

ISSUANCE OF IDENTIFICATION CARD TO SENIOR CITIZEN

Frontline Service

Municipality of Bacolor

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Office

MSWDO

Head of Office

A. ABOUT THE SERVICE:

Identification Card for Senior Citizen is being given to avail of the benefits and privileges as provided for under the Rules and regulations in the implementation of RA 7432 and as amended by RA 9257

B. WHO CAN AVAIL OF THE SERVICE:

1. Any person who is at least 60 years of age and above
2. A resident of the municipality

C. REQUIREMENTS:

- a. Birth Certificate or any document to establish the age of the applicant
- b. CTC (Cedula)

D. FEES:

None

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step	Applicant /Client	Department Activity	Processing Time	Person/s Responsible	Fees	Forms
1.	Filling- out of Application Form and complete documents	Assist client in filling up of application form	10 minutes	Staff	None	OSCA application form
2.	Undergo the necessary process	Checking and/or verification of documents submitted	10 minutes	Staff	None	
3.	Submission of accomplished form	Data encoding	10 minutes	Staff	None	
END OF TRANSACTION: 30 MINS.						

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Office of the Senior Citizen’s Affairs and ask for the OSCA President