

PHIL HEALTH AND NATIONAL COMMISSION APPLICANT

Office or Division:	Seniors Office / Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Senior Citizens of San Juan City 60 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form from PhilHealth		OSCA Staff		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. All senior citizens must submit to this office their Phil Health Application together with the photocopy of their senior ID card	1. Verification of information		2 minutes	OSCA Staff
	2. Encoding and processing		5 minutes	OSCA staff
	3. Forwarding transmittal records to Phil Health Office monthly.			OSCA Staff

End of Transaction: Transaction Time: 7 minutes