



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**



**OFFICE OF SENIOR  
CITIZENS AFFAIRS  
(OSCA)**  
ADMINISTRATIVE SERVICES





5. ISSUANCE OF MEMBER DATA RECORD (MDR)

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre-audit is undertaken by the Municipal Accountant to determine that all necessary supporting documents of vouchers/ claims are submitted.

Office or Division:	OSCA OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Senior Citizens ID 2. 1 ID picture 1x1 3. MDR application form		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Presents ID	Record information in record book	None	1 minute	Bes Necy S. Villaber
Accomplish MDR form	Assist applicant	None	10 minutes	Bes Necy S. Villaber
Wait	Submit MDR to philheath		2 minutes	Bes Necy S. Villaber
Receive MDR	Give MDR applicant		1 minute	Bes Necy S. Villaber
TOTAL:		None		