ANNEX B (052824)

Republic of the Philippines
City Social Welfare and Development Office
Baliwag City, Bulacan, Region III

APPLICATION FORM FOR SOLO PARENT

Case Number: _____
(10 digit PSGC-YYMM-sequential 6 digits)

I. IDENTIFYING INFORMATION

Full Name: Last Name, First Name, Middle Name, Extension		**Philsys Card Number:**	
Date of Birth: MM/DD/YYYY	**Age:**	**Place of Birth:**	**Sex:**
Address: No. Street, Barangay, City/Municipal, Province			
Educational Attainment:		**Civil Status:**	
Occupation:		**Religion:**	
Company/Agency:		**Monthly Income:**	
Employment Status: ___Employed ___Self-employed ___ Not employed			
Contact number/s:		**Email Address:**	
Pantawid Beneficiary? ____Y ____N *If Yes, Household ID #:*	**Indigenous Person? ____Y ____N** If Yes, Name of Affliation:	**LGBTQ+? ____Y ____N** **PWD? ____Y ____N**	

II . HOUSEHOLD COMPOSITION

Name (Last, First, Middle, Ext)	Sex	Relationship	Age	Birthdate (mm/dd/yy)	Civil Status	Educational Attainment	Occupation	Monthly Income

NOTE: Include family member and other members of the household especially minor children. Use back side for additional members.

III. Classification/Circumstances of being a solo parent (Dahilan bakit naging solo parent)?

_____

_____

IV. Needs/Problems of being a solo parent (Kinakailangan/Problema ng isang solo parent)?

_____

_____

V. IN CASE OF EMERGENCY

Name:	**Relationship:**
Address:	**Contact number/s:**

I hereby certify that the information given above are true and correct. I further understand that any misinterpretation that may have made will subject me to criminal and civil liabilities provided for by existing laws. In addition, I hereby give my consent to share the information above to the member agencies of the Inter-Agency Coordinating and Monitoring Committee on solo parents.

_____ _____
Signature/Thumbmark over Printed Name **Date**

FOR SPD/SPO USE ONLY

STATUS

☐ New ☐ Terminated
☐ Renewal ☐ Disapproved

Solo Parent Identification Card Number: _____

Solo parent category: _____

Barangay Code: _____

Date Issuance: _____

Beneficiary Code: _____

I hereby certify that the information given above is true and correct. Further, I certify that any misrepresentation that may have been made will subject me to criminal and civil liabilities provided by existing laws.

Date: _____

_____
Signature Over Printed Name
(Solo Parent)

Validated by: _____
Signature Over Printed Name
Barangay President

MGA KAILANGAN IPASA NA DOKUMENTO (REQUIREMENTS)

1. BIRTH CERTIFICATE NG ANAK / MGA ANAK
2. SWORN AFFIDAVIT OF SOLE PARENTAL CARE AND SUPPORT AND NOT COHABITING WITH A PARTNER OF CO-PARENT
3. AFFIDAVIT MULA SA BARANGAY OFFICIAL NA NAGPAPATUNAY NA ANG APLIKANTE AY RESIDENTE AT MAG-ISANG NAGTATAGUYOD SA BATA AT WALANG KINAKASAMA
4. 2*2 PICTURE AT 1*1 ID PICTURE

KARAGDAGANG REQUIREMENTS AYUN SA KLASIPIKASYON BILANG SOLO PARENT

1. RAPE VICTIM	COMPLAINT AFFIDAVIT/MEDICAL RECORD ON RAPE
2. WIDOW	MARRIAGE CERTIFICATE / DEATH CERTIFICATE
3. DETAINED SPOUSE (3 MONTHS +)	MARRIAGE CERTIFICATE /CERTIFICATE OF COHABITING CERTIFICATE OF DETENTION OR THAT SPOUSE IS SERVING SENTENCE FOR AT LEAST 3 MONTHS
4. SPOUSE HAS PHYSICAL / MENTAL INCAPACITY AS CERTIFIED BY A PUBLIC OR PRIVATE MEDICAL PRACTITIONER	MARRIAGE CERTIFICATE / MEDICAL RECORD / MEDICAL ABSTRACT ISSUED AT LEAST 3 MONTHS BEFORE APPLICATION OF PWD ID
5. LEGALLY SEPARATED OR DE FACTO SEPARATION FOR AT LEAST 6 MONTHS AND THE PARENT IS ENTRUSTED WITH THE SOLE PARENTAL CARE AND SUPPORT OF THE CHILD/CHILDREN	JUDICIAL DECREE OF LEGAL SEPARATION OR FOR THE DE FACTO SEPARATION / AFFIDAVIT OF 2 DISINTERESTED PERSONS
6. ANNULLED	JUDICIAL DECREE OF NULLITY OF MARRIAGE OR JUDICIAL RECOGNITION OF FOREIGN DIVORCE
7. ABANDONED (6 MONTHS)	MARRIAGE CERTIFICATE / AFFIDAVIT OF COHABITATION / AFFIDAVIT OF 2 DISINTERESTED PERSON / POLICE OR BARANGAY RECORDS
8. OFW - SPOUSE	MARRIAGE CERTIFICATE / OVERSEAS EMPLOYMENT CERTIFICATE OR EQUIVALENT DOCUMENT / COPY OF PASSPORT STAMPS SHOWING CONTINUOUS 12 MONTHS WORK / CERTIFICATION FROM THE BUREAU OF IMMIGRATION / COPY OF EMPLOYMENT CONTRACT
9. OFW - RELATIVE	PROOF OF RELATIONSHIP OF OFW TO THE APPLICANT OVERSEAS EMPLOYMENT CERTIFICATE OR EQUIVALENT DOCUMENT / COPY OF PASSPORT STAMPS SHOWING CONTINUOUS 12 MONTHS WORK / CERTIFICATION FROM THE BUREAU OF IMMIGRATION / COPY OF EMPLOYMENT CONTRACT
10. ADOPTIVE OR FOSTER PARENT/LEGAL GUARDIAN	PROOF OF GUARDIANSHIP / FOSTER CARE OR ADOPTION
11. UNMARRIED	CERTIFICATE OF NO MARRIAGE
12. ANY RELATIVE WITHIN FOURTH (4TH) CIVIL DEGREE OF CONSANGUINITY OR AFFINITY OF THE PARENT OR LEGAL GUARDIAN WHO ASSUMES PARENTAL CARE AND SUPPORT OF THE CHILD/CHILDREN AS RESULT OF DEATH, ABANDONMENT, DISAPPEARANCE OR **13. ABSENCE OF THE PARENT/SOLO PARENT FOR AT LEAST 6 MONTHS**	DEATH CERTIFICATE OF PARENT/S / POLICE OR BARANGAY RECORDS SHOWING DISAPPEARANCE OR ABSENCE OF PARENT OR LEGAL GUARDIAN AT LEAST 6 MONTHS / AFFIDAVIT OF BARANGAY OFFICIAL ATTESTING CHILDREN UNDER PARENTAL CARE AND SUPPORT
14. PREGNANT WOMAN	MEDICAL RECORD OF PREGNANCY

SOLO PARENT CATEGORY AND REQUIREMENTS		
Code	**Description**	**Requirements**
a1	**Birth of a child as a consequence of rape**	1. Birth certificate/s of the child or children 2. Complaint affidavit 3. Medical record on the incident of rape 4. 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: Provided, that for purposes of issuance of subsequent SPIC and booklet, only the sworn affidavit shall be submitted every year 5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child or children is/are under the parental care and support of the solo parent 6. Solo Parents Orientation Seminar Certificate of Attendance
a2	**Widow/widower**	1. Birth certificate/s of the child or children; 2. Marriage certificate; 3. Death certificate of the spouse; 4. Sworn affidavit declaring 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: Provided, that for purposes of issuance of subsequent SPIC and booklet, only the sworn affidavit shall be submitted every year 5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 6. Solo Parents Orientation Seminar Certificate of Attendance
a3	**Spouse of person deprived of liberty:**	1. Birth certificate/s of the child or children; 2. Marriage certificate 3. Certificate of detention or a certification that the spouse is serving sentence for at least three (3) months issued by the law-enforcement agency having actual custody of the detained spouse or commitment order by the court pursuant to a conviction of the spouse; 4. Sworn affidavit declaring 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: Provided, That for purposes of issuance of subsequent SPIC and booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year; and 5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 6. Solo Parents Orientation Seminar Certificate of Attendance
a4	**Spouse of person with physical or mental incapacity:**	1. Birth certificate/s of the child or children; 2. Marriage certificate or affidavit of cohabitation; 3. Medical records, medical abstract, or a certificate of confinement in the National Center for Mental Health or any medical hospital or facility as a result of the spouse's physical or mental incapacity, which record, medical abstract or certificate of confinement of the incapacitated spouse should have been issued not more than three (3) months before the submission, or a valid Person With Disability ID issued pursuant to Republic Act No. 10754 and Republic Act No. 7277, or the Magna Carta for Disabled Persons; 4. Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC and booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year; and 5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 6. Solo Parents Orientation Seminar Certificate of Attendance
a5	**Due to legal separation or de facto separation:**	1. Birth certificate/s of the child or children. 2. Marriage certificate. 3. 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; and 4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC and booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year; and 5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 6. Solo Parents Orientation Seminar Certificate of Attendance
b1	**Spouse of OFW**	1. Birth certificate/s of dependents. 2. Marriage certificate, if the applicant is the spouse of the OFW, or birth certificate or the other competent proof of the relationship between the applicant and the OFW, if the applicant is a family member of the OFW. 3. Philippine Overseas Employment Administration Standard Employment Contract (POEA-SEC) or its equivalent document. 4. Photocopy of the OFW's passport with stamps showing continuous twelve (12) months of overseas work, or a certification from the Bureau of Immigration. 5. Proof of income of the OFW's spouse or family member. 6. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC and booklet, requirement numbers (3), (4), (5), and (6) under this paragraph shall be submitted every year; and 7. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 8. Solo Parents Orientation Seminar Certificate of Attendance
b2	**Relative of OFW:**	
c	**Unmarried person:**	1. Birth certificate/s of the child or children. 2. Certificate of No Marriage (CENOMAR). 3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent and has sole parental care and support of the child or children: Provided, That for the purposes of issuance of subsequent SPIC and booklet, requirement numbers (2), (3) and (4) under this paragraph shall be submitted every year; and 4. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 5. Solo Parents Orientation Seminar Certificate of Attendance
d	**Legal guardian / Adoptive parent / Foster parent:**	1. Birth certificate/s of the child or children. 2. 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 the Foster Parent License issued by the DSWD or the NACC. 3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent and has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC and booklet, requirement number (3) and (4) under this paragraph shall be submitted every year; and 4. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 5. Solo Parents Orientation Seminar Certificate of Attendance
e	**Relative within the fourth (4th) civil degree of consanguinity or affinity:**	1. Birth certificate/s of the child or children. 2. 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 or legal guardian for at least six (6) months. 3. Proof of relationship of the relative to the parent or legal guardian, such as birth certificate, marriage certificate, family records, or other similar or analogous proof of relationship. 4. Sworn affidavit declaring that the solo parent has sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC and booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year; and 5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent; and 6. Solo Parents Orientation Seminar Certificate of Attendance
f	**Pregnant woman:**	1. Medical record of her pregnancy. 2. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay; and 3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent who is providing support to the pregnant woman. 4. Solo Parents Orientation Seminar Certificate of Attendance

FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS

1. Affidavit of no employment; or.
Income Tax Return (ITR) or similar tax returns; or
Any verifiable proof of income

a6	**Due to nullity or annulment of marriage**	1. Birth certificate/s of the child or children. 2. Marriage certificate, annotated with the fact of declaration of nullity of marriage or annulment of marriage. 3. Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce. 4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent and has sole parental care and support of the child or children: Provided, that for purposes of issuance of subsequent SPIC and booklet, only the sworn affidavit shall be submitted every year; and 5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 6. Solo Parents Orientation Seminar Certificate of Attendance	2. Social case study issued by the C/MSWDO; or Barangay Certificate of Indigency. **OTHER REMINDERS** * Submit 2 pcs 1x 1 ID Picturevery application and renewal * Bring original and photocopy of birth certificate/s of child/ren/dependent/s * Applicant must personally apply * All new and renewal applicants for interview and homevisit, if needs further assessment **FOR LOSS SPIC:** * Affidavit of loss * 1pc 1x1 ID picture * Sworn affidavit * Affidavit of barangay
a7	**Abandonment by the spouse:**	1. Birth certificate/s of the child or children. 2. Marriage certificates or affidavit of the applicant solo parent. 3. Affidavit of two (2) disinterested persons attesting to the fact of abandonment of the spouse. 4. Police or barangay record of the fact of abandonment. 5. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children: Provided, that for purposes of issuance of subsequent SPIC and booklet, only sworn affidavit shall be submitted every year; and 6. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent. 7. Solo Parents Orientation Seminar Certificate of Attendance	