



20. Social Pension

* A provision of monthly stipend of 500.00 to qualified indigent Senior Citizens which is a national program.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	Qualified indigent senior citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizens ID (Photocopy)		Client		
Application form for Social Pension		MSWDO/OSCA		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in the client at the Information Officer / Officer of the Day.	1. Log in the client and do initial interview and review the requirements needed.	None	5 Minutes	<i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
2. Proceed to the focal person.	2.1 Assess the client's eligibility.	None	30 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	2.2 Conduct validation.	None	2 Hours	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	2.3 Submit name to regional office for approval.	None	5 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
TOTAL:		None	2 Hours & 40 Minutes	