



## Availment of Local Social Pension

The validation form is issued to the beneficiary of Republic Act No. 9994 or Act Granting Additional Benefits and Privileges to Senior Citizens.

<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 who are bonafide residents of General Santos City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. OSCA ID (1 photocopy)		Any photo printing shop		
2. Duly Filled-out Application Form (1 original copy)		Community-Based Social Protection and Welfare Services Division		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	Prepare a master list based on the approved waitlisted from DSWD and recommend a list of beneficiaries as to age prioritization based on local ordinance.	None	4 hours	<i>Social Welfare Officer IV</i> CSWDO
2. Present and submit documentary requirements to the frontline staff at the Barangay	2.1 Review, and check the completeness of the submitted requirements  2.2 Conduct Validation and verification of beneficiaries  2.2 Cross-matching of the	None	2 days	<i>Social Welfare Officer IV</i> CSWDO

	list of beneficiaries with the Local Civil Registrar's Office			
<i>Note: DSWD Fund: Approval of validation form as an application for social pension is under discretion of DSWD Central Office through endorsement of DSWD RO XII.</i>				
<i>Note: LGU Fund: Processing units refer to SP, CBO, CAcctg, CTO, CMO where documents are submitted for auditing, signature, and approval of the grant. Release of grant shall take place at the Cash Division of CTO.</i>				
1. Claim the grant	2.1 Contact client to inform the result of application for local social pension  2.2 Assist the release of local social pension to qualified beneficiaries	None	35 minutes	Social Welfare Officer IV CSWDO
	<b>TOTAL</b>	None	2 days and 4 hours 35 minutes	