

Issuance of Office of the Senior Citizen's Affair (OSCA) Identification Card (ID)

ABOUT THE SERVICE

OSCA ID IS ISSUED FOR THE AVAILMENT OF PRIVILEGES BY THE SENIOR CITIZENS AS PROVIDED IN RA 9257.

FEES

This service is FREE OF CHARGE.

REQUIREMENT(s)

- 2 pcs. 1 x 1 picture
- Community Tax Certificate
- Birth Certificate

HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
SERVICE PROVIDER	CLIENT		
1.	Proceed to OSCA Office		
2.	Intake interview	5 minutes	Ester Odarve Jorge Tavera
3.	Provide the application form	2 minutes	Ester Odarve Jorge Tavera
4.	Check the accomplished Form	3 minutes	Ester Odarve Jorge Tavera
5.	Prepare ID for OSCA Head & Mayor's signature	15 minutes	Ester Odarve Jorge Tavera
	Affixing of signature-MSWDO & Mayor	15 minutes	Marcionila Reyes Fortunato Abrenilla/Exuperio Lloren
6.	Briefing of benefits and privileges	5 minutes	Marcionila Reyes Jorge Tavera
7.	Releasing of ID	2 minute	Ester Odarve Jorge Tavera

Total 47 minutes