



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER

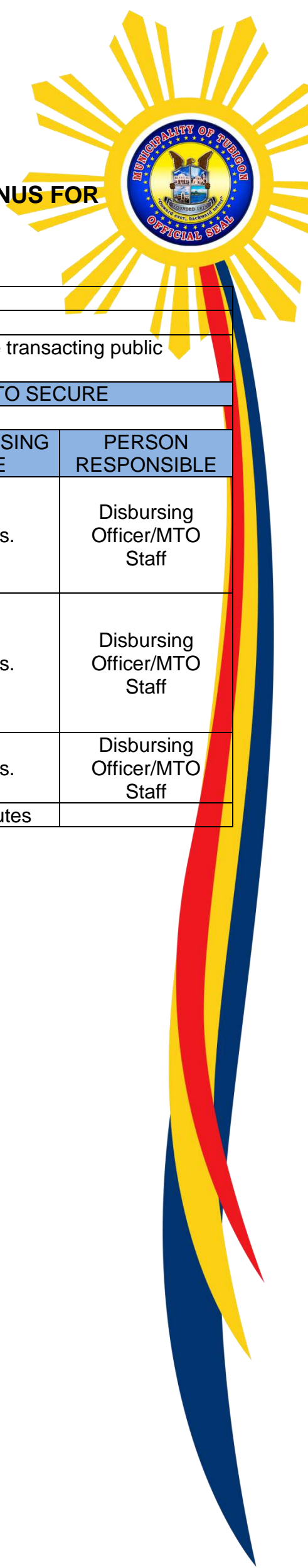




**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES



25. RELEASE OF SOCIAL PENSION AND SOCIAL BONUS FOR SENIOR CITIZENS



Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen's ID		MSWD/OSCA		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the disbursing officer and present the Senior Citizen's ID	Determine if the client is in the list of eligible senior citizens provided by MSWD	None	5 mins.	Disbursing Officer/MTO Staff
Sign the payroll	If client is in the list, ask client to sign the payroll, if not instruct client to proceed to MSWD for inquiry		5 mins.	Disbursing Officer/MTO Staff
Receive social pension/bonus	Release social pension/bonus		5 mins.	Disbursing Officer/MTO Staff
TOTAL:		None	15 minutes	