



16. Provision of ID Cards for Solo Parents

If you stand-alone in taking care of your children below 18 because of marital separation, death of a partner, and poverty, you can avail services from the office.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Solo Parents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Community Tax Certificate (1 photocopy)		Office of the Municipal Treasurer		
Filled up Application Form (1 copy)		Office of the Municipal Social Welfare and Development Officer		
1X1 Picture (2 pcs)		Client		
Birth Certificate of his/her Child (1 photocopy)		Client		
Marriage Contract (1 photocopy)		Client		
Death certificate (1 photocopy)		Client		
Affidavit/court order for those who are legally separated, annulled, battered (1 photocopy)		Client		
Barangay Certification (1 original copy)		Barangay where Client is a resident		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client at the Information Officer / Officer of the Day.	1. Log in client and refer to the focal person.	None	2 Minutes	<i>Barangay Health Aide</i> Office of the Municipal Social Welfare and Development Officer
2. Proceed to the focal person.	2.1 Interview client and review requirements and assess client's eligibility.	None	20 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	2.2 Preparation of ID	None	1 Hour	<i>Social Welfare Assistant</i>



	card.			Social Welfare Aide Office of the Municipal Social Welfare and Development Officer
3. Receive ID card	3. Issuance of ID cards	None	2 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	TOTAL:	None	1 Hour and 24 Minutes	