

CITY SOCIAL WELFARE AND DEVELOPMENT DEPARTMENT

ISSUANCE OF SAN JUAN HEALTH CARD

San Juan Health Card is being issued to residents of San Juan in order to avail availed of medical and hospital services of San Juan Medical Center and entitled for maximum discounts

Office or Division	CITY SOCIAL WELFARE AND DEVELOPMENT DEPARTMENT			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who May Avail	Residents of San Juan: 1. Family Heads including wife/husband and children below 17 years old and above 18 years old for person with disabilities. 2. Single-18 years old and above 3. Senior Citizens (60yrs.old and above)			
Checklist of Requirements			Where to Secure	
For Family Card 1. Application Form 2. Barangay Certificate (Original Copy) 3. Voters ID / Voter's Certification from COMELEC (photo copy) 4. Marriage Contract- (if married) (Photo Copy) 5. Affidavit of Cohabitation (live-in partners) 6. Birth Certificate of Children below 17 years old (Photo Copy) 7. 1x1 ID Picture (1pc)			Office of CSWD Barangay COMELEC Office Local Civil Registrar's Office Legal Office PSA Client/applicant	
For Solo Card (Single, 18 years old and above) 1. Application form 2. Barangay certificate (original copy) 3. Voter's certification/ ID from COMELEC (Photocopy)			Office of CSWD Barangay COMELEC Office	
For Senior Citizens 1. Barangay Clearance of Applicant (original Copy) 2. Copy of Senior Citizen Card (photo copy) 3. 1x1 ID Picture (applicant)- 2 copies			Barangay Office of Senior Citizens Affair Client/applicant	
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling up of application form Submission of application forms and requirements	1. Validation of documents submitted by client	Free Of Charge	5 mins	Admin Aide III

	2.1 Preparation of San Juan Health Card		8 mins	Admin Aide III
	2.2 Approval of San Juan Health Card Application			CSWD Department Head II / Social Worker
3.Receipt of Health Card	3. Issuance of San Juan Health Card and record in logbook		2mins	Admin Aide III

End of transaction: 15mins