



## Availment of Birthday Gift Incentive

Provision of a cash incentive as birthday gift to all bonafide elderly persons who are residents of General Santos City.

<b>Office or Division:</b>	City Social Welfare and Development Office - Community-Based Social Protection and Welfare Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	60 years old and above are bonafide residents of General Santos City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification (1 original copy)		Concerned Barangay		
2. Senior Citizens Identification Card with 3 specimen signatures (1 photocopy)		Applicant		
3. Picture of the beneficiary and authorized representative in one frame holding an updated calendar (1 printed copy)		Applicant		
4. Identification Card of the Authorized Person with 3 specimen signatures (1 photocopy)		Applicant		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Endorse the validated masterlist from LCR and Barangays and Certification from OSCA	1.1 Review and check completeness of the endorsed master list LCR and Barangay Certification  1.2 Prepare payroll of the grant	None	6 days	Social Welfare Officer IV CSWDO
<i>Note: Processing units refer to SP, CBO, CAcctgO, CTO, and CMO where documents are submitted for auditing, signature, and approval of the grant. Release of the grant shall take place at the Cash Division of CTO.</i>				
2. Beneficiary will secure claim stub	2.1 Schedule payout	None	10 minutes	Social Welfare Officer IV CSWDO

	2.2 Distribute claim stub			
3. Receive cash grant	Release of Birthday Gift Incentives	None	10 minutes	<i>Cashier IV</i> CTO
	<b>TOTAL</b>	None	6 days and 10 minutes	