



15. Provision of Social Aide for Senior Citizens (Local Fund)

This program aims to provide possible financial assistance to our elders. Although, it is not that big in amount compared to other assistance from the National government. They are grateful for being recognized as citizens of our municipality, which gives them dignity despite their age.

Office/ Division:	Municipal Social Welfare and Development Office (MSWDO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens who are 60 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen's ID (1 Photocopy)		Client		
Certificate/Endorsement Letter (1 Original)		Barangay OSCA Association President		
Certificate of Residency (1 Original)		Office of the Barangay Chairman		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply 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 your turn to be called	2. Call the name of the Senior Citizen	None	6 Minutes	OSCA staff Designated Area for Releasing the Aide
3. Claim the Social Aide 3.1 sign the payroll to acknowledge receipt	3. Give the payroll, 3.1 show the client where to sign 3.2 release the Social Aide	None	4 Minutes	OSCA staff Designated Area for Releasing the Aide
TOTAL:		None	12 Minutes	