

**Office Circular No.: 24-007****Series of 2024****GUIDELINES ON THE IMPLEMENTATION OF SOLO PARENTS WELFARE ACT****A. RATIONALE**

In compliance with the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 8972, known as the "Solo Parents Welfare Act of 2000," as amended by Republic Act No. 11861 or the "Expanded Solo Parents Welfare Act," this policy aims to provide a supportive work environment for solo parents. The Corporation recognizes the unique challenges faced by solo parents and is committed to providing assistance and benefits to improve their quality of life and support their family responsibilities.

B. OBJECTIVES

These guidelines aims to:

1. To promote the welfare of solo parents within the Corporation.
2. To ensure compliance with the provisions of R.A. No. 8972 and R.A. No. 11861.
3. To provide guidelines for the effective implementation of benefits for solo parent.
4. To establish a support system within the Corporation for the solo parents.

C. COVERAGE

This policy applies to all solo parent employees of LLFC who meet the criteria defined in the Revised IRR of R.A. No. 8972 and R.A. No. 11861.

D. DEFINITION OF TERMS

Solo Parent	An individual who falls under any of the categories specified in Section 12 of the RIRR, including those who are unmarried, separated, or widowed, among other conditions.
Solo Parent Identification Card (SPIC)	A card issued to solo parents as proof of their status, allowing them to avail of benefits under the law.
Child-Minding Center	A facility provided by the employer where solo parents can leave their children during working hours.
Parental Leave	Leave benefits granted to solo parents to enable them to perform parental duties.
Telecommuting	Known as teleworking, refers to a work arrangement in which employees perform their job duties from a location other than the traditional office environment. This is typically done using telecommunications technology such as

	computers, internet, and other digital tools to stay connected with colleagues and supervisors.
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E. DUTIES AND RESPONSIBILITIES

President and CEO	<ol style="list-style-type: none"> 1. Review and approve the policy to ensure it aligns with the corporation's values and legal requirements. 2. Ensure adequate resources are allocated for the implementation and maintenance of the solo parent welfare programs.
Group/Unit Head	<ol style="list-style-type: none"> 1. Ensure the policy is effectively communicated and implemented within their respective units. 2. Facilitate flexible working schedules and telecommuting options for eligible solo parents. 3. Ensure that solo parent employees are not discriminated against and that their work conditions are fair and supportive. 4. Suggest improvements to the HR department based on feedback and observations.
HR	<ol style="list-style-type: none"> 1. Ensure policy implementation, oversee the issuance of SPICs, and manage the overall welfare program for solo parents. 2. Provide counseling and support services to solo parent employees. 3. Manage the benefits provided to solo parents, including parental leave, flexible working schedules, and access to child-minding centers. 4. Maintain records of solo parent employees and monitor the utilization of benefits. 5. Regularly review and update the policy to ensure it remains relevant and effective.
Employee (Solo Parents)	<ol style="list-style-type: none"> 1. Adhere to the policy guidelines and procedures. 2. Submit the required documentation to HR for the issuance and renewal of the SPIC. 3. Communicate any challenges faced in balancing work and parental responsibilities. 4. Make use of the benefits provided, such as parental leave, flexible working hours, and child-minding centers. 5. Provide feedback on the policy and its implementation to help improve the support system for solo parents.

F. GENERAL GUIDELINES

1. The Corporation shall recognize the status of solo parent employees and provide them with the necessary support as mandated by law.
2. All solo parent employees are entitled to benefits and services as stipulated in the RIRR of R.A. No. 8972 and R.A. No. 11861.
3. Solo parent employees must present a valid SPIC and other required documents to avail of the benefits.¹
4. A solo parent employee who will apply for **parental leave** shall comply with the guidelines under OC 23 – 003 Parental Leaves for Solo Parents.

5. A solo parent employee may ask for the **flexible working schedule** subject to the approval of the President and CEO to balance their work and parental responsibilities without affecting core work hours.
6. The Corporation may provide materials relevant to child-minding centers, if possible, due to workspace constraints and considering the small population of the Corporation (optional).
7. The Corporation shall not discriminate against solo parent employees in terms of employment conditions and opportunities.
8. Solo parents shall be given priority for telecommuting opportunities, where applicable, to better manage their family responsibilities.

G. EFFECTIVITY

These guidelines shall take effect on September 26, 2024.

MICHAEL P. ARAÑAS
President/CEO

