

3. DSWD NCR Social Pension Applicant

Office or Division:	Office of the Senior Citizens Affairs			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Residence of San Juan City, ages 60 years old and above.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photo Copy of Senior Citizens I.D.		Client		
Accomplished Application Form		OSCA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly Accomplished Application Form together with the required Document	1. Verification		5 minutes	OSCA staff
	2. Encoding of the client applicant 3. Advise client of the process of verification by DSWD		5 minutes	OSCA Staff

End of Transaction: Transaction Time: 10 minutes

NOTE: The DSWD NCR will request for the List of New Social Pension Applicant. After the Transmittal of Records, the DSWD NCR will conduct a home visit for the verification of all the Documents Transmitted.