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

The Office issues Identification Cards (IDs) 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).

Office of Division:	Municipal Social Welfare & Development Office
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	Individuals who are 60 years old and above
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. 1 Photocopy of Birth Certificate/Marriage Certificate/Baptismal Certificate bearing the client's birthdate	**1**. Local Civil Registrar/Philippine Statistics Authority
2. Two (2) latest 1x1 ID photo (white background) **3. Application Form** **4. Barangay Certificate of Residency**	**2. Photo Firm Services** **3. Barangay Senior Citizen President** **4. Barangay where the Senior Citizen resides**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the logbook	**1.** Request client to register on the logbook	None	2 minutes	MSWDO / SWO I
2. Submit requirements	**2**. Receive requirements, conduct brief interview and advise client to pay required fees to the Treasury Office		10 minutes	MSWDO / SWO I
	2.1 Process ID/Purchase booklet		2 minutes	MSWDO / SWO I
3. Proceed to Treasury Office for the payment of fees	**3**. Receive payment and issue official receipt	P30.00	5 minutes	RCC II

4. Receive ID/ purchase booklet	**4.** Issue ID/ purchase booklet	None	2 minutes	MSWDO / SWO I
	TOTAL	P30.00	21 minutes	