Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Sangguniang Panlungsod ng Muntinlupa

OFFICE OF THE SECRETARY
TO THE SANGGUNIANG PANLUNSOD
CERTIFIED TRUE COPY
FROM THE ORIGINAL
DATE: 22 APR 2025 BY: Julia Siaboc

CONCURRED:

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U.P. LAW CENTER
The NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
RECEIVED
APR 25 2025
2025 0473
CNAR Registration
TIME: BY:

ORDINANCE NO. 2024-228A

AN ORDINANCE PROVIDING NEW GUIDELINES IN THE ISSUANCE OF SOLO PARENTS IDENTIFICATION CARDS TO THE QUALIFIED SOLO PARENTS OF MUNTINLUPA PURSUANT TO REPUBLIC ACT NO. 11861 OR THE EXPANDED SOLO PARENTS WELFARE ACT

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Sponsored by: *Hon. Coun. Allan Rey A. Camilon*
Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Alexson V. Diaz
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
Hon. Coun. Ivee Rhia Arciaga-Tadefa
Hon. Coun. Jedidiah R. Presnedi, LPT
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Hon. Coun. Mark Lester M. Baes
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Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Rodolfo W. Moldez, Jr.
Hon. Coun. Allen F. Ampaya-LB President
Hon. Coun. Jonas Angelo L. Abadilla – SK Federation President

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WHEREAS, Republic Act No. 11861, otherwise known as the Expanded Solo Parent Welfare Act provides, **"It is the policy of the State to promote a just and dynamic social order that ensures the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living and an improved quality of life. The State shall also promote social justice in all phases of national development, value the dignity of every human person and guarantee full respect for human rights. Towards these ends, the government shall:**

(a) Support the natural and primary rights and duty of solo parents in rearing their children by providing for their basic needs, and extending to them assistance in social service and welfare benefits, with the end in view of uplifting their status and circumstances; and

(b) Adhere to international agreements and national laws on families."

WHEREAS, Ordinance No. 05-029 was enacted by the Sangguniang Panglunsod in 2005 to facilitate the issuance of Solo Parents Identification Card to the qualified solo parents in Muntinlupa City;

WHEREAS, the same ordinance needs to be revisited to conform to the latest policies of the national government;

NOW THEREFORE, BE IT ENACTED, by the 10th Sangguniang Panlungsod of Muntinlupa, in Session assembled that:

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SECTION 1. Total Repeal. Ordinance No. 05-029 is hereby repealed accordingly.

Section 2. *Title.* This Ordinance shall be known as "An Ordinance providing for the issuance of Solo Parents Identification Cards to qualified Solo Parents in Muntinlupa City pursuant to Republic Act No. 11861 or The Expanded Solo Parents Welfare Act."

Section 3. Solo Parent Identification Card (SPIC)- The Social Services Department (SSD) shall review and verify the documents submitted by the applicant and shall issue the SPIC, if applicable, within seven (7) working days from receipt of complete documents. In case of dispute, the Social Services Department, shall resolve the same within five (5) working days. The SPIC is valid for one (1) year.

Section 4. Documentary Requirements for the issuance of SPIC - For purposes of registration and issuance of SPIC, the solo parent shall submit authenticated or certified true copies of the following documents to the Social Services Department:
(a) For the solo parent with child or children as a consequence of rape falling under Section 4(a)(1) of this Act:

1. Birth certificate/s of the child or children;
2. Complaint affidavit;
3. Medical record on the incident of rape; and
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 or booklet, only the sworn affidavit shall be submitted every year.

(b) **For the solo parent on account of the death of the spouse falling under Section 4(a)(2) of this Act:**

1. Birth certificate/s of the child or children;
2. Marriage certificate;
3. Death certificate of the spouse; and
4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner of co-parent, and has the sole parental care and support of the child or children: Provided, That for purposes of issuance of subsequent SPIC or booklet, only the sworn
5. affidavit shall be submitted every year;

(c) **For the solo parent on account of the detention or criminal conviction of the spouse falling under Section 4(a)(3) of this Act:**

1. Birth certificate/s of the child or children;
2. Marriage certificate;

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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 issued by the court pursuant to a conviction of the spouse; 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 or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

(d) For solo parent on account of physical or mental incapacity of the spouse falling under Section 4(a)(4) of this Act:

1. Birth certificate/s of the child or children;
2. Marriage certificate or affidavit of cohabitation;
3. 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; and
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 or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

(e) For the solo parent on account of legal or de facto separation of spouse falling under Section 4(a)(5) of this Act:

(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) disintegrated 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 or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

No 25-0473

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(f) For the solo parent on account of declaration of nullity or annulment of marriage falling under Section 4(a)(6) of this Act:

1. Birth certificate/s of the child or children;
2. Marriage certificate;
3. Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce; 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 or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

(g) **For the solo parent on account of abandonment by the spouse falling under Section 4(a)(7) of this Act:**

(1) Birth certificate/s of the child or children;

(2) Marriage certificate or affidavit of the applicant solo parent;

(3) Affidavit of two (2) disinterested persons attesting to the abandonment of the spouse;

(4) Police or barangay record of the fact of abandonment; and

(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 or booklet, only sworn affidavit shall be submitted every year

(h) For the spouse or any family member of an OFW falling under Section 4(b) of this Act:

(1) Birth certificate/s of the child or children;

(2) Marriage certificate of the applicant;

(3) Overseas Employment Certificate (OEC) or its equivalent document;

(4) Copy of passport stamps showing continuous twelve (12) months of overseas work;

(5) In case of the unavailability of the passport stamps, a Certification from the Bureau of Immigration showing overseas work for twelve (12) continuous months may be submitted.

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(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 or booklet, requirement numbers (3), (4), (5), and (6) under this paragraph shall be submitted every year.

(i) **For the unmarried father or mother who keeps and rears the child or children falling under Section 4(c) of this Act:**

(1) Birth certificate/s of the child or children;

(2) Certificate of No Marriage (CENOMAR);

(3) Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; 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 or booklet, requirement numbers (2), (3) and (4) under this paragraph shall be submitted every year.

(j) For the solo parent who is a legal guardian, adoptive or foster parent falling under Section 4(d) of this Act:

(1) Birth certificate/s of the child or children;

(2) Proof of guardianship, foster care or adoption;

(3) Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; 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 or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

(k) For 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 falling under Section 4(e) of this Act:

(1) Birth certificate/s of the child or children;

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(2) 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;

(3) Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; 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 or booklet, requirement numbers (3) and (4) under this paragraph shall be submitted every year.

(l) **For the solo parent who is pregnant woman falling under Section 4(f) of this Act:**

(1) Medical record of her pregnancy;

(2) Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent; and

(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.

(m) For the solo parent availing subsidy and discounts provided for under this Ordinance, the following additional documentary requirements shall be submitted:

(1) Affidavit of no employment;

(2) Income Tax Return (ITR);

(3) Social case study issued by the DSWD; or

(4) Any verifiable proof of income.

In all of the categories of solo parents, an 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 shall be required.

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'."

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Section 5. Evaluation and Verification- All applications for the issuance of Solo Parent's Identification Card together with the documentary requirements mentioned in the preceding paragraphs, shall be submitted to the Social Services Department (SSD), which thereafter shall evaluate and verify the applications and documents submitted and assess whether the claiming solo parent is eligible and qualified

Section 6. Limitation for the issuance of Solo Parent Identification Card- When a solo parent, as defined under this Ordinance, ceases to be such by reason of change of status and circumstances, the said solo parent shall be ineligible to avail of the Solo Parent Identification Card under this Ordinance.

Section 7. *Funding*. The funds necessary for the production and issuance of the Solo Parent Identification Card shall be taken from the Gender and Development Fund.

SECTION 8. Separability Clause. If any provision of this Ordinance is held invalid or unconstitutional, other provisions unaffected thereby shall continue to be in full force and effect,

SECTION 9. Effectivity. This Ordinance shall take effect fifteen (15) days after its publication in the newspaper of general circulation.

ENACTED, by the **10th *Sangguniang Panlungsod of Muntinlupa*** this **3rd** day of ***June 2024***, on its ***98th Regular Session***.

I HEREBY CERTIFY, as to the correctness of the foregoing ***Ordinance***.

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ROZZANO RUFINO B. BIAZON
City Mayor

Date: 06 AUG 2024

Norie/10th SP

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