



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 drops by OSCA and inquires about requirements to avail the assistance.	2. Provide information and a list of requirements.		5 – 15 minutes	EDGARDO S. PASION Office Staff (COS)
3. Once all requirements are secured, client submits them for evaluation and approval.	4. If client has all the requirements, review and sign the application. If upon evaluation, there are discrepancies of information, advise the client to secure an Affidavit of two disinterested person to justify that the deceased Senior Citizen is from that barangay.			LANCE DLS. RICAFFRENTE (Job Order) RAYMUIND DL. ANTONIO Administrative Aide (Job Order) JOSHUA PERFECTO NL. CALLEJA JR. Administrative Aide (Job Order)
	5. Instruct the client to proceed to CSWDO for processing and release of assistance.			JAIME R. REBLANDO OSCA Program Director
6. Client brings the approved application to the CSWDO for thee processing and release of assistance.	7. Record the transaction in the log book.			HERMOGENA M. BALAHIBO Clerk (COS)
TOTAL		P	15 minutes	

OFFICE FOR SENIOR CITIZENS AFFAIRS

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

For more information, please contact:

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