



Republic of the Philippines  
**CITY OF MALABON**  
 National Capital Region

**CITY SOCIAL WELFARE AND DEVELOPMENT DEPARTMENT**

**APPLICATION FORM FOR SOLO PARENT**

PLACE 1X1  
 PHOTO  
 HERE DO  
 NOT STAPLE

**I. IDENTIFYING INFORMATION**

Full Name:	Age:	Sex:
Date of Birth:	Place of Birth:	
Address:	Barangay:	
Educational Attainment:	Civil Status:	
Occupation:	Religion:	
Company's/Agency:	Monthly Income:	
Contact Number/s:	Email Address:	
Pantawid Beneficiary? <u>    </u> <b>Y</b> <u>    </u> <b>N</b>	Indigenous Person? <u>    </u> <b>Y</b> <u>    </u> <b>N</b>	LGBTQ? <u>    </u> <b>Y</b> <u>    </u> <b>N</b>

**II. FAMILY COMPOSITION**

NAME (First, Middle, Last)	RELATIONSHIP	A G E	BIRTHDAY mm/dd/yy	CIVIL STATUS	EDUCATIONAL ATTAINMENT	OCCUPATION	MONTHLY INCOME

**NOTE:** Include family number 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 (Pangangailangan/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 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 SOLO PARENTS DIVISION (SPD) / SOLO PARENT OFFICE (SPO) ONLY**

**STATUS**       APPROVED       NEW       DISAPPROVED

RENEWAL

<b>SOLO PARENT IDENTIFICATION CARD NUMBER:</b>	<b>DATE OF ISSUANCE</b>
<b>SOLO PARENT CATEGORY:</b>	

# DOCUMENTARY REQUIREMENTS FOR SOLO PARENT APPLICANTS

<b>SOLO PARENT APPLICANTS BASIC REQUIREMENTS</b>	
1.	Birth certificate/s of the child or children
2.	Sworn affidavit declaring that the parent is not cohabiting with a partner or co-parent and has sole parental care and support of the child/ren
3.	Certificate of Tax Exemption (BIR)
4.	Certificate of Employment with Monthly Net Income or Income Tax Return
5.	Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that he/she has the sole custody of the child/ren.
6.	Xerox of Valid ID with Three Signature
7.	Submit 2 pcs. Of 1x1 picture

<b>ADDITIONAL DOCUMENTARY REQUIREMENTS</b>	
<b>A1</b>	For the solo parent with child or children as a <b><u>CONSEQUENCE OF RAPE:</u></b> 1. Complaint Affidavit 2. Medical Record on the Incident of Rape
<b>A2</b>	For the solo parent on account of the <b><u>DEATH OF THE SPOUSE:</u></b> 1. Marriage Certificate 2. Death Certificate of a Spouse
<b>A3</b>	For the solo parent on account of the <b><u>DETENTION OR CRIMINAL CONVICTION OF SPOUSE (at least 3 months):</u></b> 1. Marriage Certificate/CENOMAR 2. Certificate of Detention
<b>A4</b>	For the solo parent on account of the <b><u>PHYSICAL OR MENTAL INCAPACITY OF SPOUSE:</u></b> 1. Marriage Certificate or Affidavit of Cohabitation 2. Medical records, medical abstract or certificate of confinement of the spouse
<b>A5</b>	For the solo parent on account of <b><u>LEGAL OR DE FACTO SEPARATION OF SPOUSE:</u></b> 1. Marriage Certificate 2. Judicial Decree of legal separation, in the case of <i>de facto</i> separation, an affidavit of two (2) disinterested persons attesting to the fact of separation of the spouses.
<b>A6</b>	For the solo parent on account of <b><u>DECLARATION OF NULLITY OR ANNULMENT:</u></b> 1. Marriage Certificate, annotated with the fact of declaration of nullity or annulment 2. Judicial Decree of nullity or annulment of marriage or recognition of a foreign judgment.
<b>A7</b>	For the solo parent on account of <b><u>ABANDONMENT OF THE SPOUSE (6MONTHS):</u></b> 1. Marriage Certificate or affidavit of the applicant 2. Affidavit of 2 disinterested persons attesting to the fact of abandonment of the spouse 3. Police or Barangay record of the fact of abandonment
<b>B</b>	For the <b><u>SPOUSE OR ANY FAMILY MEMBER OF AN OFW:</u></b> 1. Marriage Certificate or birth certificate of pertinent person to prove relationship to the OFW 2. POEA Standard Employment Contract or equivalent 3. Photocopy of OFW's passport with stamps 4. Proof of income of the OFW spouse or family
<b>C</b>	For the <b><u>UNMARRIED PARENT WHO KEEPS AND REARS THE CHILD OR CHILDREN (6MONTHS):</u></b> 1. Certificate of No Marriage (CENOMAR)
<b>D</b>	For the solo parent who is the <b><u>LEGAL GUARDIAN, ADOPTIVE OR FOSTER PARENT:</u></b> 1. Court Decision with finality or Adoption decree with finality or Foster Parent License with Foster Placement Authority
<b>E</b>	For any <b><u>RELATIVE WITHIN THE 4<sup>TH</sup> DEGREE OF CONSANGUINITY OR affinity</u></b> who assumes parental care and support of the child or children: 1. Death Certificate, certificate of incapacity or judicial declaration of absence or presumptive death of parents, police or barangay records evidencing the fact disappearance or absence of the parent for at least 6 months 2. Proof of relationship of the relative to the parent or legal guardian
<b>F</b>	For the solo parent who is <b><u>A PREGNANT WOMAN:</u></b> 1. Medical Certificate and record of her pregnancy

<b>OTHER REMINDERS</b>	
<ul style="list-style-type: none"> <li>Submit 2 pcs. 1x1 ID Picture every application and renewal</li> <li>Bring original and photocopy of birth certificate/s of child/ren dependent/s</li> <li>Applicant must personally apply</li> <li>All new and renewal applicants for interview and homevisit, if needs further assessment</li> </ul>	<b>FOR LOST SOLO PARENT ID</b> <ul style="list-style-type: none"> <li>Affidavit of loss</li> <li>1 pc. 1x1 picture</li> <li>Sworn Affidavit</li> <li>Affidavit of Barangay</li> </ul>

