



Internal/External

1. SERVICENAME: ISSUANCE OF SENIOR CITIZENS ID'S

Description of the Service: Senior Citizens IDs are issued to qualified Senior Citizens in the City of Ilagan. The IDs are their means to obtain their discounts as mandated by law.

Office or Division:	OFFICE OF THE SENIOR CITIZENS AFFAIRS (OSCA)			
Classification:	SIMPLE			
Type of Transaction:	G2C			
Who may avail:	SENIOR CITIZENS OF THE CITY OF ILAGAN			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Application Form 2. Birth Certificate (PSA) or valid ID indicating date of birth 3. Voters Certification 4. 2 pcs 1x1 recent ID picture 5. 1pcs 2x2 recent ID picture 6. Barangay Certification of Residency		CCRO or PSA Comelec Office Photoshop Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signing of Logbook	Give the logbook to the client	None	5 mins	Aurabel A. Lagmay
2. Fill up application form		None	5 mins	Ervil Villanueva/ Ma. Concepcion Cabrera



3. Submit requirements	Check completeness of Documents	None	5 mins	Team clusters
4. Interview/ Verification	Validate records	None	5 mins	Jonalyn Dizon
5. Approval	Prepare ID Approve ID	None	5 mins	Team Clusters OSCA Head
6. Claim ID	Release ID	None	5 mins	Teams Cluster in charge
Note: Assume: Electronic Mayor Signature	TOTAL		30 mins	Myrna V. Isidro OSCA Head