

**OFFICE OF THE SENIOR
CITIZENS AFFAIRS
External Services**

1. Application for NEW Senior Citizen ID (Non-Registered Voter)

For the application of NEW Senior Citizen ID, the applicant must submit duly filled up and signed application form that can be issued by the OSCA Office or their respective Barangay together with the requirements to verify the age of the Applicant.

Office or Division:	OSCA / CMO / BARANGAY			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Filipino Citizens residing in Cavite City who are 60 years old and above. Individuals with dual citizenships can also apply for Senior Citizen's ID Card provided that they present proof of Filipino citizenship with at least 6 months of residency in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form with Barangay Certification		OSCA Office / Respective Barangay of the Client		
Photocopy of Birth Certificate, Marriage Contract (for Married Woman) and		PSA or Civil Registrar		
Valid ID / Government Issued ID's Showing the date of birth of the applicant (NOT EXPIRED)		Driver's License, Passport, Postal ID, Philhealth, SSS, GSIS, PVAO, National ID, Voter's ID, TIN, PRC		
For 1 st time applicant Senior Citizen must be present (proof of life)		Senior Citizen		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submits duly filled up application form with Barangay Certification and Attachments (NON VOTER)	1.1 Receives duly filled up application and Barangay Certification	NONE	5 MINUTES	JOEL F LABITAG
	1.2 Review the requirements attached.	NONE	10 MINUTES	FRANK BERNHARD FABILINIA
	1.3 Signing of duly filled up Application Form with	NONE	10 MINUTES	GERTRUDES DADAL

	Barangay Certification			
	1.4 Informs the Client about the day to pick up their Senior Citizen ID	NONE	10 MINUTES	JOEL LABITAG
	1.5 Encoding of data	NONE	10 MINUTES	RANZEL JOHN CASTOR
	2.1 Transmittal of ID to CMO for signature	NONE	5 MINUTES	JOEL LABITAG
	2.2 Signature of Mayor	NONE	3 DAYS	HON DENVER CHUA
	2.3 Transmittal of ID to OSCA Office	NONE	15 MINUTES	JOEL LABITAG
2 Receiving of ID signing of ID released	3.1 Releasing of ID	NONE	10 MINUTES	JOEL LABITAG
TOTAL:		None	3 DAYS 1 HR 15 MINUTES	

2. Application for NEW Senior Citizen ID (Registered Voter)

For the application of NEW Senior Citizen ID, the applicant must submit duly filled up and signed application form that can be issued by the OSCA Office or their respective Barangay together with the requirements to verify the age of the Applicant.

Office or Division:	OSCA / CMO / BARANGAY
Classification:	SIMPLE
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Filipino Citizens residing in Cavite City who are 60 years old and above. Individuals with dual citizenships can also apply for Senior Citizen's ID Card provided that they present proof of Filipino citizenship with at least 6 months of residency in the Philippines

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form with Barangay Certification Photocopy of Birth Certificate, Marriage Contract (for Married Woman) and Valid ID / Government Issued ID's Showing the date of birth of the applicant (NOT EXPIRED) Registered Voter of Cavite City to avail GREEN CARD		OSCA Office / Respective Barangay of the Client PSA or Civil Registrar Driver's License, Passport, Postal ID, Philhealth, SSS, GSIS, PVAO, National ID, Voter's ID, TIN, PRC Senior Citizen / PCVL		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submits duly filled up application form with Barangay Certification and Attachments (REGISTERED VOTER)	1.1 Receives duly filled up application and Barangay Certification	NONE	5 MINUTES	JOEL F LABITAG
	1.2 Review the requirements attached.	NONE	10 MINUTES	FRANK BERNHARD FABILINIA
	1.3 Signing of duly filled up Application Form with Barangay Certification	NONE	5 MINUTES	GERTRUDES DADAL
	1.4 Encoding of data			
2 Biometrics for Registered Voter Senior Citizens	2.1 Capturing of Biometrics for Green Card recipients	NONE	5 MINUTES	MARRIONE JEO DELA CRUZ
3 Receiving of ID signing of ID released	3.1 Releasing of ID	NONE	5 MINUTES	JOEL F LABITAG

TOTAL:		None	30 MINUTES	
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3. Application for LOST and WORN OUT Senior Citizen ID (Non-Registered Voter)

For the application for the replacement of LOST and WORN OUT Senior Citizen ID the applicant must submit duly filled up and signed application form that can be issued by the OSCA Office or their respective Barangay together with the requirements to verify that the applicant is a registered Senior Citizen of Cavite City

Office or Division:	OSCA / CMO / PAO / BARANGAY
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear NOT Registered Voter Affidavit of LOST Old ID number	OSCA Office / Barangay PSA or Civil Registrar Driver's License, Passport, Postal ID, Philhealth, SSS, GSIS, PVAO, National ID, Voter's ID, TIN, PRC Senior Citizen and his/her Representative Public Attorney's Office / Notary Public / Law Offices Booklet / Mercury Drugs (if buying medicine from the establishment using your Senior ID)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits duly filled up application form with Barangay Certification and Attachments	1.1 Receives duly filled up application and Barangay Certification	NONE	5 MINUTES	JOEL F LABITAG
	1.2 Review the requirements attached.	NONE	10 MINUTES	FRANK BERNHARD FABILINIA
1.2 Secure Affidavit of LOST from PAO or other Law Offices	1.3 Signing of duly filled up Application Form	NONE	10 MINUTES	GERTRUDES DADAL
	1.4 Look on LOG book of ID	NONE	7 DAYS	JOEL F LABITAG
1.3 Provide old ID number	1.5 Informs the Client about the day to pick up their Senior Citizen ID	NONE	10 MINUTES	JOEL F LABITAG
	2.1 Transmittal of ID to CMO for signature	NONE	15 MINUTES	JOEL F LABITAG
	2.2 Signature of Mayor	NONE	3 DAYS	HON DENVER CHUA
	2.3 Transmittal of ID to OSCA Office	NONE	15 MINUTES	JOEL F LABITAG
2 Receiving of ID signing of ID released	3 Releasing of ID	NONE	10 MINUTES	JOEL F LABITAG
TOTAL:		None	10 DAYS 1 HR 15 MIUTES	

4. Application for LOST and WORN OUT Senior Citizen ID (Registered Voter)

For the application for the replacement of LOST and WORN OUT Senior Citizen ID the applicant must submit duly filled up and signed application form that can be issued by the OSCA Office or their respective Barangay together with the requirements to verify that the applicant is a registered Senior Citizen of Cavite City

Office or Division:	OSCA / CMO / PAO / BARANGAY			
Classification:	SIMPLE			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both		Senior Citizen and his/her Representative		
Registered Voter		Driver's License, Passport, Postal ID, Philhealth, SSS, GSIS, PVAO, National ID, Voter's ID, TIN, PRC		
Affidavit of LOST		COMELEC		
		Public Attorney's Office / Notary Public / Law Offices		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure Affidavit of LOST from PAO or other Law Offices	1.1 Review the requirements attached.	NONE	5 MINUTES	JOEL F LABITAG
	1.2 Print	NONE	5 MINUTES	MARRIONE JEO DELA CRUZ

2 Receiving of ID signing of ID release	2 Releasing of ID	NONE	5 MINUTES	JOEL F LABITAG
TOTAL:		None	15 MINUTES	

5. Application for CANCELLATION Senior Citizen ID

For the application for cancellation of Senior Citizen ID to facilitate their transfer to another LGU, the applicant must surrender their OSCA ID to the OSCA Office and give the details where he/she will transfer

Office or Division:	OSCA / PAO			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen ID		Senior Citizen		
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear		Senior Citizen		
Affidavit of LOST in case the Senior ID is LOST / STOLEN / BURNED		Public Attorney's Office / Notary Public / Law Offices		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Surrender Senior Citizen ID issued by Cavite City LGU	1.1 Receives Senior Citizen ID	NONE	5 MINUTES	JOEL F LABITAG
	1.2 Type and print the cancellation letter.	NONE	10 MINUTES	RANZEL JOHN CASTOR
1.2 Secure Affidavit of LOST from	1.3 Sign the cancellation letter	NONE	5 MINUTES	GERTRUDES DADAL

PAO or other Law Offices	1.4 File the cancellation letter issued to the Senior Citizen	NONE	5 MINUTES	RANZEL JOHN CASTOR
2 Receiving of the cancellation letter	2 Issue the cancellation letter	NONE	5 MINUTES	MARRIONE JEO DELA CRUZ
TOTAL:		None	30 MINUTES	

6. Application for ADDITIONAL Booklet

For the application for additional booklet for the needs of the Senior Citizen the applicant must present their OSCA ID.

Office or Division:	OSCA			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen ID		Senior Citizen		
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear		Senior Citizen		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Present their Senior Citizen ID	1.1 Verify the ID and issue the booklet needed	NONE	5 MINUTES	RANZEL JOHN CASTOR
1.2 Receive the Booklet and sign in the LOG book				

TOTAL:		None	5 MINUTES	
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7. Application for NONAGENARIAN Certificate

For the application for the NONAGENARIAN Certificate of the Senior Citizen for the cash gift of the Provincial Government, the applicant must present their OSCA ID.

Office or Division:	OSCA / DSWD			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Individuals who are duly registered Senior Citizen of Cavite City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen ID		Senior Citizen		
Authorization Letter (for transactions through Representative) with photocopy of the valid ID of both Representative and Senior Citizen bring original in case photocopy is not clear		Senior Citizen		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Present their Senior Citizen ID and Authorization Letter if through Representative with Photocopy of Valid ID of both Senior and Representative	1.1 Verify the ID and Authorization Letter if through Representative	NONE	5 MINUTES	JOEL F LABITAG
	1.2 Type and print the Certification	NONE	10 MINUTES	JOEL F LABITAG
	1.3 Sign the Certification	NONE	5 MINUTES	GERTRUDES DADAL
2 Receive the Certificate	2 Issue the certificate to the Client	NONE	5 MINUTES	JOEL F LABITAG

3 Take the Certificate to DSWD for Signature of Dept Head and for filing	3.1 Sign the Certificate	NONE	5 MINUTES	ROWENA ANDRADE
	3.2 File the Certificate	NONE	10 MINUTES	LENY PAGKALIWAN GAN
TOTAL:		None	40 MINUTES	

8. Application for EXPANDED CENTENARIAN ACT BENEFIT

For the application for the EXPANDED CENTENARTIAN ACT BENEFIT from the National Government.

Office or Division:	OSCA / NCSC
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Individuals who are duly registered with NCSC and Senior Citizen
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application form	OSCA OFFICE
Notarized Application form	PAO / Notary Public / Law Firms
PSA Copy Birth Certificate Original	Senior Citizen
Photo Copy National ID	
Photo Copy Valid Passport	
PSA Copy Birth Certificate of Eldest Child Original	
SSS / GSIS / PVAO / Philhealth / PNPRBS / Original School or Employment Records showing date of birth	
Joint Affidavit of 2 Disinterested Persons	
Marriage Contract	

Original Certificate of Late Registration Photocopy of OSCA ID Valid Government Issued ID (showing date of birth) Original Baptismal Certificate (before 5 yrs old and showing date of birth) Photo of Senior holding a current calendar				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Get Application form from OSCA Office 1.2 Fill up the form 1.3 Have the Application form Notarized 1.4 Submit the Application form to OSCA Office	1.1 Issue the Application Form	NONE	5 MINUTES	JOEL F LABITAG
	1.2 Received fully accomplished Application Form	NONE	5 MINUTES	JOEL F LABITAG
	1.3 Validate Information on the Application Form	NONE	5 MINUTES	FRANK BERNHARD FABILINIA
	1.4 Create and signing of Master List and Endorsement Letter to NCSC	NONE	10 MINUTES	FRANK BERNHARD FABILINIA GERTRUDES DADAL
	1.5 Signature of Mayor	NONE	3 DAYS	HON DENVER CHUA
	1.6 Submit complete documentations to NCSC	NONE	1 DAY	FRANK BERNHARD FABILINIA
2 RECEIVE CASH GIFT	2 WAIT FOR PAYOUT ANNOUNCEMENT	NONE	UPON REACHING MILESTONE AGE	NCSC OSCA SENIOR CITIZEN

TOTAL:		None	AFTER REACHING MILESTONE AGE	
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