

## 15. Provision of Social Aide for Senior Citizens (Local Fund)

This program aims to provide possible financial assistance to our elders. Although, it is not that big in amount compared to other assistance from the National government. They are grateful for being recognized as citizens of our municipality, which gives them dignity despite their age.

<b>Office/ Division:</b>	Municipal Social Welfare and Development Office (MSWDO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Citizens who are 60 years old and above			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Senior Citizen's ID (1 Photocopy)			Client	
Certificate/Endorsement Letter (1 Original)			Barangay OSCA Association President	
Certificate of Residency (1 Original)			Office of the Barangay Chairman	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Comply and present all the requirements needed	1. Check and verify the submitted documents	None	2 Minutes	<i>OSCA staff</i> Designated Area for Releasing the Aide
2. Wait for your turn to be called	2. Call the name of the Senior Citizen	None	6 Minutes	<i>OSCA staff</i> Designated Area for Releasing the Aide
3. Claim the Social Aide 3.1 sign the payroll to acknowledge receipt	3. Give the payroll, 3.1 show the client where to sign 3.2 release the Social Aide.	None	4 Minutes	<i>OSCA staff</i> Designated Area for Releasing the Aide
	<b>TOTAL:</b>	None	12 Minutes	