

REQUEST FOR CERTIFICATION FOR TRANSFER OF SENIOR CITIZENS

This is the processing of certification issued to the Senior Citizens who will be transferring their residence to other local government.

Office or Division:	Seniors Office / Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Senior Citizens of San Juan City with I.D. and Booklets			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Issued Senior Citizens Identification Card		Client		
Issued Medicine and Grocery Booklet		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrender the Identification Card together with the Medicine and Grocery	1. Verification of information		2 minutes	OSCA Staff

Booklet and submit a request for certification				
	2.1 Encoding of Certification		5 minutes	OSCA staff
	2.2 Signature and approval of the office			OSCA Head
3. Receipt of Certification	3. Release of certification and recording		3 minutes	OSCA Head

End of Transaction: Transaction Time: 10 minutes