

## DSWD NCR SOCIAL PENSION APPLICANT

<b>Office or Division:</b>	Office of the Senior Citizens Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Residence of San Juan City ages 60 years old and above.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photo Copy of Senior Citizens I.D.		Client		
Accomplished Application Form		OSCA Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the duly Accomplished Application Form together with the required Document	1. Verification		5 minutes	OSCA staff
	2. Encoding of the client applicant		5 minutes	OSCA Staff
	3. Advise the client of the process of verification by DSWD			

### End of Transaction: Transaction Time: 10 minutes

**NOTE:** The DSWD NCR will request the List of New Social Pension Applicants. After the Transmittal of Records, the DSWD NCR will conduct a home visit for the verification of all the Documents Transmitted.