

Securing Senior Citizen Identification Card

ABOUT THE SERVICE

OSCA issued Senior Citizen's Identification Card for the availment of benefits and privileges mandated under RA 9994.

Department / Office:	OFFICE FOR SENIOR CITIZENS AFFAIRS	
Department / Office: Classification:		
	Simple	
Type of Transaction: Who may avail	 G2C - Government to Citizens Individuals who are sixty (60) years of age and above, and: Residents of Naga City for at least one (1) year Registered voter of the City of Naga (except bedridden senior citizens pursuant to Ordinance No. 2018-053) 	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
FOR NEW APPLICANT		
 Photocopy of Birth Cert or any Valid ID's with Birth date Barangay Cert. of Residency Photocopy of Naga City Voter's I.D/Voter's Cert./COMELEC Registration for non-bedridden applicants Three (3) pcs 2x2 identical picture for the Application form and for the Purchase Booklets 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 Note: Issuance of ID for the first time shall be	 PSO (if the applicant doesn't have a copy) Barangay Hall (applicant's respective brgy.) COMELEC (if applicant doesn't have a copy) 	
free of charge) FOR RENEWAL / TRANSFEREE /		
MUTILATED ID CARD		
 Existing OSCA Identification Card (SCID) Barangay Cert. of Residency Photocopy of Naga City Voter's I.D/Voter's Cert./COMELEC Registration for non-bedridden applicants Three (3) pcs 2x2 identical picture for the Application form and for the Purchase Booklets Replacement fee of (P100.00) for renewal, mutilated ID Card payable at the City 	 Barangay Hall (Respective Barangay) COMELEC City Treasurer's office (Collecting Office) 	
Treasurer's Office. Authorization letter if applicant cannot personally apply indicating therein the authorized person, relationship to the		



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	t to the verification of				
should be issued	h a written certification				
FOR LOST SENIOR CI	TIZENS ID CARD				
 Barangay Cert. of Residency Affidavit of loss Photocopy of Naga City Voter's I.D/Voter's Cert./COMELEC Registration for non-bedridden applicants Three (3) pcs 2x2 identical picture for the Application form and for the Purchase 		 Barangay Hall (Respective Barangay) PAO or other law office COMELEC 			
Replacement fee of (BookletsReplacement fee of (PHP 100.00) payable		Treasurer's Office (Collecting Officer)		
at the City Treasurer's Office. • 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.					
FOR REPLACEMENT	OF PURCHASE				
BOOKLETS:					
 Issuance of Purchase Booklets shall be free of charge for the first time, however, an amount of (P25.00) shall be charge for replacement of lost, worn out mutilated, and fully filled up or consumed Booklets (either Medicines or Basic Necessities & Prime Commodities) payable to City Treasurer's Office. 		City Treasurer's Office (Collecting Officer)			
Note: All indigent SC du					
CSWDO shall be given lost, ID and exhausted/u					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
FOR NEW APPLICANT		T = -			
Client drops by OSCA and inquires on how to secure SC ID.	Provide client a copy of the Application Form with a list of requirements.	Free of charge for the first issuance	15 – 30 minutes	EDGARDO S. PASION	
3. Once all the requirements are complete, submit the filled-up application form for evaluation, approval and endorsement.	4. Evaluate the application and the supporting requirements. If complete, sign and approve the application form. 5. Endorse client for			Office Staff (COS) HARJAN T. BORAL (Job Order) JAIME R. REBLANDO	
	data encoding, picture taking and			OSCA Program Director	



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	issuance of SC ID.			
6. Client proceeds to the staff for data encoding, picturing and SC ID issuance.				JONATHAN F. MILANO Administrative Aide I (Casual)
	7. Issue the SC ID to the client and record the transaction in the logbook.			JOSHUA CALLEJA (Job Order)
	NSFEREE / MUTILATED			
Client drops by OSCA and inquires on how to renew/ transfer SC ID. Client pays fee at	2. Provide client information and a list of requirements, along with an order of payment slip to be paid at the City Treasurer's Office (CTO).	P 100.00	15 – 30 minutes	EDGARDO S. PASION Office Staff (COS) JAIME R.
the CTO. 4. Once all the requirements are complete, submit the filled-up application form for evaluation, approval and endorsement. 7. Client proceeds to the staff for data encoding, picturing and SC ID issuance.	5. Evaluate the application and the supporting requirements. If complete, sign and approve the application form. 6. Endorse client for data encoding, picture taking and issuance of SC ID. 8. Issue the SC ID to the client and record the transaction in the logbook.			JAIME R. REBLANDO OSCA Program Director JONATHAN F. MILANO Administrative Aide I (Casual) HARJAN T. BORAL (Job Order)
FOR LOST SC ID CAR				
Client drops by OSCA and inquires on how to replace lost SC ID.	2. Provide client a copy of the Application Form with a list of requirements, along with an order of payment slip to be paid at the City Treasurer's Office	P 100.00	15 – 30 minutes	EDGARDO S. PASION Office Staff (COS) LANCE DLS.

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	(CTO).			RICAFRENTE
Client pays fee at				(Job Order)
the CTO.				
4. Once all the	5. Evaluate the			JAIME R.
requirements are	application and			REBLANDO
complete, submit	the supporting			OSCA Program
the filled-up	requirements.			Director
application form for	requirements.			Director
	If complete size and			JONATHAN F.
evaluation,	If complete, sign and			MILANO
approval and	approve the			_
endorsement.	application form.			Administrative
	Endorse client for			Aide I
	data encoding,			(Casual)
	picture taking and			
	issuance of SC ID.			ANGELICA B.
7. Client proceeds to				CORDIAL
the staff for data				Office Staff
encoding, picturing				(COS)
and SC ID				
issuance.				
1004411001	8. Issue the SC ID to		1	
	the client and			
	record the			
	transaction in the			
	logbook.			
	OF PURCHASE BOOKL		1	
 Client drops by 	Provide client a	P 25.00		
OSCA and	copy of the			
inquires on how to	A months at the common			
	Application Form			
replace lost SC ID.	with a list of		5 – 15	HARJAN T.
	with a list of		5 – 15 minutes	HARJAN T. BORAL
	with a list of requirements,			_
	with a list of requirements, along with an			BORAL
	with a list of requirements, along with an order of payment			BORAL
	with a list of requirements, along with an order of payment slip to be paid at			BORAL (Job Order) JOSHUA
	with a list of requirements, along with an order of payment slip to be paid at the City			BORAL (Job Order) JOSHUA PERFECTO NL.
	with a list of requirements, along with an order of payment slip to be paid at			BORAL (Job Order) JOSHUA PERFECTO NL. CALLEJA JR.
	with a list of requirements, along with an order of payment slip to be paid at the City Treasurer's Office			BORAL (Job Order) JOSHUA PERFECTO NL. CALLEJA JR. Administrative
	with a list of requirements, along with an order of payment slip to be paid at the City			BORAL (Job Order) JOSHUA PERFECTO NL. CALLEJA JR. Administrative Aide
replace lost SC ID. 3. Client pays fee at	with a list of requirements, along with an order of payment slip to be paid at the City Treasurer's Office			BORAL (Job Order) JOSHUA PERFECTO NL. CALLEJA JR. Administrative
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replace lost SC ID. 3. Client pays fee at	with a list of requirements, along with an order of payment slip to be paid at the City Treasurer's Office			BORAL (Job Order) JOSHUA PERFECTO NL. CALLEJA JR. Administrative Aide (Job Order) HERMOGENA
3. Client pays fee at the CTO. 4. Once all the	with a list of requirements, along with an order of payment slip to be paid at the City Treasurer's Office (CTO).			BORAL (Job Order) JOSHUA PERFECTO NL. CALLEJA JR. Administrative Aide (Job Order) HERMOGENA M. BALAHIBO
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issuance.			
	8. Issue the desired		
	booklet(s) with		
	printed or		
	typewritten data of		
	the holder to the		
	client and record		
	the transaction in		
	the logbook.		
	TOTAL	Р	

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