



LBP (LAND BANK OF THE PHIL.) INSURANCE BROKERAGE, INC.

**GUIDELINES ON THE BENEFITS AND
PRIVILEGES PURSUANT TO THE R.A. NO.
11861 – EXPANDED SOLO PARENTS
WELFARE ACT**

Approval Date: 2023

GUIDELINES ON THE BENEFITS AND PRIVILEGES TO EXPANDED SOLO PARENTS WELFARE ACT.

OBJECTIVE

To promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development through the granting of benefits and privileges to “Solo Parents” as provided under Republic Act No. 8972 – “The Solo Parents’ Welfare Act of 2000” and Republic Act No. 11861 – “The Expanded Solo Parents’ Welfare Act”

SCOPE

All LIBI employees regardless of employment status who rendered at least six (6) months of service whether continuous or broken and falls within the ambit and definition provided under “Republic Act No. 11861 – “The Expanded Solo Parents’ Welfare Act” and who have complied with the requirements set forth therein.

DEFINITION OF TERMS

Under **Sec. 3 of RA 11861** provides for the following definitions:

- a) “Solo Parent” is defined as any individual who falls under any of the following categories:
 - i. 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;
 - ii. Parent left solo or alone with the responsibility of parenthood due to death of spouse;
 - iii. Parent left solo or alone with the responsibility of parenthood while the spouse is
 - iv. detained, or is serving sentence for a criminal conviction for at least one (1) year;

- v. 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;
 - vi. 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: Provided, that he or she is entrusted with the custody of the children;
 - vii. 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: Provided, that he/she is entrusted with the custody of the children;
 - viii. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
 - ix. Unmarried mother/father who has preferred to keep and rear his/her child/children instead of having others care for them or give them up to a welfare institution;
 - x. Any other person who solely provides parental care and support to a child or children provided he/she is duly licensed as a foster parent by the Department of Social Welfare and Development or duly appointed legal guardian by the court;
 - xi. 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 provided, that such abandonment, disappearance, or absence lasts for at least one (1) year.
- b) "Children" refer to those living with and dependent upon the solo parent for support, who are unmarried, unemployed and below eighteen (18) years of age, or even eighteen (18) years and above but are incapable of self-support because of mental and or physical defect/disability as certified by a public medical practitioner.
- 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.
- f) "Telecommuting" – refers to a work arrangement that allows an employee in the private sector to work from an alternative workplace with the use of telecommunication and/or computer technologies.

PROCEDURE IN THE APPLICATION OF SOLO PARENT IDENTIFICATION CARD

To be eligible for the solo parent benefits from the company and from the appropriate government agencies, the employee shall comply with the following requirements:

1. The employee shall visit the Social Welfare and Development Office of the city or municipality of his/her residence to manifest his/her need for solo parent assistance.
2. The employee shall accomplish the application form for the assistance indicating, but not limited to, the following information:
 - a. Name
 - b. Age
 - c. Address/Area of Domicile
 - d. Income per month
 - e. Sources/s of income
 - f. Number of children
 - g. Circumstances of being a solo parent
3. The employee shall undergo the necessary assessment by a social worker at the city/municipal Social Welfare and Development Office. The assessment shall cover, but not be limited to, determination of the applicant's category as enumerated under Policy Guideline
4. Upon the favorable evaluation of the social worker, a Solo Parent Identification Card shall be issued to the solo parent within thirty (30) days upon application, duly signed by the city/municipal Social Welfare Officer and the city/municipal mayor. The Solo Parent Identification Card is necessary for the availment of benefits under the "Solo Parents' Welfare Act of 2000". Such identification card shall be valid only for one (1) year, but may be renewed subject to a new assessment and evaluation.
 - 4.1 The employee shall present the original Solo Parent Identification Card and submit a photocopy of said ID

- 4.2 The immediate supervisor and/or Office /Department Head shall affix his/her initial above his/her name and designation on the photocopy of the Solo Parent Identification Card to note that he/she is duly notified that the employee has applied for solo parent benefits from the company.

BENEFITS THAT CAN BE AVAILED

Any solo parent after due assessment of the duly appointed or designated social worker in the area of domicile and who has complied with the conditions set forth under the law, including securing and presenting to the Administrative Unit the **Solo Parent Identification Card** shall be eligible for the following benefits:

- a) Parental Leave Benefits of seven (7) days in addition to the leave and privileges under the existing laws; and
- b) Flexible Work Schedule provided that the working hours shall reach the standard eight (8) hours of work

CONDITIONS FOR AVAILING OF PARENTAL LEAVE

The parental leave of seven (7) days in addition to existing leave privileges shall be granted to any solo parent employee subject to the following conditions:

- 1. The solo parent must have rendered government service for at least Six (6) months, whether continuous or broken, reckoned at the time of the effectivity of R.A. 111861 on the 4th of June 2022, and regardless of employment status.
- 2. The parental leave shall be availed of every year and shall not be convertible to cash unless specifically agreed upon previously. If not availed of within the calendar year, said privilege shall be forfeited within the same year.
- 3. The parental leave shall be availed of on a staggered or continuous basis, subject to the approval of the head of agency/office. In this regard, the solo parent shall submit the application for parental leave at least one (1) week prior to its availment, except on emergency cases.
- 4. Subject to the prior approval of a Parental Leave by an employee's supervisor and after presenting the Solo Parent Identification Card, an employee may be allowed to charge absences against parental leave credits for the following reasons:

- 4.1 attend to personal milestones of a child such as birthdays, first communion, graduations, and other similar events.

- 4.2 perform parental obligations such as enrollment and attendance in school programs, PTA meetings and the like.
- 4.3 attend to medical, social, spiritual, and recreational needs of the child; and
- 4.4 other Similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

CONDITION FOR TERMINATION OF PARENTAL LEAVE PRIVILEGES

- 1. Changes in the status and family situation of a solo parent such as marriage or the concerned parent is no longer left alone with the responsibility of parenthood shall lead to termination of parental leave privileges. However, the termination shall be without prejudice to reapplication should circumstances warrant.
- 2. The head of agency/office concerned may determine whether granting of parental leave is proper or may conduct the necessary investigation to ascertain if grounds for termination and withdrawal of the privilege exist.

If the national government declares a special holiday or special day and an employee is on Parental Leave on that day, one day shall be credited back to the employee's parental leave credits.

While every effort is made to allow employees to schedule their Parental Leave availment according to their needs, LIBI shall have the exclusive right to approve or disapprove and/or re-schedule the same subject to the exigencies of the service.

It shall be the duty of the Unit Heads to ensure that the operational mandate especially the frontline services of the unit is not hampered by the Parental Leave of employees under their area of responsibility.

The filing of parental leave shall be in accordance with LIBI's existing guidelines in filing of leave.

FLEXIBLE WORK SCHEDULE

An employee may apply for a flexible working schedule provided the same shall not affect LIBI's frontline operations.

The adoption of a flexible working schedule (flexi time) shall take into consideration the following factors: a. the core working hours of the unit; b. compliance with the required hours of work per week, and c. the exigencies of the service.

An employee shall file a formal written request to be approved by his or her respective Unit Heads for a change in his or her working schedule considering that the approving authority lies with the Unit Head who may decide to approve or disapprove the request for flexible working hours subject to the guidelines provided.

OTHER CONDITIONS

A change in the status or circumstance of the parent claiming benefits under the Act, such that he/she is no longer left with the sole responsibility of parenthood, shall terminate his/her eligibility for these benefits. It shall be the sole duty and responsibility of the solo parent to inform the company of any change in his/her "Solo Parent" status/eligibility.

Any misrepresentation of the material facts in acquiring solo parent benefits may result in an administrative/disciplinary case and may subject the employee to corrective and/or disciplinary action, up to and including termination for cause as provided under the provisions of the Labor Code as amended.

Telecommuting Program shall be in form of a separate policy or employment contracts, or in such other form as is convenient to the parties; provided that every case there is evidence that the Management and employees voluntarily agreed to adopt the program pursuant to Republic Act No. 11165 or the "Telecommuting Act", and its implementing rules and regulations. Provided, that such terms and conditions shall not be less than the minimum labor standard set by law. Provided further, that solo parent employees shall be given priority by the Management.

EFFECTIVITY DATE

This guideline shall take effect immediately upon approval of LIBI's Board of Directors.¹