



MUNICIPALITY OF TUBIGON

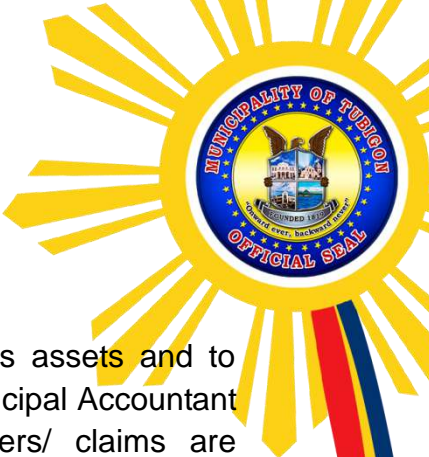
CITIZEN'S CHARTER





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





2. ISSUANCE OF OSCA ID

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		
<p>A. For issuance of New ID</p> <ol style="list-style-type: none">1. Application form duly accomplished2. Photocopy of any of the following” -Certificate of Live Birth (birth certificate) -Civil Registry Form No. 1A -Baptismal Certificate -Marriage Contract(for Married Women only) -Atleast 2 1x1 ID picture <p>B. For re-issuance of ID's For lost ID- same requirements as for issuance of new ID -For Damaged, illegible, and or old ID *Application form duly accomplished *The old/damaged/illegible ID *Aleast 2 1x1 picture -TRANSFEREES *Application from duly accomplished *the old ID issued by the OSCA of the previous place of residence *Certification from the OSCA head that the applicant has transferred residence . *atleast 2 1x1 picture</p>		OSCA OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Application form	Assist the applicant	None	5 minutes	Mary Jane S. Donio
Wait	Prepares the ID	None	5 minutes	Bes Necy S. Villaber
Wait	Submits prepared ID to OSCA Head for signature	None	2minutes	Bes Necy S. Villaber
Wait	Submit signed ID To Mayor for his Signature	None	10 minutes	Mary Jane S. Donio
Wait	Laminates ID		4 minutes	Mary Jane S. Donio
TOTAL:		None	31 minutes	

