

PROVISION OF ASSISTANCE TO SOLO PARENTS

I. OFFICE OR DIVISION

COMMUNITY BASED SERVICE SECTION

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY- FRIDAY (8:00 AM-5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

REGISTERED SOLO PARENTS

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
Valid Solo Parent Identification Card	Local Government Unit

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Field Office for assistance	None	0 minute	EMMA F. PATALINGHUG SWO IV/OIC-Division Chief
2. Attend Interview for assessment of needs	None	10 minutes	EMMA F. PATALINGHUG SWO IV/OIC-Division Chief
Provision of Psychosocial Intervention			
3. Attend psychological intervention, psychological first aid and/or counseling	None	30 minutes	EMMA F. PATALINGHUG SWO IV/OIC-Division Chief
Referral for AICS, SLP and other Agencies			
4. Preparation for referral / endorsement for Assistance to Individuals in Crisis Situation (AICS) or Sustainable Livelihood Program (SLP) or to another office or agency if the need of the client cannot be met by the DSWD.	None	2 days and 40 minutes	EMMA F. PATALINGHUG SWO IV/OIC-Division Chief SHALAINE MARIE S. LUCERO, CESO IV Regional Director

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CLIENT STEPS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive the referral/ endorsement letter	None	5 minutes	EMMA F. PATALINGHUG SWO IV/OIC-Division Chief

V. PROCESSING TIME

2 working days and 90 minutes

VI. FEEDBACKS AND COMPLAINTS MECHANISM

Contact Information of Office:
Mobile number: 0939-517-9321
Email Address: familysector.fo7@dswd.gov.ph