

Provisions of Senior Citizen Identification Card

The Municipal Social Welfare and Development Office (MSWDO) provides Senior Citizen ID Card as mandated by R.A. 7432, otherwise known as Magna Carta for the Elderly, an act to maximize the contribution of senior citizens to nation building. Holders of a Senior Citizen ID Card are entitled to programs and services offered by various government and private agencies.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Senior citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate; if none		LCR		
Baptismal or		Church		
Marriage Certificate				
Pictures (2x2 and 1x1 one copy each)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write your name and the purpose of the visit on a client logbook. Take note of the details in the service briefing	1. 1. Instruct the client to fill-in the logbook 1.1 Briefs client's on the service & its requirement	None	5 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and Development Officer</i>
2. Assist the client in filling up personal information form	2. Provide proof of birth	None	10 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and Development Officer</i>
3. Preparation of Identification Card	3. Prepare Identification Card	None	5 Minutes	<i>Social Welfare Aide Office of the Municipal Social Welfare and Development Officer</i>
4. Secure necessary signatures	4. Secure Signature of OSCA President and Local Chief Executive		5 Minutes	<i>Municipal Social Welfare and Development Officer Social Welfare Aide Administrative Aide I Office of the Municipal Social Welfare and</i>



				Development Officer
5. Issuance of Senior Citizen ID card			5 Minutes	<i>Social Welfare Aide</i> Office of the Municipal Social Welfare and Development Officer
TOTAL:		None	35 Minutes	