



Burial Assistance for Naga City Senior Citizen Registered with OSCA

About the Service: This is being granted to all Senior Citizens of Naga Registered with OSCA as an additional benefit/privilege enumerated in Section 4 of RA 9994.

Department / Office:		OFFICE FOR SENIOR CITIZENS AFFAIRS		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		All Senior Citizens of Naga City registered with OSCA		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Deceased Senior Citizen's ID card Death Certificate 		<ul style="list-style-type: none"> Office of the Local Civil Registrar 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client comes to OSCA.	- Offer a seat		5 - 15 mins	EDGARDO S. PASION Office Staff (COS)
2. Client inquires about requirements to avail the assistance.	- Greet the client - Ask the client their purpose of coming. - Provide information - If client have the complete requirement, review, and sign the application			
3. Client submits the filled up application form and requirements if completed for evaluation and approval.	- If upon evaluation, there are discrepancies of data information, advise the client to secure affidavit of two disinterested person to justify that the deceased SC comes that Barangay.			
4. Client brings the approved application to CSWDO for the processing and release of assistance.	- If there's no discrepancies in data, instruct the client to proceed to CSWDO for processing and release of the assistance. - Record the transaction in logbook			
TOTAL		P	15 mins	

OFFICE FOR SENIOR CITIZENS AFFAIRS

Senior Citizens Center Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Jaime R. Reblando. OSCA Program Director

Tel. No. 205 -2980 loc 3170

Email: oscanagacity@yahoo.com