



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
CITY OF DAVAO

EXECUTIVE ORDER NO. 35
Series of 2024

**AN ORDER PROMULGATING THE IMPLEMENTING RULES AND REGULATIONS
(IRR) OF CITY ORDINANCE NO. 0393-24, SERIES OF 2024 OTHERWISE
KNOWN AS THE SOLO PARENTS' ORDINANCE OF DAVAO CITY**

WHEREAS, Article XV of the 1987 Philippine Constitution declares that the State recognizes the Filipino family as the foundation of the nation and shall strengthen its solidarity and actively promote its total development;

WHEREAS, the City of Davao recognizes the needs and rights of solo parents, including the benefits, services, and protection they are entitled to receive under the law;

WHEREAS, in adherence to the declared policy of the State as provided in Section 2 of Republic Act No. 11861, otherwise known as the Expanded Solo Parents Welfare Act in which the city shall assist the solo parents in the raising of their families and in providing their children a better future;

WHEREAS, City Ordinance No. 0393-24 Series of 2024 - An Ordinance Institutionalizing the Programs, Services, Privileges, and Benefits of Solo Parents and their Children, Appropriating Funds Thereof and for Other Purposes Pursuant to Republic Act. No. 8972, an Amended by Republic Act No. 11861, Known as the Expanded Solo Parents Welfare Act was approved last February 29, 2024;

WHEREAS, institutionalizing a solo parents ordinance demonstrates a commitment to empowering solo parents and advocating for their rights and interests as valued members of the community who deserve equitable treatment and opportunities for investing in the well-being of solo parents and their children can lead to stronger, more resilient communities with greater social cohesion and inclusivity;

WHEREAS, 2,121 new applicants for Solo Parent ID and 1,087 applicants for ID renewal have been recorded by the City Social Welfare and Development Office (CSWDO) as of August 25, 2024;

WHEREAS, there is a need to promulgate the Implementing Rules and Regulations of City Ordinance No. 0393-24 to establish support mechanisms such as the provision of housing, healthcare, and social services to address various socio-economic challenges faced by solo parents in Davao City, and to implement national policies at the grassroots level in order to help solo parents overcome these challenges, improve their quality of life, help prevent family breakdown, and reduce the risk of children being placed in vulnerable situations;

NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the promulgation of the Implementing Rules and Regulations (IRR) of City Ordinance No. 0393-24, Series of 2024 otherwise known as the Solo Parents' Ordinance of Davao City.

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SECTION 1. PURPOSE AND LEGAL BASIS. The purpose of this IRR is to provide guidance for the effective implementation of the law, application and enjoyment of benefits and the functioning of the Solo Parents' Ordinance of Davao City.

SECTION 2. DEFINITION OF TERMS. For purposes of this order, the following terms shall be defined as:

- a) **Solo Parent** – refers to an unmarried, separated, annulled, or widowed individual, and any person, whether male or female, in custody of a child, and who has taken the sole responsibility of parenthood.
1. A woman who got pregnant as a result of rape and other crimes against chastity even without a final conviction of the offender, provided that:
 - the mother keeps and raises the child
 - the mother has the sole parental care and support of the child or children
 - the solo parent under this category may still be considered a solo parent under any of the categories in this section
 2. A widow left solo or alone with the responsibility to raise the children;
 3. A person left solo or alone with the responsibility of parenthood while the spouse is detained or is serving a sentence for a criminal conviction for at least three (3) months;
 4. A person left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
 5. A parent left solo or alone with the responsibility of parenthood due to legal separation or *de facto* separation from spouse for at least six (6) months and entrusted with the sole parental care and support of the child or children;
 6. A parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage or divorce as decreed or acknowledged by a court and entrusted with the sole parental care and support of the child or children; and
 7. A parent abandoned by the spouse for at least six (6) months;
 8. A spouse or guardian or any family member of an Overseas Filipino Worker (OFW), provided that:
 - i. The said OFW belongs to the low/semi-skilled worker category and is away from the Philippines for an uninterrupted period of twelve (12) months;
 - ii. The OFW, his or her spouse, family member, or guardian of the child or children of an OFW falls under the requirements of Republic Act No. 11861 or the Expanded Solo Parents Welfare Act.
 9. An unmarried mother or father who keeps and rears the child or children;
 10. Any legal guardian, adoptive or foster parent who solely provides parental care and support to a child or children;
 11. Any relative within the fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children as a result of the death, abandonment, disappearance or absence of the parents or solo parent for at least six (6) months, and solo grandparents who are senior citizens but who have the sole parental care and support over their grandchildren who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take care or protect

themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition;

12. A pregnant woman who provides sole parental care and support to the unborn child or children.

- b) **Abandonment** – the absence of one spouse, followed by prolonged absence without just cause;
- c) **Children or dependents** – those living with and dependent upon the solo parent for support, who are unmarried, unemployed and twenty-two (22) years old or below, or those over twenty-two (22) years old but who are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition; *provided*, that children or dependent/s entitled to be supported beyond the age of majority shall be limited to those who are in school or in training for some profession, trade or vocation, consistent with and as provided in Article 194 of Executive Order No. 209 (E.O. No. 209), or The Family Code of the Philippines; *provided*, further, that this definition shall only apply for purposes of availing of the benefits under this Act";
- d) **Parental Responsibility** – with respect to their minor child, shall refer to the rights and duties of the parents as defined in Article 220 of Executive Order No. 209, as amended, otherwise known as the "Family Code of the Philippines" such that the concept of family rests on a presumption that parents possess what a child lacks in maturity, experience and capacity for judgement required for making life's difficult decisions;
- e) **Flexible Work Schedule** – work arrangement granted to solo parent employees to vary the arrival time and departure in the workplace without affecting the core work hours as defined by the employer;
- f) **Parental Leave** – leave benefits granted to a solo parent to enable the performance of parental duties and responsibilities where physical presence is required or beneficial to the child;
- g) **Basic Necessities** – goods vital to the needs of consumers for their sustenance and existence. For purposes of this IRR, basic necessities shall include:
 - 1. All kinds and variants of rice;
 - 2. Corn;
 - 3. All kinds of bread, excluding cakes and other kinds of pastries;
 - 4. Bath soap;
 - 5. Alcohol;
 - 6. Fresh, dried and canned fish and other marine products including those frozen and in various modes of packaging;
 - 7. Fresh pork, beef and poultry meat;
 - 8. All kinds of fresh eggs except quail eggs;
 - 9. Potable water in bottles and containers;
 - 10. Fresh and processed milk including milk labeled as food supplement;
 - 11. Fresh vegetables including root crops;
 - 12. Fresh fruits;
 - 13. Locally manufactured instant noodles;
 - 14. Coffee and coffee creamer;
 - 15. All kinds of sugar except sweeteners;

16. All kinds of cooking oil;
 17. Salt;
 18. Powdered, liquid or bar laundry and detergent soap;
 19. Household liquefied petroleum gas with not more than 11 kgs. LPG content once every five (5) months bought from LPG dealers; and
 20. Kerosene, not more than 2 liters per month;
- h) **Infant and Child Rearing Necessities** – those which are vital to the needs of infants, and children under six (6) years of age. These items are, but not limited to the following:
1. Baby's milk;
 2. Sanitary diaper;
 3. Bath soap;
 4. Alcohol;
 5. Micronutrients and supplements;
 6. Medicines, vaccines, vitamins, and other medical supplements prescribed to the baby and/or child;
- i) **Prime Commodities** – goods not considered as basic necessities but are essential to consumers. For purposes of this IRR, commodities shall include:
1. Flour;
 2. Dried, processed, and canned pork, beef, and poultry meat;
 3. Onions and garlic;
 4. Vinegar, patis, and soy sauce; and
 5. Toilet/Bath soap;
- j) **School Supplies** – items commonly used by a student in a course of study and includes the following list of items:
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| 1. Paper (including pads); | 7. Folders; |
| 2. Crayon; | 8. Envelope; |
| 3. Ruler; | 9. Notebooks; |
| 4. Scissors; | 10. Pencils; |
| 5. Ball pen; | 11. Eraser; |
| 6. Glue/paste; | 12. Sharpeners; |
- k) **Consultation and Laboratory Diagnostics** – any procedure conducted for diagnostic purposes that are necessary for the diagnosis of the solo parents and/or their child/children. It shall include procedures for:
1. X-rays;
 2. Blood chemistry exams;
 3. Hematology;
 4. Urine analysis;
 5. Serology; and
 6. Blood banking;
- l) **Psychological Assessment** - any procedure conducted for diagnostic purposes that are necessary for the diagnosis of the mental health of the solo parents and/or their child/children.

SECTION 3. QUALIFICATION OF A SOLO PARENT. A solo parent seeking benefits shall be qualified based on the following:

- a. Must be a bona fide resident of Davao City. If the solo parent is a transferee resident from another province, city, municipality or barangay, a clearance from previous residency shall be secured indicating the benefits availed therefrom; and
- b. Must be an income earner equal or below the poverty threshold determined by the Philippine Statistics Authority (PSA) and assessed by the assigned Social Worker

SECTION 4. CATEGORIES OF A SOLO PARENT. A solo parent shall be categorized according to codes for easy reference, as provided below:

CODE	CATEGORY
Code A-1	Solo parent with child or children as a consequence of rape
Code A-2	Death of the spouse
Code A-3	Detention or criminal conviction of the spouse
Code A-4	Physical or mental incapacity of the spouse
Code A-5	Legal or de facto separation of spouse
Code A-6	Declaration of nullity or annulment of marriage or judicially acknowledged divorce
Code A-7	Abandonment by the spouse
Code B	Spouse or family member of an OFW
Code C	Unmarried father or mother who keeps and rears the child or children
Code D	Legal guardian, adoptive or foster parent
Code E	Any relative within the fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children
Code F	Solo parent who is pregnant (single woman pregnant out of wedlock without support from their partner)

SECTION 5. BENEFITS FOR SOLO PARENTS AND THEIR CORRESPONDING CODE. For purposes of availing the benefits, the solo parents and/or their children who are residents of Davao City shall be entitled to the following privileges and benefits, with their corresponding code for easy reference, to wit:

BENEFIT CODE	Additional Services and Benefits for Solo Parents
A	<p>Ten percent (10%) discount and Value-Added Tax (VAT) Exemption on Medical Assistance. Solo parents or his/her duly authorized representative shall avail 10% discount and VAT exemption for purchases made on baby's milk, food, micronutrient supplements, and sanitary diapers, prescribed medicines, vaccines, and other medical supplements or infant and child rearing necessities under the following conditions:</p> <ul style="list-style-type: none"> a. May be availed by solo parent's children from birth to six (6) years of age b. The Solo Parent is unemployed or earning less than P250,000.00 annually, subject to adjustment in accordance with the provisions on the exempt taxable income under the National Internal Revenue Code (NIRC) or the Tax Reform for Acceleration and Inclusion (TRAIN) law;

	c. Nothing in this section shall violate the provisions of Republic Act No. 10028, otherwise known as the 'Expanded Breastfeeding Promotion Act of 2009
B	<p>Death and Burial Assistance – Additional death benefit or burial assistance in the amount of Php 1,000.00 is given to a deceased child of the solo parent aside from other burial assistance given by the City Government, without prejudice to the discretion of the of the City Mayor to increase the same as the city's budget so permits under the following conditions and requirements:</p> <ol style="list-style-type: none"> Proof of the Solo Parent's daily minimum wage earning or unemployment The deceased child is not a recipient of any other death benefit or burial assistance from any government system outside of the City Government A solo parent who is also a senior citizen or a person with disability (PWD) may continue receiving senior citizen or PWD benefits without forfeiting the benefits under this Act;
C	Livelihood Assistance – Solo parents shall become a priority in any of livelihood assistance grants of the City Government.
D	Flexible Work Schedule – Solo parents shall be granted flexible work schedule in their time of arrival and departure from the workplace without affecting the individual and company productivity: provided, further, that any employer may request exemption from the above requirements from the DOLE on certain meritorious grounds. In no case shall the employees working hours be less than forty (40) hours of work per week. This benefit shall extend to probationary and regular employees, job orders, and contract of service. In the case of Plantilla employees in the government service, flexible working hours will be subject to the discretion of the head of agency.
E	<p>Parental Leave – In addition to the leave benefits under existing laws, a forfeitable and noncumulative parental leave of not more than <u>seven (7) working days with pay every year</u> shall be granted to any solo parent employee, under the following conditions:</p> <ol style="list-style-type: none"> Regardless of employment status – regular employees, Plantilla personnel, contract of services, or job order personnel Solo parent who has rendered services for at least six (6) months prior to the application for parental leave The only requirement on the application of this benefit is the presentation of a valid Solo Parent Identification Card (SPIC) of the Solo Parent applicant. Applicable to Solo Parent employee in the private and government employment sector and Solo Parent Kasambahay. Notification to avail this benefit shall be at least a week prior to the application of parental leave or within a reasonable time. Emergency or contingency leave provided by the employee under company policy or a collective bargaining agreement shall not be credited as compliance of parental leave provided herein. In the event that the paternal leave is not availed of, the said leave shall not be convertible to cash.

F	Social Safety Assistance – During disasters, calamities, pandemics, and other public health crises as may be declared by the Department of Health (DOH), the solo parents and their children are entitled to social safety assistance such as food, medicine, and financial assistance subject to the existing guidelines of the City Social Welfare and Development Office (CSWDO), regardless of employment status.
G	<p>Qualified Solo-parent Monthly Monetary Subsidy - Solo parents who are qualified to receive a monthly subsidy in the amount of one thousand pesos (Php 1000.00) from the City Government of Davao shall have the following qualifications:</p> <ul style="list-style-type: none"> a. Residency in Davao City with Voter's ID/Certification or Barangay Certification indicating actual residency and Barangay Clearance in cases of transferee residents; b. Valid SPIC duly issued by the CSWDO; c. Unemployed or if employed, a daily minimum wage earner and below regardless of their employment status (private or government); d. Must have been duly assessed by assigned social worker with Social Case Study Report (SCSR); <p>The CSWDO shall prepare the payroll of the solo parent monthly monetary subsidy. Pay-out of the monthly subsidy shall be given every month to qualified solo parents and shall be released to the District Treasurer of their residence.</p>
H	Psycho-social Intervention Assistance – During disasters, calamities, pandemics, and other public health crises, as may be declared by the DOH, a solo parent who is a resident of Davao City and their children are entitled to Psycho-social Intervention Assistance. Stress debriefing and Psychosocial First Aid shall be conducted by a Registered Social Worker while Psychological Assessment shall be made by a Registered Psychometrician, Psychiatrist, or Psychologist which will be referred to the Southern Philippines Medical Center - Institute of Psychiatry and Behavioral Medicine (SPMC-IPBM).
I	Ten Percent (10%) Discount – A solo parent with a valid SPIC and booklet shall be given a 10% discount on purchases of the following:
I1	Necessities and prime commodities not exceeding a total purchase amount of Five Thousand Pesos (Php 5,000.00) per transaction. This benefit shall be available only to Solo Parents whose gross income is Two Hundred Fifty Thousand Pesos (Php 250,000.00) and below
I2	Purchases on medicines and vitamin supplements not exceeding the purchase amount of Five Thousand Pesos (P5,000.00) per transaction
I3	Basic school supplies
I4	Medical consultation and laboratory diagnostic in all private laboratories
I5	Final and total bill of the solo parent in restaurants and other food establishments
I6	Medical related bills
J	Use of Benefit – In cases where the solo parent is also a senior citizen or person with disability entitled to a discount under his/her valid senior citizen or person with disability (PWD) identification card (ID), the solo parent must opt to use his/her PWD ID Card or Senior Citizen ID card or solo parent ID to avail of the discounts provided herein.

K	Establishments may claim the discounts provided herein as tax deductions based on the cost of goods sold. The cost of discount shall be allowed as deduction from the gross income of the same taxable year that the discount is granted. The total amount of the claimed tax deduction net of VAT, if applicable, shall be included in their gross sales receipts for tax purposes and shall be subject to proper documentation and to the provisions of the National Internal Revenue Code (NIRC).
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SECTION 6. INCORPORATION OF WELFARE SERVICES, PRIVILEGES AND BENEFITS. The City Government of Davao formally encourages upon itself and its agencies, and all other government agencies within the City the obligation to provide the solo parents and their children the welfare services and special privileges and benefits such as livelihood assistance, counseling, parent effectiveness, critical incident stress debriefing, among others. Accordingly, the pertinent provisions of Republic Act No. 8971 as amended by Republic Act No. 11861 are hereby considered written and included in this IRR.

SECTION 7. DOCUMENTARY REQUIREMENTS. For purposes of registration and issuance of SPIC and booklet, submit authenticated or certified true copies of the following documents to the CSWDO where the solo parent resides. Custodians of the documents, records, data or information shall ensure the utmost confidentiality of the same, in compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012. The following are the documentary requirements per category:

Code A-1. Solo parent with child or children as a consequence of rape

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from City Civil Registrar's Office (CCRO)
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Complaint affidavit
- (5) Medical record on the incident of rape
- (6) Sworn affidavit declaring that the solo parent handles the sole parental care and support of the child or children at the time of the execution of affidavit:

For purposes of subsequent SPIC or booklet, only the sworn affidavit shall be submitted every year.

Code A-2. Death of the spouse:

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Marriage certificate or affidavit of the applicant solo parent
- (5) Death certificate of the spouse
- (6) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles the sole parental care and support of the child or children:

For purposes of subsequent SPIC or booklet, only the sworn affidavit shall be submitted every year.

Code A-3. Detention or criminal conviction of the spouse

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Marriage certificate or affidavit of the applicant solo parent
- (5) 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 issued by the court pursuant to a conviction of the spouse
- (6) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of subsequent SPIC or booklet, only requirements (5) and (6) shall be submitted every year.

Code A-4. Physical or mental incapacity of the spouse

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Marriage certificate or affidavit of the applicant solo parent
- (5) Medical record or medical abstract evidencing the physical or mental state of the incapacitated spouse issued not more than three (3) months before the submission of documents/application; and
- (6) Sworn affidavit that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of subsequent SPIC or booklet, only requirement (5) and (6) shall be submitted every year.

Code A-5. For the solo parent on account of legal or de facto separation of spouse falling under Section 4(a)(5) of Republic Act No. 11861:

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Marriage certificate
- (5) Judicial decree of legal separation of the spouses or, in the case of de facto separation, an affidavit of two (2) disintegrated persons attesting to the fact of separation of the spouses; and
- (6) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of subsequent SPIC or booklet, only requirement (5) and (6) under this paragraph shall be submitted every year.

Code A-6. Declaration of nullity or annulment of marriage or judicially acknowledged divorce

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Marriage certificate
- (5) Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce
- (6) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children

For purposes of subsequent SPIC or booklet, only requirement numbers (5) and (6) shall be submitted every year.

Code A-7. Abandonment by the spouse

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Marriage certificate or affidavit of the applicant solo parent;
- (5) Affidavit of two (2) disinterested persons attesting to the abandonment of the spouse;
- (6) Police or barangay record of the fact of abandonment; and
- (7) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of subsequent SPIC or booklet, only sworn affidavit shall be submitted every year

Code B. Spouse or family member of an OFW

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Marriage certificate of the applicant, 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
- (5) Overseas Employment Certificate (OEC) of OFW parent or its equivalent document;
- (6) Copy of passport stamps showing continuous twelve (12) months of overseas work;
- (7) Proof of income of the OFW's spouse or family member.
- (8) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of subsequent SPIC or booklet, only requirement numbers (5), (6), (7), and (8) shall be submitted every year.

Code C. Unmarried father or mother who keeps and rears the child or children

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Certificate of No Marriage (CENOMAR);
- (5) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of issuance of subsequent SPIC or booklet, only requirement numbers (3), (4) and (5) shall be submitted every year.

Code D. Legal guardian, adoptive, or foster parent

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO.
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) 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 National Authority on Child Care (NACC); proof of foster care such as the Foster Parent License issued by the NACC
- (6) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of issuance of subsequent SPIC or booklet, requirement numbers (3) and (6) under this paragraph shall be submitted every year.

Code E. Any relative within the fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO.
- (2) Birth certificate/s of the child or children issued by PSA or a certified true copy from CCRO
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Death certificate of the parents or legal guardian, or police or barangay records evidencing the fact of disappearance or absence of the parent or legal guardian for at least six (6) months;
- (5) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children:

For purposes of issuance of subsequent SPIC or booklet, requirement numbers (3) and (5) under this paragraph shall be submitted every year.

Code F. Solo parent who is pregnant:

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO.
- (2) Medical record of pregnancy;
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (4) Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and handles sole parental care and support of the child or children.

Code G. Solo parent qualified to avail of subsidy and discounts:

- (1) Fully accomplished Application Form for Solo Parent ID duly provided by the CSWDO.
- (2) Affidavit of no employment;
- (3) Barangay Certification stating that the applicant is a resident of Davao City and declaring their status as a solo parent
- (2) Income Tax Return (ITR);
- (3) Social case study report issued by the CSWDO; or
- (4) Any verifiable proof of income.

SECTION 8. RETENTION OF A SOLO PARENT STATUS. The following are the criteria for the retention of a solo parent status:

- a. The solo parent status shall **not be lost** if the other parent provides occasional assistance and/or seasonal gifts that *do not meet the legal requirement of support under Article 194, Family Code of the Philippines*.
- b. The solo parent status shall not be lost if there is absence of shared parental care and support regardless of indifference of parents.

SECTION 9. DISQUALIFICATION OF A SOLO PARENT STATUS. An individual shall be disqualified from any of the entitlements in the instances of, but not limited to:

- a. Due to the change of civil status from single to married.
- b. If the provision of occasional assistance by the other biological parent meets the requirement of support under Article 19 Family Code of the Philippines.
- c. If the individual cohabits with another person who then provides financial assistance with respect to the educational, medical and financial means in favor of the child of the solo parent, provided that the occasional support can meet the requirements of support under the Family Code of the Philippines.
- d. Due to the cessation of the sole parental authority over the children as a result of subsequent release from detention of the other parent due to service of a penalty.
- e. The exercise of parental authority ceases when the person in custody reaches the age of 18 years of old and 1 day, and is physically and mentally capacitated to take care of oneself.
- f. If there are changes in the income of the solo parent beyond the requirement of the poverty threshold.

SECTION 10. PROCEDURE FOR SOLO PARENT APPLICATION. A solo parent applicant shall undergo the following procedure for the issuance of a Solo Parent Identification Card (SPIC):

- a. Visit the nearest CSWDO to manifest his/her need for assistance and comply with the necessary documentary requirements as required under Section 7 of this IRR.
- b. Submit a fully complied application form duly signed by the solo parent applicant with the following personal information:
 1. Name
 2. Age
 3. Residential/Domicile Address
 4. Yearly Income Tax Return
 5. Proof on Source/s of income
 6. Number of dependent/minor children
 7. Circumstances of being solo
- c. Undergo the necessary assessment process to be conducted by the assigned social worker who shall prepare the Social Case Study Report (SCSR) based on the information and documents provided by the solo parent applicant, indicating therein the appropriate services needed, subject to corresponding CSWDO intervention.
- d. Within seven (7) working days from receipt of the complete submitted documents and upon favorable evaluation of the CSWDO Social Worker, the SPIC duly signed by the City Social Welfare Officer shall be issued to the solo parent.
- e. The SPIC applicants are required to attend the mandatory Solo Parent's Orientation Seminar to be conducted by the CSWDO to appraise him/her of the rights, duties and obligations of a solo parent, including the availability of its benefits, assistance and services. Solo Parents who have attended the seminar shall be given a Certificate of Attendance, which they will present upon claiming the SPIC.
- f. In the case of SPIC application related disputes, the CSWDO shall resolve the same within five (5) working days from receipt of complaint which may include notifying the applicant to resubmit the requirements for verification.
- g. The SPIC shall be necessary in availing the benefits stated in this IRR which shall be valid for one (1) year subject to renewal conditioned upon the current assessment and evaluation of the assigned social worker.
- h. For the information and guidance of the general public, a master list of persons who applied and those who were granted the SPIC shall be made available by CSWDO.
- i. Custodians of documents, records, data, or information shall ensure the utmost confidentiality of the same, in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012.

SECTION 11. PROCEDURE FOR APPLICATION OF BENEFITS. In order to apply for the benefits, proof of membership and entitlement shall be presented by the solo parent and/or his/her children to avail of the benefits as stated in Article V of the Revised Implementing Rules and Regulations of Republic Act No. 8972 as Amended by

Republic Act No. 11861. An applicant who was determined by a social worker to be eligible for assistance may apply for benefits through the following:

- a) The solo parent may go to the CSWDO providing such benefit bringing with him/her the SPIC issued by the City Social Services and Development Department;
- b) Undergo the necessary qualifying activities required by the agency as prescribed by the Rules implementing RA 11861; and
- c) Comply with the requirements set forth by the agencies providing the service for the duration of the assistance (i.e. schooling, housing) subject to existing rules of the agencies concerned.

SECTION 12. ASSESSMENT OF SOLO PARENTS. A solo parent applicant shall fill out a Solo Parent Application Form and will be assessed and evaluated by the nearest CSWDO of residence. The social worker's assessment shall include the following:

- a. Determination of the applicant's category and applicability to avail the benefits;
- b. Evaluation of the applicant's capacity to avail or disqualify the solo parent's benefits;
- c. Evaluation of the applicant's necessity for assistance and intervention;
- d. Identification of the level of the readiness of the applicant to receive a particular service/assistance, which shall serve as basis for the conduct of social preparation activities prior to the provision of such service/assistance; and
- e. Identification of existing and potentially available resources that may augment sources of support for the applicant and his/her children.

SECTION 13. GUIDELINES FOR THE TERMINATION OF BENEFITS. The following shall be the procedure for the termination of benefits:

- a) The solo parent shall voluntarily manifest to the City Social Welfare and Development Office (CSWDO) his/her intention to withdraw from availing the benefits under this Ordinance.
- b) After the lapse of one year upon registration, the solo parent who fails to renew her Solo Parent Identification Card (SPIC) shall be considered as grounds for termination and withdrawal of SPIC, benefits, and status.
- c) The SPIC shall be renewed by the solo parent before its yearly expiry date upon current assessment, evaluation, and approval of the CSWDO.
- d) In case of disapproved SPIC, whether for new application or renewal, the solo parent shall be notified in writing, within (7) days upon application, on the result of the assessment/evaluation or the grounds for termination of status and benefits.
- e) The termination of SPIC prior to its yearly expiry date shall take effect within thirty (30) days from the receipt of a written notice of termination.
- f) In case of termination of the SPIC, the status and benefits shall only be applicable until its expiry date.
- g) The termination of housing benefits shall follow the guidelines set by the National House Authority (NHA) and other participating housing agencies.
- h) Within the one (1) month period prior its termination of SPIC, status and benefits, the solo parent and his/her minor children shall undergo psychosocial counseling with the CSWDO social worker to prepare them for independent living.

- i) The termination of said benefits shall be without prejudice to the re-application of SPIC, status and benefits should the circumstances so warrant.

SECTION 14. ISSUANCE OF PURCHASE BOOKLET. Purchase booklet shall be issued by the City Social Welfare and Development Office to the solo parent for free and must contain the following basic information:

- a) Solo Parent ID number
- b) Booklet control number
- c) Name of solo parent
- d) Sex
- e) Address
- f) Date of birth
- g) Picture
- h) Signature or thumb mark of solo parent
- i) Logo of Davao City
- j) Signature of the City Mayor
- k) Signature of the Chief of the City Social Welfare and Development Office

SECTION 15. SPIC PARTICULARS. The SPIC shall indicate the following information:

1. Frontal side:
 - a) Full name (First, middle, and last name) solo parent
 - b) Date and Place of Birth of the solo parent
 - c) Home Address of the solo parent
 - d) Solo Parent Category and Benefit Qualification Code
 - e) Recent unedited 1x1 photograph of the solo parent at the time of application or renewal
 - f) Signature or thumbprint of the solo parent
 - g) Validity period of the SPIC
 - h) Solo Parent ID Number
2. Dorsal side:
 - a) Names, birthdate/s, and relation to the solo parent of the qualified children and/or dependents
 - b) Countersign of the CSWDO Social Worker and SPD Head, and names, signature, and designation of Department Head and City Mayor
 - c) The solo parent shall indicate his/her contact number in case of emergency.
 - d) Duly authorized representative

SECTION 16. WORK DISCRIMINATION. No employer shall discriminate against any solo parent employee with respect to terms and conditions of employment on account of his/her solo parent status. Availability of solo parents' benefits shall extend to probationary employees, regular employees, Plantilla personnel, contract of services and job orders.

SECTION 17. RELOCATION OF SOLO PARENT AND HIS/HER CHILD. In the event that the solo parent decides to relocate with his/her child, children or dependents, he/she shall inform the CSWDO District Office that issued his/her SPIC. The CSWDO of the place of origin shall endorse and transmit the solo parent records to the M/CSWDO

of the place of relocation. Changes of the solo parent status and monitoring shall be the duty of the M/CSWDO of the place of relocation.

SECTION 18. CREATION OF THE SOLO PARENT DIVISION. A Solo Parent Division shall be created as a unit under the supervision of the City Social Welfare and Development Office.

SECTION 19. SOLO PARENTS' DESK. A Solo Parents' Desk (SPD) shall be established in every barangay under the direct supervision and assignment of the CSWDO to specifically render immediate assistance to solo parent and their children.

The City Mayor shall appoint the personnel of the Solo Parents' Desk who shall be primarily responsible in the overall implementation of the program and accomplishment of the ordinance's objectives. He/she must at least be a graduate of Social Work or any related degree holding a permanent position, regardless of licensure, pursuant to Republic Act No. 4373, otherwise known as An Act to Regulate the Practice of Social Work and the Operation of Social Work Agencies in the Philippines and for Other Purposes.

The assigned personnel shall have the following roles and functions:

- a) Develop and implement a comprehensive social development and welfare program for solo parents and their children.
- b) Coordinate and work with appropriate offices and agencies of the government in providing welfare services, privileges, and benefits to the intended beneficiaries.
- c) Assist in the organizational matters of the solo parents' organization.
- d) Exercise such other powers and perform functions as may be assigned by the City Mayor or may be prescribed by law or ordinances.
- e) Encourage and give full support to the solo parents' right to organize themselves for purposes beneficial to them.

SECTION 20. REGISTRATION OF SOLO PARENTS. The Solo Parents' Division shall undertake a city-wide registration of all the solo parents and their children in the one hundred eighty-two (182) barangays of the city through the SPD for purposes of obtaining, among others, information on their names, ages, addresses, income including the source thereof, number of children per solo parent and the circumstances of being solo upon written consent of the solo parent applicants for registration.

SECTION 21. DUTIES OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE (CSWDO).

- a) Assess the eligibility of a solo parent applicant.
- b) Take charge of the printing of SPIC and booklet and institute proper control on the issuance of such.
- c) Monitor the status of solo parents and their children.
- d) Coordinate with concerned agencies on any changes on the status of the solo parent receiving the benefits from said agency.
- e) Conduct orientation seminars for solo parent applicants to apprise them of their rights, duties and obligations, as well as the benefits, assistance and services available to qualified solo parents.

SECTION 22. SOLO PARENTS' WEEK. To commemorate the role and significance of every solo parent in Davao City, the last week of April of every year shall

be declared Solo Parents' Week, to be celebrated in Davao City and participated by other agencies.

SECTION 23. APPROPRIATION PROVISION. The City Government of Davao shall appropriate from the General Fund an amount deemed proper for the implementation of this IRR and shall be included in the budget of the CSWDO.

SECTION 24. SEPARABILITY CLAUSE. If any part or provision of this IRR shall be declared invalid, the other portions or provisions hereof which are not affected thereby, shall continue in full force and effect.

SECTION 25. REPEALING CLAUSE. All other Orders or parts thereof which are inconsistent with the provisions of this IRR are hereby repealed or modified accordingly.


SECTION 26. EFFECTIVITY. This Executive Order shall take effect immediately and shall remain effective unless sooner revoked or modified.

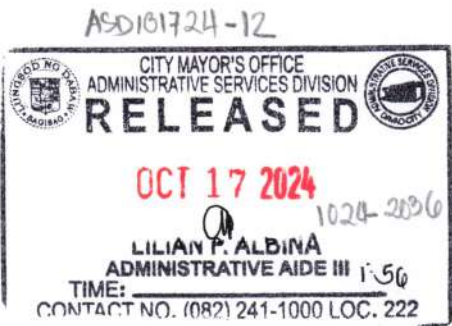
Done this OCT 17 2024 in the City of Davao, Philippines.


SEBASTIAN Z. DUTERTE
City Mayor 

Attested by:

ATTY. FRANCIS MARK H. LAYOG
City Administrator


ATTY. JANIS LOUIS H. ESPARCIA
Acting City Administrator



Ref. No. ASD101724-12