



SOCIAL WELFARE AND DEVELOPMENT OFFICE  
MARIKINA CITY

MARIKINA YOUTH HOME BLDG. STA. ELENA, MARIKINA CITY, PHILIPPINES 1800 TEL. 8-687-2700

CODE	DESCRIPTION	SOLO PARENT CATEGORY AND REQUIREMENTS
1	Birth of a Child as a consequence of rape:	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy)</li><li>2. Complaint affidavit (photo copy with original)</li><li>3. Medical record on the incident of rape. (photocopy with original)</li><li>4. Sworn affidavit declaring that the solo parent has the sole parental care and support of the child/children at the time of the execution of affidavit. (updated and original)</li><li>5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>6. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>🚩 Applicant must personally apply for initial interview</li><li>🚩 All <b>NEW</b> and <b>RENEWAL</b> applicants for interview and home visit, if needs further assessment.</li><li>🚩 Application form will be given if all the requirements are already complete.</li><li>🚩 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



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2	<b>Widow / Widower:</b>	<ul style="list-style-type: none"><li>○ PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>○ PSA Marriage Certificate (If married) CENOMAR (If not married)</li><li>○ PSA Death Certificate of the spouse/partner;</li><li>○ Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children. (updated and original)</li><li>○ Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>○ Solo parents Orientation Seminar Certificate of Attendance</li></ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>○ Applicant must personally apply for initial interview</li><li>○ All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>○ Application form will be given if all the requirements are already complete.</li><li>○ If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



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3	<b>Spouse of Person Deprived of Liberty (PDL):</b>	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>2. PSA Marriage Certificate(if married) CENOMAR (If not married)</li><li>3. Certificate of Detention or a Certificate that the spouse is serving sentence of 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;</li><li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li><li>5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>6. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>🚩 Applicant must personally apply for initial interview</li><li>🚩 All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>🚩 Application form will be given if all the requirements are already complete.</li><li>🚩 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



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4	<b>Spouse of Person with Physical or Mental Incapacity:</b>	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>2. Marriage Certificate or Affidavit of cohabitation;</li><li>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;</li><li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li><li>5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>6. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>🚩 Applicant must personally apply for initial interview</li><li>🚩 All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>🚩 Application form will be given if all the requirements are already complete.</li><li>🚩 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul>
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5	<b>Due to legal separation or de facto separation:</b>	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>2. PSA Marriage Certificate (If married) CENOMAR (if not married)</li><li>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;</li><li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li><li>5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>6. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>✚ Applicant must personally apply for initial interview</li><li>✚ All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>✚ Application form will be given if all the requirements are already complete.</li><li>✚ If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul>
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6	<b>Due to nullity or annulment of marriage:</b>	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>2. Marriage Certificate annotated with the fact of declaration of nullity of marriage or annulment of marriage;</li><li>3. Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce;</li><li>4. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li><li>5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>6. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li> Applicant must personally apply for initial interview</li><li> All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li> Application form will be given if all the requirements are already complete.</li><li> If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



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7	<b>Abandonment by the spouse/partner:</b>	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>2. PSA Marriage Certificate (if married) CENOMAR (if not married)</li><li>3. Affidavit of two (2) disinterested persons attesting to the fact of abandonment of the spouse;</li><li>4. Police or Barangay record of the fact of abandonment;</li><li>5. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li><li>6. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>7. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>🚩 Applicant must personally apply for initial interview</li><li>🚩 All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>🚩 Application form will be given if all the requirements are already complete.</li><li>🚩 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul>
		<p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



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8	Spouse of OFW:	<ol style="list-style-type: none"> <li>1. PSA of Birth certificate/s of the qualified dependents (Bring original and 1pc. photocopy);</li> <li>2. PSA Marriage Certificate, if the applicant is the spouse of 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;</li> <li>3. Philippine Overseas Employment Administration Standard Employment Contract (POEA-SEC) or its equivalent document.</li> <li>4. Photocopy of the OFW's passport with the stamps showing continuous twelve (12) months of overseas work, or a certification from the Bureau of Immigration;</li> <li>5. Proof of income of the OFW's spouse or family member;</li> <li>6. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li> <li>7. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li> <li>8. Solo parents Orientation Seminar Certificate of Attendance</li> </ol>
9	Relative of OFW:	<p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li> <li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li> <li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li> <li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li> <li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li> <li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li> </ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>✚ Applicant must personally apply for initial interview</li> <li>✚ All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li> <li>✚ Application form will be given if all the requirements are already complete.</li> <li>✚ If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li> </ul>
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10	Unmarried person:	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>2. PSA Certificate of No Marriage (CENOMAR)</li><li>3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li><li>4. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>5. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>🚩 Applicant must personally apply for initial interview</li><li>🚩 All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>🚩 Application form will be given if all the requirements are already complete.</li><li>🚩 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



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11	<b>Legal Guardian / Adoptive Parent / Foster Parent:</b>	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>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 NACC.</li><li>3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child/children (updated and original);</li><li>4. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>5. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>📌 Applicant must personally apply for initial interview</li><li>📌 All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>📌 Application form will be given if all the requirements are already complete.</li><li>📌 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



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12	<b>Relative within the fourth (4<sup>th</sup>) Civil degree of consanguinity or affinity :</b>	<ol style="list-style-type: none"><li>1. PSA of Birth certificate of the qualified child/children (Bring original and 1pc. photocopy);</li><li>2. PSA 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.</li><li>3. Proof of the 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.</li><li>4. Sworn affidavit declaring that the solo parent has sole parental care and support of the child/children;</li><li>5. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>6. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs.white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li><li>○ Medical records/certificate and PWD ID of the child if he/she are not able to fully take care or protect themselves or physical/mental disability condition and should have been issued not more than three (3) months before the submission. (for those who have PWD child only)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>📌 Applicant must personally apply for initial interview</li><li>📌 All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>📌 Application form will be given if all the requirements are already complete.</li><li>📌 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>



SOCIAL WELFARE AND DEVELOPMENT OFFICE  
MARIKINA CITY

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CODE	DESCRIPTION	SOLO PARENT CATEGORY AND REQUIREMENTS
13	<b>Pregnant woman :</b>	<ol style="list-style-type: none"><li>1. Medical record of her pregnancy;</li><li>2. Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and the child /children is/are under the parental care and support of the solo parent (updated and original)</li><li>3. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-partner who is providing support to the pregnant woman.</li><li>4. Solo parents Orientation Seminar Certificate of Attendance</li></ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"><li>○ Certificate of employment with compensation and latest pay slip (latest and original)</li><li>○ Valid ID with photo, signature and with Marikina Address (1pc. Photo copy)</li><li>○ Submit 1x1 recent ID picture of applicant (2pcs. white background)</li><li>○ Sketch of the house location for home visit (NEAREST LANDMARK)</li><li>○ Certificate of Enrollment (for those child/children 18 to 22 years old, unmarried, employed)</li></ul> <p><b>Reminders:</b></p> <ul style="list-style-type: none"><li>🚩 Applicant must personally apply for initial interview</li><li>🚩 All New and RENEWAL applicants for interview and home visit, if needs further assessment.</li><li>🚩 Application form will be given if all the requirements are already complete.</li><li>🚩 If renewal please surrender old Solo parent ID, if loss, bring Affidavit of Loss.</li></ul> <p><b>FOR SOLO PARENT AVAILING OF ADDITIONAL BENEFITS</b></p> <ol style="list-style-type: none"><li>1. Affidavit of no employment; or Income Tax Return (ITR) or similar tax returns; or Any verifiable proof of income</li><li>2. Social Case Study issued by the CSWDO; or Barangay Certificate of Indigency.</li></ol>