social Welfare & Development Office (MSWDO) is the lead agency in the implementation of R.A. 8972 or the Solo Parent Welfare Act and are tasked to issue the Solo Parent I.D. Holders of a Solo Parent I.D. Card are Entitled to programs and services offered by various government agencies.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Solo Parents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Residency		Office of the Punong Barangay		
Picture (2x2 & 1x1 one copy each)		Office of the Punong Barangay		
Income Tax Return or any document that will establish income level of solo parent		BIR		
Death Certificate of Spouse		LCR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write your name and the purpose of the visit on a client logbook. Take note of the details in the service briefing	1. Instruct the client to fill-in the logbook 1.1 Briefs client's on the service & its requirement.	None	5 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and Development Officer</i>
2. Submit to an interview and provide a sketch of residence for home visit / monitoring. Take note of schedule of home visit	2. Conducts interview and schedule home visit with the client	None	20 Minutes	
3. Extends the necessary assistance during the home visit. Take note of the schedule release of Solo Parent ID	3. Conducts home visit to assess condition. Advises schedule of release of Solo Parent ID	None	10 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and Development Officer</i>
4. Proceed to the MSWDO on the scheduled date of release and secure	4. Release Solo Parent ID	None	2 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide</i>



the Solo Parent Identification. Sign Logbook				<i>Administrative Aide I</i> Office of the Municipal Social Welfare and Development Officer
TOTAL:		None	37 Minutes	