

1. Issuance of Senior Citizens Identification Card, Medicine and Purchase Booklet

The office of the Senior Citizen is in charge to issued Identification card, Medicine and purchase Booklet to all Senior.

Office or Division:	Seniors Office /Department			
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		
Birth Certificate or Philippine Passport		PSA or Local Civil Registry (Authenticated)		
Any I.D. with address in San Juan City		Any Agency that issued I.D.		
Accomplished Application Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly Accomplished Application Form together with the required Documents	1. Verify the information		5 minutes	OSCA staff
	2. Encoding and ID processing		5 minutes	OSCA IT
3. Receipt of ID and Book	3. Release of ID and Senior Citizen Booklet		2 mins	OSCA IT

End of Transaction: Transaction Time: 12 minutes