

## Issuance of Senior Citizen Identification Cards (ID) & Purchase Booklets

The Office issues Identification Cards (ID's) and Purchase Slip Booklets to senior citizens for them to avail of the 20% discount on medicines and 5% discount on basic necessities provided them by Law (RA 9257 –expanded Senior Citizens Act)

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Individuals who are 60 years old and above</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1 photocopy of Birth Certificate</li> <li>2 latest 1x1 ID photo (colored)</li> <li>Application Form</li> </ol>		1. Local Civil Registrar/PSA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on the logbook	1. Request client to register on the logbook	none	2 minutes	<b>Beverlyn C. Lubid</b> Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
2. Submit requirements	2. Receive requirements and advise	none	10 minutes	<b>Beverlyn C. Lubid</b>
	client to pay required fees to the Treasury Office 2.1 Process ID			<b>Social Welfare Officer I/OIC-MSWDO</b>  Office of the MSWDO
3. Proceed to Treasury Office for the	3. Receive payment and issue official	P30.00	5 minutes	<b>Edison B. Quezada</b>

payment of fees	receipt			<b>RCCII Treasury Office</b>
4. Return to MSWD Office and submit Official Receipt of Payment	4. Verify Official receipt	None	5 minutes	<b>Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO</b>
5. Receive ID/purchase booklet	5. Issue ID / purchase booklet	None	2 minutes	<b>Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO</b>
	<b>TOTAL</b>	<b>P30.00</b>	<b>25 minutes</b>	