



OFFICE OF THE SENIOR CITIZEN ASSOCIATION



1. Issuance of Senior Citizen ID

Office of Division:		Office of the Senior Citizen Association		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizen (G2C)		
Who may avail:		Residence within the vicinity of Municipality with age 60 and above		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Birth Certificate		PSA		
Any Valid ID with date of Birth		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to Client Logbook and fill up out application form	Listing name and Address on the logbook	None	5 minutes	OSCA Staff
2. Giving photo copy of Birth Certificate or any valid ID	Reviewing the Requirements	None	5 minutes	OSCA Staff
3. Signing of Senior Citizens ID	Typing of the client Information	None	5 minutes	OSCA Staff

2. Issuance of Purchase Slip (Medicine) For Senior Citizen

Office of Division:		Office of the Senior Citizen Association		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizen (G2C)		
Who may avail:		Residence within the vicinity of Municipality with age 60 and above		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Senior ID		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to Client Logbook	Listing name and Address	None	5 minutes	OSCA Staff
3. Signing of Senior Citizens ID	Typing Client Information on Purchase Slip	None	5 minutes	OSCA Staff



3. Issuance of Purchase Booklet for Senior Citizen

Office of Division:		Office of the Senior Citizen Association		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizen (G2C)		
Who may avail:		Residence within the vicinity of Municipality with age 60 and above		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Senior ID		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to Client Logbook	Listing name and Address	None	5 minutes	OSCA Staff
2. Present Senior Citizen ID	Reviewing the Requirements	None	5 minutes	OSCA Staff

4. Issuance of Certification for Senior Citizen

Office of Division:		Office of the Senior Citizen Association		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizen (G2C)		
Who may avail:		Residence within the vicinity of Municipality with age 60 and above		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Photocopy of Senior Citizen ID		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to Client Logbook	Listing name and Address	None	5 minutes	OSCA Staff
2. Present Senior Citizen ID and photocopy of ID	Reviewing the Requirements	None	5 minutes	OSCA Staff
3. Wait for the Certificate	Printing Certificates and dry seal the photocopy of id	None	5 minutes	OSCA Staff



5. Cancellation of Senior Citizen ID

Office of Division:		Office of the Senior Citizen Association		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizen (G2C)		
Who may avail:		Residence within the vicinity of Municipality with age 60 and above		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate		Requesting Client		
Request Letter		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to Client Logbook	Listing name and Address	None	5 minutes	OSCA Staff
2. Present Senior Citizen ID and photocopy of ID	Reviewing the Requirements	None	5 minutes	OSCA Staff
3. Wait for the new Senior Citizen ID	Printing Documents for Cancellation and issue a new ID	None	5 minutes	OSCA Staff