

ISSUANCE OF THE SOLO PARENT'S IDENTIFICATION CARDS

ABOUT THE SERVICE:

A Solo Parent who is a bonafide resident of the City of Batac may apply for the issuance of Solo Parent's ID Card from the City Government through the City Social Welfare & Development Office.

A Solo Parent is any individual who falls under any of the FF. categories:

1) A woman who has given birth to a child as a result of rape and other crimes against chastity;

2) If Parent left alone with the responsibility of parenthood due to the ff:

- death of spouse

- detention of spouse for a criminal conviction for atleast one (1) year

- physical and/or mental incapacity of spouse as certified by a public medical practitioner;

-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

- the 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

- abandonment of spouse for at least one (1) year

3)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;

4) Any other person who solely provides parental care and support to a child or children;

5) 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.

The validity of the ID is one year and is renewable.

WHO MAY AVAIL OF THE SERVICE:

Solo Parent with minor children

WHAT ARE THE REQUIREMENTS:

- * Filled-up application form
- * Barangay certificate residency in the area
- * 2 pcs latest 1x1 colored/black and white pictures (latest)
- * Documents/Evidence that the applicant is a solo parent (e.g. death certificate of spouse, declaration of nullity of marriage medical certificate-if incapacitated)

Income Tax Return (ITR) or certification from the barangay/city treasurer

FEES/ CHARGES:

None

SCHEDULE OF AVAILABILITY OF THE SERVICE:

Mondays to Fridays
8:00AM to 5:00PM

HOW TO AVAIL OF THE SERVICE:

STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE/RESPONSIBLE	FEES/CHARGES	FORMS/DOCUMENTS/REQUIREMENTS
1	Register in the Office Log Book and present complete documents/requirements	Receives/reviews requirements	1 min.	CSWDO Staff	None	Logbook/ Application Form
2		assessment/Evaluation of the Solo Parent Situation	within 30 days(as per R.A 8972)	Yzel Joy E. Montante & Lilibeth D. Maligsay		
		Prepares & Submit for Signatories	15 min.	L. Ranga	None	
3	Receives Solo Parent ID	Issues Solo Parent ID	1 min.	CSWDO Staff	None	
x-x--x-x-x-x- END OF TRANSACTION-x-x-x-x-x-x						