

## 1. Service Information: ISSUANCE OF SAN JUAN HEALTH CARD

San Juan Health Card is being issued to residents of San Juan in order to avail availed of medical and hospital services of San Juan Medical Center and entitled for maximum discounts

<b>Office or Division</b>	CITY SOCIAL WELFARE AND DEVELOPMENT DEPARTMENT	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	Government to Citizen	
<b>Who May Avail</b>	Residents of San Juan : 1. Family Heads including wife/husband and children below 17 years old and above 18 years old for person with disabilities. 2. Single-18 years old and above 3. Senior Citizens (60yrs.old and above)	
<b>Checklist of Requirements</b>		<b>Where to Secure</b>
<p><b>For Family Card</b></p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Barangay Certificate (Original Copy)</li> <li>3. Voters ID / Voter's Certification from COMELEC (photo copy)</li> <li>4. Marriage Contract- (if married) ( Photo Copy)</li> <li>5. Affidavit of Cohabitation (live-in partners)</li> <li>6. Birth Certificate of Children below 17 years old (Photo Copy)</li> <li>7. 1x1 ID Picture (1pc)</li> </ol> <p><b>For Solo Card (Single, 18 years old and above)</b></p> <ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Barangay certificate (original copy)</li> <li>3. Voter's certification/ ID from COMELEC (Photocopy)</li> </ol> <p><b>For Senior Citizens</b></p> <ol style="list-style-type: none"> <li>1. Barangay Clearance of Applicant (original Copy)</li> <li>2. Copy of Senior Citizen Card (photo copy)</li> <li>3. 1x1 ID Picture (applicant)- 2 copies</li> </ol>		<p>Office of CSWD</p> <p>Barangay</p> <p>COMELEC Office</p> <p>Local Civil Registrar's Office</p> <p>Legal Office</p> <p>PSA</p> <p>Client/applicant</p> <p>Office of CSWD</p> <p>Barangay</p> <p>COMELEC Office</p>

	Barangay Office of Senior Citizens Affair Client/applicant
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<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Filling up of application form  Submission of application forms and requirements	1.Validation of documents submitted by client	Free Of Charge	5 mins	Admin Aide III
	2.1 Preparation of San Juan Health Card		8 mins	Admin Aide III
	2.2 Approval of San Juan Health Card Application			CSWD Department Head II / Social Worker
3.Receipt of Health Card	3. Issuance of San Juan Health Card and record in logbook		2mins	Admin Aide III

**End of transaction: 15mins.**