

## 6. Issuance of Solo Parent ID

Clients who are applying to avail Solo Parent will enjoy the additional 7 day leave for those who are working. As of now, it is the only privilege being enjoyed by the holder of Solo Parent ID.

<b>Office/ Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All qualified Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For new Applicants</b>				
Barangay certification indicating that he/she is a Solo Parent for one year or more.		Office of the Barangay Chairman - Barangay Hall		
Birth Certificate of minor children (1 Photocopy)		Local Civil Registrar		
(1"x1") ID Picture (2 Pieces)		Applicant		
<b>For renewal of the ID</b>				
Certification from the Office of the Barangay Chairman which proves that the client is still a Solo Parent.		Office of the Barangay Chairman – Barangay Hall where the client is presently residing.		
<b>For replacement of Lost Solo Parent ID</b>				
Affidavit of Loss		Notary Public of their choice		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book In the office	1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Comply and submit all the needed requirements	2. Check the submitted requirements	None	2 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office
3. Secure application form and fill-out and provide the needed information.	3. Assists the client in filling out the form  3.1 Check the information on the application form	None	5 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office

4. Submit the application form	4. Inform the applicant of the process in issuing Solo Parent ID, (home visit and the schedule when to issue the ID)	None	2 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office
5. Wait for the home visit to be conducted	5. Conducts home visit to the applicants  5.1 Advise the applicant when to return to the MSWD Office to claim the ID (for those who are eligible for the issuance of Solo Parent ID.) After 22 days.	None	Within 20 days  10 Minutes for every household	<i>Office Staff</i> Solo Parent Section MSWD Office
	5.2 Prepares the ID	None	2 Minutes	<i>Office Staff</i> Solo Parent Section MSWD Office
6. Go back to MSWD Office on scheduled date 6.1 Claim the ID, 6.2 Sign the logbook and acknowledge receipt.	6. Issue the Solo Parent ID and provide the logbook for the client to acknowledge receipt.	None	1 Minute	<i>Office Staff</i> Solo Parent Section MSWD Office
	<b>TOTAL</b>	None	22 Days and 25 minutes	

(Issuance of Solo Parent ID) is qualified for multi-stage processing