



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION 8
Wangal, La Trinidad, Benguet



RECEIVED

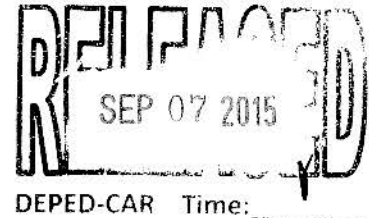
September 2, 2015

REGIONAL MEMORANDUM
No. 156 s. 2015

TO: All Schools Division Superintendents
The Personnel Unit, Regional Office
This Region

FROM: The Regional Director

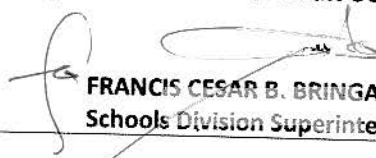
SUBJECT: BASELINE INFORMATION OF SOLO PARENTS FOR DEPED
EMPLOYEES UNDER REPUBLIC ACT NO. 8972




1. Attached is a copy of Memorandum dated August 18, 2015 with the above caption issued by the Central Office gathering data of solo parents among the DepED family for purposes of ensuring that support, benefits and privileges entitled to solo parents and their children are properly constituted, implemented and monitored;
2. In this connection, the following attached forms shall be properly filled up through the assistance of the Personnel and HR units:
 - 2.1. Form I – shall be filled out by the Personnel and HR units;
 - 2.2. Form II – shall be accomplished by the solo parent;
3. The accomplished forms shall be forwarded to this office in hard copies on or before **September 24, 2015** and the soft copies shall be sent to us in advance through our e-mail address: **depedcar_pu@yahoo.com.ph** for consolidation and submission to the Central Office;
4. Compliance to this memorandum is hereby requested.

To: All Public Elementary and Secondary
School Heads

For your information and immediate
compliance not later than September 11, 2015.


FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent


ELLEN B. DONATO, Ed.D., CESO III
Regional Director

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				




DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM -

TO : ALL CONCERNED

FROM : 
RIZALINO D. RIVERA
Undersecretary

SUBJECT : Baseline Information of Solo Parents for DepEd Employees under Republic Act No. 8972

DATE : 18 August 2015

Pursuant to Republic Act (RA) No. 8972, entitled "An Act Providing For Benefits And Privileges To Solo Parents And Their Children, Appropriating Funds Therefor and for Other Purposes" otherwise called as Solo Parent Welfare Act of 2000, particularly Section 28 Article VI, a Special Review Committee (SRC) headed by the Department of Social Welfare and Development is created wherein the Department of Education is one of the members.

In line with the roles and responsibilities stipulated in Sections 15 and 22, Article V of the same IRR, the DepEd, in collaboration with the DSWD and other SRC members, is undertaking the establishment of baseline information of solo parents among the DepEd family to ensure that support, benefits and privileges entitled to solo parents and their children are properly constituted, implemented and monitored. Data gathered shall be used to determine and assess the design of programs appropriate to the needs and wants of solo parents and their children. The data gathered shall also be used in providing the initial information relative to the Solo Parents Online Registry to be submitted to the DSWD for data integration and profiling of solo parents nationwide.

In this connection, the Personnel Division in the Central Office and HR units in the regional and division offices are hereby tasked to conduct a survey on solo parents within their respective jurisdiction. The attached templates shall be used in gathering information on solo parents, Form I shall be filled out by the Personnel Division and HR units while Form II shall be accomplished by the solo parent.

Accomplished Forms I and II shall be submitted to the Personnel Division (fax no. 633-66-82/email address: personnelsoloparent@gmail.com) not later than September 30, 2015.

For information and strict compliance.

DepEd Solo Parent Form 1 - Personnel Division

**DEPARTMENT OF EDUCATION
 BASELINE INFORMATION OF SOLO PARENTS OF THE DEPED EMPLOYEES
 OFFICE (Central/Regional/Division Office):
 MEMORANDUM**

NAME OF EMPLOYEE	SEX	EMPLOYMENT STATUS					ADDRESS				SOLO PARENT IDENTIFICATION				DEPENDENT(S) INFORMATION			APPLICANT OF SOLO PARENT LEAVE		BENEFITS Wanted/ Needed	PROGRAMS AND SERVICES AVAILABLE (Specify the Title of Programs/Services)	
		Office	Position	SC	Present Salary	Gross Income	Net Income	Other Income	Permanent	Temporary	ID Number	Place of Insurance	Date of Insurance	Expiry Date	Name	Birth day	Age	YES/ NO	No. of days available			DIPEP

unsold below or 18 above incapable of self-support because of mental and/or physical defect/disability

PREPARED BY: _____

APPROVED BY: _____

DepEd Solo Parents Form II, Individual Solo Parent

DEPARTMENT OF EDUCATION - Central Office INDIVIDUAL SOLO PARENT INFORMATION			
1. Name ▶			
2. Sex ▶			
3. Address of Solo Parent (Specify both permanent and temporary address):			
3.1 Permanent Address ▶			
3.2 Temporary Address ▶			
4. Employment Status:			
4.1 Position ▶			
4.2 Salary Grade ▶			
4.3 Present Salary ▶			
4.4 Gross Income ▶			
4.5 Net Income ▶			
4.6 Others (Source/Income) ▶			
5. Solo Parent ID Information:			
Solo Parent ID Number	Place of Issuance	Date of Issuance	Expiry Date
6. Dependent(s) information : No. of Dependent(s)* ▶			
Name of Dependent		Birthday	Age
6.1			
6.2			
6.3			
6.4			
6.5			
Note: use additional sheet, if necessary			
7. Availment of the Solo Parent Leave: YES/NO ▶ _____ & no. of days availed ▶ _____			
8. Programs and Services Aailed: (Specify the Title of Programs/Projects)			
8.1 DepEd** ▶			
8.2 Other Organization** ▶			
9. Benefits for a solo parent want(s)/need(s):			

* 18 years old below or 18 above incapable of self-support because of mental and/or physical defect/disability

** use additional sheet, if necessary.

I declare under oath that the above information has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I also authorize the agency head/authorized representative to verify/validate the contents stated herein.

Signature of Solo Parent