



16. Provision of One Time Cash gift to Octogenarian / Nonagenarian (Local Fund)

This program aims to honor and provide financial assistance to our elders.

Office/ Division:	Municipal Social Welfare and Development Office (MSWD)/ Office for Senior Citizens Affairs (OSCA)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens who are 80 to 89 and 90 to 99 years old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Must be a residence of Tanza, Cavite for 5 years or more		Office of the Barangay Chairman		
Must be a registered Senior Citizen of Tanza for 3 years or more		Office for Senior Citizens Affairs (OSCA)		
Birth Certificate or Baptismal or Marriage certificate with Date of Birth (1 Photocopy)		Client		
Senior Citizen's ID (1 Photocopy)		Client		
Certificate of Residency (1 Original)		Office of the Barangay Chairman		
Certificate (1 Original)		Office for Senior Citizens Affairs (OSCA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply with and present all the requirements needed	1. Check and verify the submitted documents	None	2 Minutes	OSCA STAFF Designated Area for releasing the Aide
2. Wait for Schedule of payout	2. Beneficiaries informed of the scheduled payout	None	2 Minutes	OSCA STAFF
3. Claim the Cash Gift 3.1 sign the payroll to acknowledge receipt	3. Give the payroll 3.1 Show the client where to sign 3.2 Release the cash gift with certification	None	6 Minutes	OSCA STAFF Designated Area for Releasing the Aide
TOTAL:		None	10 Minutes	