



**Office for Senior Citizens Affairs  
(OSCA)**



**OFFICE FOR SENIOR CITIZENS AFFAIRS (OSCA)**

SERVICE: Application for New Senior Citizen ID CLIENT: Senior Citizens 60 years old and above

REQUIREMENTS: Birth Certificate, Passport, Barangay Clearance, 1x1 Picture or 2x2 Picture SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday 8:00 – 5:00 PM PROCESSING TIME: 5 Days

**HOW TO AVAIL TH SERVICE:**

STEP NO.	CLIENT STEP	AGENCY/LGU ACTION	OFFICE RESPONSIBLE	LOCATION OF OFFICE	MAX. DURATION OF STEP
1.	Approach the staff and submit requirements	Accepts and reviews documents Provides registration form	Mayor’s Office/ Office for Senior Citizens Affairs	Plaza Mabini	5 minutes
2.	Fills up and submit registration form	Checks the filled up form	OSCA	Plaza Mabini	10 minutes
3.	Prepares for the photo shot	A. Have the photo taken  B. Prints the ID (5 working days)	OSCA	Plaza Mabini	5 minutes  5 days/person
4.	Claim the ID on the notified date of released	Request client to sign the logbook for release of ID and booklets for discount on medicines, commodities, and free movie	OSCA	Plaza Mabini	10 minutes
5.	Request for Certification as Senior Citizen/Cancellation	Accepts and reviews documents	OSCA	Plaza Mabini	7 minutes