



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
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail	<ul style="list-style-type: none"> Individuals who are sixty (60) years of age and above, and: <ul style="list-style-type: none"> 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
<p><u>FOR NEW APPLICANT</u></p> <ul style="list-style-type: none"> 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 <p><i>Note: Issuance of ID for the first time shall be free of charge)</i></p>	<ul style="list-style-type: none"> PSO (if the applicant doesn't have a copy) Barangay Hall (applicant's respective brgy.) COMELEC (if applicant doesn't have a copy)
<p><u>FOR RENEWAL / TRANSFEREE / MUTILATED ID CARD</u></p> <ul style="list-style-type: none"> 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 Treasurer's Office. Authorization letter if applicant cannot personally apply indicating therein the authorized person, relationship to the 	<ul style="list-style-type: none"> Barangay Hall (Respective Barangay) COMELEC City Treasurer's office (Collecting Office)



applicant, and reasons for such authorization, subject to the verification of the CSWDO for which a written certification should be issued				
<u>FOR LOST SENIOR CITIZENS ID CARD</u>				
<ul style="list-style-type: none"> • 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 Booklets • Replacement fee of (PHP 100.00) payable 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. 		<ul style="list-style-type: none"> • Barangay Hall (Respective Barangay) • PAO or other law office • COMELEC • Treasurer's Office (Collecting Officer) 		
<u>FOR REPLACEMENT OF PURCHASE BOOKLETS:</u>				
<ul style="list-style-type: none"> • 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. <p><i>Note: All indigent SC duly certified by the CSWDO shall be given free replacement of lost, ID and exhausted/used booklets.</i></p>		<ul style="list-style-type: none"> • City Treasurer's Office (Collecting Officer) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR NEW APPLICANTS				
1. Client drops by OSCA and inquires on how to secure SC ID.	2. 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 Office Staff (COS) HARJAN T. BORAL (Job Order) JAIME R. REBLANDO OSCA Program Director
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 data encoding, picture taking and			



	issuance of SC ID.				JONATHAN F. MILANO Administrative Aide I (Casual)
6. Client proceeds to the staff for data encoding, picturing and SC ID issuance.					JOSHUA CALLEJA (Job Order)
	7. Issue the SC ID to the client and record the transaction in the logbook.				
FOR RENEWAL / TRANSFEREE / MUTILATED ID CARD					
1. Client drops by OSCA and inquires on how to renew/ transfer SC ID.	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)
3. Client pays fee at the CTO.					JAIME R. REBLANDO OSCA Program Director
4. Once all the requirements are complete, submit the filled-up application form for evaluation, approval and endorsement.	5. Evaluate the application and the supporting requirements. If complete, sign and approve the application form.				JONATHAN F. MILANO Administrative Aide I (Casual)
	6. Endorse client for data encoding, picture taking and issuance of SC ID.				HARJAN T. BORAL (Job Order)
7. Client proceeds to the staff for data encoding, picturing and SC ID issuance.					
	8. Issue the SC ID to the client and record the transaction in the logbook.				
FOR LOST SC ID CARD					
1. 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.



	(CTO).				RICAFRENTE (Job Order)
3. Client pays fee at the CTO.					
4. Once all the requirements are complete, submit the filled-up application form for evaluation, approval and endorsement.	5. Evaluate the application and the supporting requirements. If complete, sign and approve the application form.				JAIME R. REBLANDO OSCA Program Director JONATHAN F. MILANO Administrative Aide I (Casual)
	6. Endorse client for data encoding, picture taking and issuance of SC ID.				ANGELICA B. CORDIAL Office Staff (COS)
7. Client proceeds to the staff for data encoding, picturing and SC ID issuance.					
	8. Issue the SC ID to the client and record the transaction in the logbook.				
FOR REPLACEMENT OF PURCHASE BOOKLETS					
1. 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 (CTO).	P 25.00		5 – 15 minutes	HARJAN T. BORAL (Job Order) JOSHUA PERFECTO NL. CALLEJA JR. Administrative Aide (Job Order)
3. Client pays fee at the CTO.					HERMOGENA M. BALAHIBO Clerk (COS)
4. Once all the requirements are complete, submit the filled-up application form for evaluation, approval and endorsement.	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.				
7. Client proceeds to the staff for data encoding, picturing and SC ID					



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		P		

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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