



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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





4. ISSUANCE OF PURCHASE BOOKLETS

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. Two ID pictures 1x1 3. Submission of the old booklet is required before another booklet is issued. Payment in the amount of P37.00 IS required for replacements in case of lost booklets.		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents ID	Records information in record book	None	1 minute	Bes Necy S. Villaber
Wait	Paste ID picture in purchase booklet	None	1 minute	Bes Necy S. Villaber
Receives purchase booklet	Gives purchase booklet after affixing signature in record book 3 sessions		1 minute	Bes Necy S. Villaber
TOTAL:		None		