

**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 registration 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 / 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		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	Admin Aide III Utility II
	1.2 Review the requirements attached.	NONE	5 MINUTES	Admin Aide III Clerk I

	1.3 Signing of duly filled up Application Form with Barangay Certification	NONE	5 MINUTES	OSCA Head
	1.5 Encoding of data with category	NONE	10 MINUTES	Secretary I
2 Receiving of ID signing of ID released	2.1 Releasing of ID	NONE	10 MINUTES	Admin Aide III Utility II
TOTAL:		None	35 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 / 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	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

Registered Voter of Cavite City to avail GREEN CARD		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	Admin Aide III Utility II
	1.2 Review the requirements attached.	NONE	5 MINUTES	Admin Aide III Clerk I
	1.3 Signing of duly filled up Application Form with Barangay Certification	NONE	5 MINUTES	OSCA Head
	1.4 Encoding of data	NONE	10 MINUTES	Secretary I
2 Biometrics for Registered Voter Senior Citizens	2.1 Capturing of Biometrics for Green Card recipients	NONE	5 MINUTES	Secretary I
3 Receiving of ID signing of ID released	3.1 Releasing of ID	NONE	5 MINUTES	Secretary I
TOTAL:		None	35 MINUTES	

3. Application for LOST and WORN OUT Senior Citizen ID

For the application for the replacement of LOST or WORN OUT Senior Citizen ID the applicant must present an Affidavit of Loss and photocopy of the lost ID. For worn out ID the senior must present the worn out ID. In case that the senior has not yet updated his/her record he/ she must fill out the registration form duly signed by their Barangay Captain.

Office or Division:	OSCA / 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		
<p>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 (for representatives)</p> <p>NOT Registered Voter</p> <p>Affidavit of LOST</p> <p>Old ID number</p>		<p>OSCA Office / Barangay</p> <p>PSA or Civil Registrar</p> <p>Driver's License, Passport, Postal ID, Philhealth, SSS, GSIS, PVAO, National ID, Voter's ID, TIN, PRC</p> <p>Senior Citizen and his/her Representative</p> <p>Public Attorney's Office / Notary Public / Law Offices</p> <p>Booklet / Photocopy / Picture</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits duly filled up application form with Barangay Certification (if records are not updated)	1.1 Receives duly filled up application and Barangay Certification	NONE	5 MINUTES	Admin Aide III Utility II

1.2 Secure Affidavit of LOST from PAO or other Law Offices	1.2 Review the requirements attached.	NONE	5 MINUTES	Admin Aide III Clerk I
1.3 Provide old ID number	1.3 Signing of duly filled up Application Form	NONE	5 MINUTES	OSCA Head
	1.4 Look on LOG book of ID to verify and if ID No. could not be provided by the client	NONE	7 DAYS	Admin Aide III Utility II
2 Receiving of ID signing of ID released	2.1 Releasing of ID	NONE	5 MINUTES	Admin Aide III Utility II
TOTAL:		None	7 DAYS 20 MINUTES	

4. 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

<p>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.</p> <p>Affidavit of LOST in case the Senior ID is LOST / STOLEN / BURNED</p>		<p>Senior Citizen</p> <p>Public Attorney's Office / Notary Public / Law Offices</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.1 Surrender Senior Citizen ID issued by Cavite City LGU</p> <p>1.2 Secure Affidavit of LOST from PAO or other Law Offices</p>	1.1 Receives Senior Citizen ID	NONE	5 MINUTES	Admin Aide III Utility II
	1.2 Type and print the cancellation letter.	NONE	10 MINUTES	Secretary I
	1.3 Sign the cancellation letter	NONE	5 MINUTES	OSCA Head / Admin Aide III Clerk I
	1.4 File the cancellation letter issued to the Senior Citizen	NONE	5 MINUTES	Secretary I
2 Receiving of the cancellation letter	2 Issue the cancellation letter	NONE	5 MINUTES	Secretary I
TOTAL:		None	30 MINUTES	

5. 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 1.2 Receive the Booklet and sign in the LOG book	1.1 Verify the ID and issue the booklet needed	NONE	5 MINUTES	Secretary I
TOTAL:		None	5 MINUTES	

6. 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:	Highly Technical			
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 Barangay Certification Birth Certificate	1.1 Verify the ID and Authorization Letter if through Representative	NONE	5 MINUTES	Admin Aide III Utility II
	1.2 Type and print the Certification	NONE	10 MINUTES	Secretary I
	1.3 Sign the Certification	NONE	5 MINUTES	OSCA Head
2 Receive the Certificate	2 Issue the certificate to the Client	NONE	5 MINUTES	Secretary I

3 Take the Certificate to DSWD for Signature of Dept Head and for filing	3.1 Sign the Certificate	NONE	5 MINUTES	CSWDO
	3.2 Submit Application to Provincial Capitol	NONE	10 MINUTES	Clerk II
	3.3 Process the application / payout	NONE	ANNOUNCEMENT	PSWDO
TOTAL:		None	3 MONTHS	

7. 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 is close to reaching their milestone age 80 / 85 / 90 /95 / 100
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application form	OSCA OFFICE / ONLINE / BARANGAY
Notarized Application form	PAO / Notary Public / Law Firms
PSA Copy Birth Certificate Original	
Photo Copy National ID	
Photo Copy Valid Passport	
PSA Copy Birth Certificate of Eldest Child Original	
SSS / GSIS / PVAO / Philhealth / PNPBRS / Original School or	Senior Citizen

<p>Employment Records showing date of birth</p> <p>Joint Affidavit of 2 Disinterested Persons</p> <p>Marriage Contract</p> <p>Original Certificate of Late Registration</p> <p>Photocopy of OSCA ID</p> <p>Valid Government Issued ID (showing date of birth)</p> <p>Original Baptismal Certificate (before 5 yrs old and showing date of birth)</p> <p>Photo of Senior holding a current calendar</p> <p>Recent 2x2 picture of senior</p>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Get Application form from OSCA Office	1.1 Issue the Application Form	NONE	5 MINUTES	Admin Aide III Utility II
1.2 Fill up the form	1.2 Received fully accomplished Application Form	NONE	5 MINUTES	Admin Aide III Utility II
1.3 Have the Application form Notarized	1.3 Validate Information on the Application Form	NONE	5 MINUTES	Admin Aide III Clerk I
1.4 Submit the Application form to OSCA Office	1.4 Create and signing of Master List and Endorsement Letter to NCSC	NONE	10 MINUTES	Admin Aide III Clerk I / OSCA Head

	1.5 Signature of Mayor	NONE	3 DAYS	Mayor
	1.6 Submit complete documentations to NCSC	NONE	1 DAY	Admin Aide III Clerk I
2 RECEIVE CASH GIFT	2 WAIT FOR PAYOUT ANNOUNCEMENT	NONE	UPON REACHING MILESTONE AGE	NCSC OSCA SENIOR CITIZEN
TOTAL:		None	AFTER REACHING MILESTONE AGE	