



Internal/External

2. SERVICENAME: ISSUANCE OF GROCERY BOOKLET

Description of the Service: One of the mandates of the OSCA is to issue grocery booklets to the Senior Citizens to allow them to avail discounts for purchased basic and prime commodities. The booklet is used for monitoring purposes.

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. Present Senior Citizens ID		OSCA		
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. Submit required documents for Senior Citizen Booklets	The Required documents and check the completeness	None	5 mins.	Jeffrey B. Gonzalvo
TOTAL			10 mins.	Myrna V. Isidro OSCA Head