

**ADMINISTRATIVE ORDER NO. 2011-012**

**ESTABLISHING GUIDELINES FOR THE ISSUANCE OF SENIOR CITIZEN  
IDENTIFICATION CARDS AND PURCHASE BOOKLETS**

By the powers vested in me by law, **I, JOHN G. BONGAT**, Mayor of the City of Naga, do hereby order the following:

**Section 1.** - The following are eligible to apply for Senior Citizen Identification Card (SCID) and purchase booklets:

- a. Individuals who are sixty (60) years of age and above;
- b. Residents of the City of Naga for at least one (1) year; and
- c. Registered voter of the City of Naga (except bedridden senior citizens)

**Section 2. Requirements** - Prior to the issuance of the SCID and purchase booklets, the following requirements must first be secured and submitted to the City Social Welfare and Development Office:

**A. FOR NEW APPLICANTS:**

1. Birth Certificate
2. Three (3) copies of duly accomplished application form (attached as Annex "A", and form an integral part hereof)
3. Two (2) pieces 1 x 1 identical I.D. Picture for the Identification Card
4. Two (2) pieces 2 x 2 identical I.D. Picture for the Senior Citizen Purchase Booklet
5. Photocopy of Voter's ID /COMELEC Certificate of Registration for non-bedridden applicants
6. Authorization letter if applicant cannot personally apply indicating therein the authorized person, relationship to the applicant, and reasons for such authorization, subject to the verification of the CSWDO for which a written certification should be issued

**B. FOR RENEWAL:**

1. Existing Identification Card (SCID)
2. Three (3) copies duly accomplished application form
3. Two (2) pieces 1 x 1 identical I.D. Picture for the Identification Card
4. Photocopy of Voter's ID or COMELEC Certificate of Registration (for non-bedridden applicants)
5. Authorization letter if applicant cannot personally apply indicating therein the authorized person, relationship to the applicant, and reasons for such authorization, subject to the verification of the CSWDO for which a written certification should be issued
6. Replacement fee of P100.00 payable at the City Treasurer's Office

**C. FOR LOST OR MUTILATED IDENTIFICATION CARD/ PURCHASE BOOKLET:**

1. Written undertaking (attached as Annex "B", and forms an integral part hereof)
2. Three (3) copies duly accomplished application form
3. Two (2) pieces 1 x 1 identical I.D. Picture for the Identification Card
4. Photocopy of Voter's ID or COMELEC Certificate of Registration (for non-bedridden applicants)
5. Authorization letter if applicant cannot personally apply indicating therein the authorized person, relationship to the applicant, and reasons for such authorization, subject to the verification of the CSWDO for which a written certification should be issued

6. Replacement fee of P100.00 payable at the City Treasurer's Office in case of lost I.D.

**Section 3. Collection of fees** - No fee whatsoever will be required from the applicant except for renewal and replacement of SCID. Membership fees and other senior citizen federation legitimate fees shall not be a pre-requisite for the application and/or issuance of SCID.

**Section 4. Procedures** – The following is the procedure to be observed, to wit:

1. Applicant shall proceed to the CSWDO and obtain and accomplish thereat three (3) copies of application form. The CSWDO shall ensure that all requirements are fully complied with and recommend for its approval;
2. Applicant shall proceed to the City Mayor's Office for verification and approval;
3. Applicant shall proceed to CSWDO for the issuance of pre-signed SCID and/or Purchase Booklet

**Section 5. Information Dissemination** – The Office of the Senior Citizens Affairs, Lingkod Barangay Office and the Information Division of the City Mayor's Office shall cause the wide dissemination of this administrative order to all senior citizens in the City of Naga.

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**Section 6. Effectivity** – This Administrative Order shall be effective immediately.

Issued this 19th day of October, Two Thousand and Eleven in Naga City, Philippines

**JOHN G. BONGAT**  
City Mayor

Attested by:

**FLORENCIO T. MONGOSO, JR., CSEE**  
Department Head II and Acting City Administrator