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

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SERVICE PROVIDER 1. Proceed to OSCA Office 2. Intake interview 3. Provide the application form form 4. Check the accomplished Form 5. Prepare ID for OSCA Head & Mayor's signature Affixing of signature-MSWDO & Mayor 8. Mayor 6. Briefing of benefits and privileges 7. Releasing of ID Proceed to OSCA Office 5 minutes 5 minutes Ester Odarve Jorge Tavera 15 minutes Fill up application form 2 minutes 15 minutes Ester Odarve Jorge Tavera 15 minutes Marcionila Reyes Fortunato Abrenilla/Exuperio Lloren 6. Marcionila Reyes Fortunato Abrenilla Reyes Jorge Tavera 7. Ester Odarve Jorge Tavera	PROCESS/ACTIVI	DURATION	PERSON RESPONSIBLE	
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Affixing of signature-MSWDO & Marcionila Reyes & Mayor 6. Briefing of benefits and privileges 7. 15 minutes Marcionila Reyes Fortunato Abrenilla/Exuperio Lloren Marcionila Reyes Jorge Tavera Ester Odarve	Prepare ID for OSCA Head &		15 minutes	Ester Odarve
& Mayor 6. Briefing of benefits and privileges 7. Fortunato Abrenilla/Exuperio Lloren Marcionila Reyes Jorge Tavera Ester Odarve	Mayor's signature			Jorge Tavera
& Mayor 6. Briefing of benefits and privileges 7. Fortunato Abrenilla/Exuperio Lloren Marcionila Reyes Jorge Tavera Ester Odarve	Affixing of signature-MSWDO		15 minutes	Marcionila Reyes
6. Briefing of benefits and privileges 5 minutes Ester Odarve	& Mayor			Fortunato
6. Marcionila Reyes Briefing of benefits and privileges 5 minutes Jorge Tavera 7. Ester Odarve				Abrenilla/Exuperio
Briefing of benefits and privileges 5 minutes Jorge Tavera 7. Ester Odarve				Lloren
Briefing of benefits and privileges 5 minutes Jorge Tavera 7. Ester Odarve				
7. Ester Odarve	6.			Marcionila Reyes
	Briefing of benefits and privileges		5 minutes	Jorge Tavera
Releasing of ID Receive the ID 2 minute Jorge Tavera	7.			Ester Odarve
	Releasing of ID	Receive the ID	2 minute	Jorge Tavera

Total 47 minutes