



**Office of the Senior Citizens Affairs
(OSCA)**

External Services



1. ISSUANCE OF SENIOR CITIZENS' ID

A SENIOR CITIZEN'S IDENTIFICATION CARD IS ISSUED TO ALL RESIDENTS OF TUBA WHO ARE AT LEAST 60 YEARS OLD.

Office or Division:	MAYOR'S OFFICE- OSCA			
Classification:	Simple			
Type of Transaction:	Client to Government (C2G)			
Who may avail:	ALL QUALIFIED FILIPINO CITIZENS WITH RESIDENCE IN TUBA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. 2 Pieces 1 X1 Picture 2. 1 Photocopy Of Birth Certificate Or Marriage Contract (If Birth Date Is Stated In The Marriage Contract.) 3. Filled-In Application Form 4. Certificate Of Residency 		OSCA OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete requirements.	1.1 Assesses/ Validates submitted requirements	All Free	5 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1..2 Enters data given by the client at the SC Profile/Data Base			OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1.3 Prepares the OSCA ID.		5 mins	Hon. Mayor and OSCA Head had pre- signed the ID Cards; Social Workers/Trainees/ADA
Receives and signs the ID card.	1.4 Prints out the OSCA ID.		5 min	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
			5 mins	
		Total	20 mins	



2. ISSUANCE OF REGISTRATION REFERENCE NUMBER (RRN)

Senior Citizens shall be registered to the National Commission of Senior Citizens through online and are issued RRN by the said commission.

Office or Division:	MAYOR'S OFFICE- OSCA			
Classification:	Simple			
Type of Transaction:	Client to Government (C2G)			
Who may avail:	ALL QUALIFIED FILIPINO SENIOR CITIZENS WHO ARE RESIDENTS of TUBA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid OSCA ID.		OSCA OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Valid Senior Citizen ID	1.1 Assesses/ Validates submitted requirements	Free	1 min	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1..2 Opens NCSC online Registration Website.		3 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1.3.Scans valid Senior Citizen ID.		3 mins	Hon. Mayor and OSCA had pre- signed the ID Cards; Social Workers/Trainees/ADA
	1.4 Fills-in needed data and submit.		5 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1.5 Records/logs in RRN sent by the NCSC office.		1 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
Client receives RRN card.	1.6. Issues RRN to client.		2 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	TOTAL		15 mins	



3. ISSUANCE OF MEDICINE AND GROCERY BOOKLET

Office or Division:	MAYOR'S OFFICE- OSCA			
Classification:	Simple			
Type of Transaction:	Government to Business (C2G)			
Who may avail:	ALL QUALIFIED FILIPINO SENIOR CITIZENS WHO ARE RESIDENTS IN TUBA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Senior Citizen ID		OSCA OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits valid senior citizen ID.	1.1 Assesses/ Validates submitted requirement.	Free	1 min	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1..2 Prepares medicine and grocery booklet which were printed and signed earlier.		14 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
Receives the medicine and grocery booklets.	1.3 Records and issues the booklets.		5 min	Hon. Mayor and OSCA had pre- signed the ID Cards; Social Workers/Trainees/ADA
			20 mins	

4. APPLICATION AND PROCESSING OF BURIAL ASSISTANCE TO THE FAMILY OF THE DECEASED SENIOR CITIZEN REGISTERED IN TUBA: WHEN CLAIMANT IS THE SPOUSE.

Office or Division:	OFFICE OF THE SENIOR CITIZENS	
Classification:	Complex	
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)	
Who may avail:	Family/Relative of deceased senior citizen registered in OSCA-Tuba.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. 1 Certified true copy and 2 photocopies of Death Certificate		MCR/CCR



2.	1 Certified true copy and 2 photocopies of marriage contract	MCR/CCR/PSA		
3.	3 copies of Original Affidavit Of Claim	PAO		
4.	3 certified true Photocopies of OSCA ID of deceased Senior Citizen (back to back)	client		
5.	3 certified true Photocopies of ID of claimant (back to back)	client		
6.	2 Copies of Municipal Ordinance No. 492	OSCA Head/MSWD/SB		
7.	Application Form	OSCA HEAD/Senior Citizen's Focal Person/MSWD		
8.	2 Copies of Certification of Tuba OSCA Membership of the deceased	OSCA Head/SC Focal Person/MSWD		
Client's Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished requirements	1. 1. Receives documents from client.	None	1 Min	OSCA Head/MSWD Personnel
	1.2. . Validates and double checks completeness of documents.	None	6 Mins	
	1.3. Prepares certification of membership of deceased senior citizen in Tuba Municipality, DV and OBR to complete the requirements.	None	12 Mins	
	1.4.Records and files copy of the Burial Assistance application.	None	6 Mins	
	1.5. Endorses the application to Mayor's office, Accounting, Budget Office and Treasury Office for their information, reference, approval and disbursement.	None	5 Mins	



TOTAL		None	30 Mins	OSCA head/MSWD PERSONNEL/MAYOR 'S OFFICE

5. APPLICATION AND PROCESSING OF BURIAL ASSISTANCE TO FAMILY OF DECEASED SENIOR CITIZEN REGISTERED IN TUBA: WHEN CLAIMANT IS THE CHILD.

Office or Division:	OFFICE OF THE SENIOR CITIZENS			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)			
Who may avail:	Family/relative of deceased senior citizen registered in OSCA-Tuba.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One(1) Certified true copy and 2 photocopies of Death Certificate		MCR/CCR		
2. One (1) Certified true copy and 2 photocopies of Proof of Relationship		MCR/CCR/PSA		
3. Three (3)Original Affidavit Of Claim		PAO		
4. Three(3) Original SPA		PAO		
5. Three (3) certified true Photocopies of OSCA ID of Deceased Senior Citizen (back to back)		client		
6. Three (3) certified true Photocopies of ID of claimant (back to back)		client		
7. Two (2) Copies of Municipal Ordinance 492		OSCA/MSWD/SB		
8. Application Form		OSCA HEAD/MSWD		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submits accomplished requirements	1. 1. Receives documents from client	None	2 Mins	
	1.2. . Validates and double checks completeness of documents.	None	5 Mins	
	1.3. Prepares certification of membership of deceased senior citizen in Tuba Municipality, DV and OBR to complete the requirements.	None	12 Mins	
	1.4.Records and files copy of the Burial Assistance application.	None	6 Mins	
	1.5. Endorses the application to Mayor's office, Accounting, Budget	None	5 Mins	



	Office and Treasury Office for their information, reference, approval and disbursement.			
	TOTAL		30 Mins	

6. APPLICATION AND PROCESSING OF BURIAL ASSISTANCE TO FAMILY OF DECEASED **SINGLE** SENIOR CITIZEN REGISTERED IN TUBA: WHEN CLAIMANT IS THE MOTHER/SIBLING/RELATIVE.

Office or Division:	OFFICE OF THE SENIOR CITIZENS			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)			
Who may avail:	Family/Relative of deceased senior citizen registered in OSCA-Tuba..			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One(1) Certified true copy and 2 photocopies of Death Certificate		MCR/CCR		
2. One (1) Certified true copy and 2 photocopies of Proof of Relationship		MCR/CCR/PSA		
3. Three (3)Original Affidavit Of Claim		PAO/Lawyer		
4. Three(3) Original SPA of more than one(1) beneficiaries		PAO/Lawyer		
5. Three (3) certified true Photocopies of OSCA ID of Deceased Senior Citizen (back to back)		client		
6. Three (3) certified true Photocopies of ID of claimant (back to back)		client		
7. If claimant is a person/relative spent for the burial expenses (3 original copies of affidavit that the deceased has no legal spouse nor children nor siblings nor living parents and the claimant spent for the burial expenses of the deceased Senior Citizen)		PAO/Lawyer		
8. Two (2) Copies of Municipal Ordinance No. 492		OSCA/MSWD/SB		
9. Application Form		OSCA HEAD/MSWD		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submits requirements	1.1. Receives documents from client	None	2 Mins	Client, OSCA Head, MSWDO Personnel
	1.2. . Validates and double checks completeness of documents.	None	5 Mins	Client, OSCA Head, MSWDO Personnel
	1.3. Prepares certification of membership of deceased senior citizen in Tuba Municipality, DV and OBR to complete the requirements.	None	12 Mins	Client, OSCA Head, MSWDO Personnel
	1.4.Records and files copy of the Burial Assistance application.	None	6 Mins	Client, OSCA Head, MSWDO Personnel
	1.5. Endorses the application to Mayor's office, Accounting, Budget Office and Treasury Office for their information, reference, approval and disbursement.	None	5 Mins	Client, OSCA Head, MSWDO Personnel
	TOTAL	NONE	30 Mins	

7. APPLICATION AND PROCESSING OF CASH GIFT FOR QUALIFIED OCTOGENARIAN, NONAGENARIAN AND CENTERNARIAN.

Office or Division:	OFFICE OF THE SENIOR CITIZENS	
Classification:	Complex	
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)	
Who may avail:	Qualified milestone agers registered in OSCA-Tuba.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		OSCA office/MSWD
2. Any of the Primary Identification Documents/IDs: ORIGINAL BIRTH CERTIFICATE OR NATIONAL ID		PSA, MCR, CCR
3. Any Two Of The Following Secondary IDs: Voters Id, Phil Health,Philippines Postal Id, Osca Id, Original Certification Of Late Registration, Certificate Of Live Birth Of The First Child,		Concerned Agency

Original Certificate Of Marriage (Lcr Od Psa), Driver's License, SSS ID, GSIS Id, PRC License, Original Certificate Of Membership Certificate From SSS,GSIS,PVAO, Original Baptismal Certificate Or Original Certificate Of Confirmation, Original Joint Affidavit Executed By Two Disinterested Persons With The Actual Age Of The Applicant, Original School Records Or Employment.				
4. Endorsement letter addressed to NCSC signed by the mayor.		OSCA Head, Mayor's Office		
5. Recent 1 pc 2x2 picture and 1 whole body picture printed in A4 coupon bond or photopaper.		Client provides		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1. 1. Receives documents from client.	None	2 Mins	Client, OSCA HEAD
	1.2. . Validates and double checks completeness of documents.	None	10 Mins	OSCA HEAD
	1.3. Prepares endorsement letter to be signed by honorable mayor.	None	2 days	OSCA HEAD, Mayor's Office
	1.4. Submits validated documents to NCSC Regional Office.	None	2.5 HOURS	OSCA head, NCSC Regional Office, Baguio City
	TOTAL		2 days & 2:44 hours	

8. Replacement of the Senior Citizen's ID.

Senior Citizen's identification card shall be changed when lost, mutilated or when there is a wrong entry in the old ID.

Office or Division:	OFFICE OF THE SENIOR CITIZENS
Classification:	Simple
Type of Transaction:	Government to Client (G2C)



Who may avail:		Senior Citizens registered in OSCA-Tuba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any valid ID, birth certificate, marriage certificate or any other proof of identity.		Client		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1. 1. Receives documents from client.	None	2 Mins	Client, OSCA HEAD, MSWD Personnel
	1.2. . Validates/checks membership of client at the Tuba Senior Citizens Data Base.	None	3 Mins	OSCA HEAD, MSWD Personnel
	1.3. Prepares and records new ID for replacement of old ID.	None	9 mins	OSCA HEAD, MSWD Personnel
	1.4. Issues new ID to client.	None	1min	OSCA HEAD, MSWD Personnel
	TOTAL		12 mins	