



City Social Welfare and Development - Office of the Senior Citizens Affairs

External Services



1. Issuance of Senior Citizen ID and Purchase Booklet (DTI and Medicine)

Provision of Senior Citizen ID and Purchase booklet to Senior Citizens of San Pedro City, Laguna

Office or Division:	Office of Senior Citizens Affairs			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Senior Citizens who are residents of the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate of Residency (1 Original or 1 Certified True Copy)		Barangay Office where applicant resides		
2. 1x1 I.D. Pictures (4 Original Copies)		Applicant		
3. Any of the following (1 Photocopy): ✓ Birth Certificate; ✓ National I.D. ✓ Postal I.D. ✓ COMELEC I.D. ✓ Passport ✓ Driver's License		Philippine Statistics Authority (any outlet) Philippine Statistics Authority (any outlet) Postal Office COMELEC Department of Foreign Affairs (DFA) LTO		
4. Application Form (1 Original Copy)		CSWDO-OSCA		
If applicant has dual citizenship:				
5. Certificate of Allegiance (1 Certified True Copy)		Embassy where they are also a citizen		
6. Oath of Allegiance (1 Certified True Copy)		Embassy where they are also a citizen		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and fill-out the application form.	1. Check correctness of requirements. Give the client contact number to follow-up the ID availability and submit the ID to the OSCA staff.	None	10 minutes	Staff CSWDO-OSCA
2. Claim ID with purchase booklet.	2. Issue ID and purchase booklet to client and log at the receiving log sheet.	None		Staff CSWDO-OSCA
		None	10 Minutes	



2. Issuance of Lifetime Philhealth Membership Senior Citizens

Provision of Lifetime PhilHealth Membership to qualified senior citizens of San Pedro City, Laguna.

Office or Division:	Office of Senior Citizens Affairs			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Qualified senior citizens who are residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1x1 I.D. Picture (1 Original Copy)		Applicant		
2. Senior I.D. (1 Photocopy)		Applicant		
3. Application Form (1 Original Copy)		OSCA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements.	1. Assess requirements. Give Client a contact number for follow up, and submit papers to PhilHealth.	None	5 minutes	<i>Staff</i> CSWDO-OSCA
2. Claim Philhealth ID and Membership Data Record from OSCA	2. Issue the said documents from Philhealth to client	None	5 minutes	<i>Staff</i> CSWDO-OSCA
TOTAL:		None	10 Minutes	



3. Issuance of Senior Citizen Certification for Application and Cancellation

Provision of Senior Citizen Certification for any valid purposes and to those who will transfer from other cities/municipalities to Senior Citizens of San Pedro City, Laguna.

Office or Division:	Office of the Senior Citizens Affairs			
Classification:	G2C			
Type of Transaction:	Simple			
Who may avail:	Senior Citizens who are residents of the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Senior Citizen's ID		CSWDO-OSCA		
For transfer:				
2. Senior Citizen's ID from other cities/municipalities		CSWDO-OSCA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for certification of application/other purposes/cancellation	1. Give a copy of the application form. Check completeness of presented document/s, advise the requestor to log on documents request log sheet, process the certification for validation and signature of OSCA head.	None	15 minutes	Staff CSWDO-OSCA
Total:		None	15 Minutes	