



DEC 01 2021

## **MEMORANDUM ORDER**

No. 005 *je*  
Series of 2021

### **SUBJECT : POLICY ON SOLO PARENTS' BENEFITS AND PRIVILEGES**

Pursuant to Republic Act No. 8972 otherwise known as the "Solo Parents' Welfare Act of 2000"; described as "AN ACT PROVIDING FOR BENEFITS AND PRIVILEGES TO SOLO PARENTS AND THEIR CHILDREN, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES", and in line with the policy of the state to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development; the following policy guidelines on the granting of solo parent benefits and privileges applicable to the agency shall be adopted.

### **Section I. Scope and Coverage**

This memorandum order (MO) shall cover all NAMRIA employees who are solo parent.

### **Section II. Definition of Terms**

(a) "Solo parent" - any individual who falls under any of the following categories:

- (1) A woman who gives birth 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;
- (2) Parent left solo or alone with the responsibility of parenthood due to death of spouse;
- (3) Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
- (4) Parent 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) Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;
- (6) Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;
- (7) Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
- (8) Unmarried mother/father who has preferred to keep and rear her/his

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child/children instead of having others care for them or give them up to a welfare institution;

(9) Any other person who solely provides parental care and support to a child or children;

(10) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

- (b) "Children" - refer to those living with and dependent upon the solo parent for support who are unmarried, unemployed and not more than eighteen (18) years of age, or even over eighteen (18) years but are incapable of self-support because of mental and/or physical defect/disability.
- (c) "Parental responsibility" - with respect to their minor children 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."
- (d) "Parental leave" - shall mean leave benefits granted to a solo parent to enable him/her to perform parental duties and responsibilities where physical presence is required.
- (e) "Flexible work schedule" - is the right granted to a solo parent employee to vary his/her arrival and departure time without affecting the core work hours as defined by the employer.

### **Section III. Eligibility Requirements**

All concerned and interested solo parents are to register at the Social Welfare and Development Office of the city or municipality of his/her residence for the issuance of solo parent identification card for submission to Human Resource Section.

A change in the status or circumstance of the parent claiming benefits under this MO, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for these benefits.

### **Section IV. Specific Guidelines**

- A. Special flexible work schedule shall be granted to a solo parent employee provided, that the same shall not affect individual and agency productivity; provided, further, that head of the agency may request exemption from the above requirements from the CSC on certain meritorious grounds.
- B. Any solo parent employee shall not be discriminated against, with respect to terms and conditions of employment on account of his/her status.
- C. In addition to leave privileges under existing laws, a non-cumulative parental leave of not more than seven (7) days every year shall be granted to any solo parent employee who has rendered service of at least one (1) year.
- D. Solo parents shall be given priority allocation in NAMRIA low-cost housing project and shall be provided with liberal terms of payment when possible.





## **Section V. Other Provisions**

The NAMRIA GFPS Policy Plans and Programs Committee shall conduct a periodic review of this policy and if deemed necessary, shall recommend amendment of the same.

## **Section VI. Separability Clause**

If any portion or provision of this Memorandum Order shall be held unconstitutional or invalid, the other provisions not otherwise affected thereby shall remain in full force and effect.

## **Section VII. Repealing Clause**

All orders, directives, or other issuances, rules and regulations, contrary to or inconsistent with this Memorandum Order are hereby deemed repealed, amended, or modified accordingly.

## **Section VIII. Effectivity**

This Memorandum Order shall take effect immediately.



**Usec. PETER N. TIANGCO, PhD, CESO I**  
**Administrator**

