Republic of the Philippines
Province of Albay
City of Tabaco

OFFICE OF SENIOR CITIZEN AFFAIRS

VISION

RECOGNIZING THE MULTIPLE CONTRIBUTIONS, TO NATION-BUILDING BY THE SENIOR CITIZENS, A UNIQUE SECTOR OF THE POPULATION, DURING THEIR PRIME YEARS, AND STILL CONTINUE TO SHARE THEIR EFFORTS AND GOD- GIVEN TALENTS TO THE COMMUNITY, THE OSCA ENVISIONS THE ENSURANCE OF DEVELOPING A PYSICAL AND SOCIAL SETTING THAT WOULD MEET THEIR NEEDS IN TERMS OF HUMAN DEVELOPMENT AND SERVICE DELIVERY, MAKING THEM STILL PRODUCTIVE, ACTIVE AND RESPONSIVE.

MISSION

DELIVER BENEFITS AND SERVICES, LOCAL AND NATIONAL, LOCAL AND NATIONAL, DUE THE ELDERLIES, FOR THE UPLIFT OF THEIR MENTAL, PHYSICAL AND SOCIAL DEVELOPMENT, IMPLEMENT AND MONITOR WORK PROGRAMS PURSUANCE TO THE OBJECTIVES OF RA 9994.

OBJECTIVES

TO EFFECTIVELY IMPLEMENT THE GOVERNMENT AGENCIES PROGRAM, PROJECTS AND SERVICES AND OTHER INITIATIVES GEARED AT EMPOWERING AND IMPROVING OF LIFE AND TOTAL WELL- BEING OF THE ELDERLY.

OSCA CITIZEN'S CHARTER

TABACO CITY

The (OSCA Office) is responsive to multifarious tasks assigned to it and the following salient frontline services offered;

1. Issuance of Senior Citizens ID
2. Issuance of Medicine/ Grocery Booklet for Senior Citizens
3. Burial Cash Assistance for Senior Citizens
4. Longevity Cash Gift for Senior Citizens
5. Social Pension for Senior Citizens
6. Octagenarian
7. Nonagenarian
8. Centenarian
9. Diamond Wedding

1. *Issuance of Senior Citizens ID*

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(Proof of status as Senior Citizens (Birth Certificate, Baptismal Certificate, Voters ID/Certification, Postal ID, Driver's License or any other government issued Document indicating the date of birth)* ** Residence Certificate* ** Duly accomplished application form 2 pcs 1"x1" ID picture*	

CLIENTS STEPS	(Department) ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(What the client does)	*(What the office does)*	*(How much they need to pay)*	*(How long each step takes)*	*(Name of the person handling the step)*
1. A.Clients will be ask to comply some requirements and fill up the Senior Citizens application form B. Encoding and Printing of Senior Citizens ID C. Review and signature by the OSCA HEAD.	OSCA OFFICE	No Fees	3-5 mins.	Agnes Bragais, Irma Belir & Jean Miraflores

2. Issuance of Medicine/ Grocery Booklet for Senior Citizens

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
OSCA ID	

CLIENTS STEPS	(Department) ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(What the client	*(What the*	*(How much they*	*(How long each*	*(Name of the*
Clients will request for the booklet and present their Senior Citizens Id	OSCA OFFICE	No Fees	2-3 mins.	Marcial Brizuela

3. Burial Cash Assistance for Senior Citizens

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
** Death Certificate (4 copies)* ** Barangay Certificate of Residency of the Claimant (4 Copies)* ** Certification from BASCA President* ** Senior Citizens ID (Back to Back photocopy) (4 copies)* ** Claimant's ID (Back to Back photocopy) (4 copies)*	

CLIENTS STEPS	(Department) ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(What the client	*(What the*	*(How much they*	*(How long each*	*(Name of the*
1. A.Clients will be ask to comply some requirements and fill up the Senior Citizens application form B. Encoding and Printing of Senior Citizens ID C. Review and signature by the OSCA HEAD.	OSCA OFFICE	No Fees	N/A	Agnes Bragais, Irma Belir

4.Longevity Cash Gift for Senior Citizens

Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Senior Citizens ID	

CLIENTS STEPS	(Department) ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(What the client	*(What the*	*(How much they*	*(How long each*	*(Name of the*
3. A. Client should be a duly Senior Citizen and a BASCA (Barangay Senior Citizens Association) member from their respective barangay B. Client will be advise to wait if the monthly longevity cash gift payrolls and other documents be made and process	OSCA OFFICE	No Fees	N/A	Richard Sales & Christian Buela, Aileen Santiago

5. Social Pension for Senior Citizens

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photo copy of thier Senior Id with signature	

CLIENTS STEPS	(Department) ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(What the client	*(What the*	*(How much they*	*(How long each*	*(Name of the*
4. A. Clients should be interviewed for applying for social pension B. Clients will be advise if he/she is qualified to be a social pensioner	OSCA OFFICE	No Fees	N/A	Office Personel

6. Octagenarian

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Photo Copy of claimant Senior Citizen Id. *B. Photo Copy of Birth Certifiate PSA, if not available , copy of Birth Certificate issuesed by the Local Civil Registrar (LCR)* *C. Copy of any issued Govt. ID, (PRC, LTO, GSIS, SSS, COMELEC Voters Id, PHIL PASSPORT, ETC.)* *D. Barangay Residency Certificate*	

CLIENTS STEPS	(Department) ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(What the client does)	*(What the office does)*	*(How much they need to pay)*	*(How long each step takes)*	*(Name of the person handling*
Tabaco Senior Citizens who reaches the age of 80 and 85 years of age.	OSCA OFFICE	No Fees	N/A	Teresa Celeste & Irma Belir

7. Nonagenarian

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Photo Copy of claimant Senior Citizen Id. *B. Photo Copy of Birth Certifiate PSA, if not available , copy of Birth Certificate issuesed by the Local Civil Registrar (LCR)* *C. Copy of any issued Govt. ID, (PRC, LTO, GSIS, SSS, COMELEC Voters Id, PHIL PASSPORT, ETC.)*	

CLIENTS	(Department)	FEES TO BE PAID	PROCESSING	PERSON
(What the client	*(What the*	*(How much they*	*(How long each*	*(Name of the*
Tabaco Senior Citizens who reaches the age of 90 and 95 years of age.	OSCA OFFICE	No Fees	N/A	Teresa Celeste & Irma Belir

8. Centenarian

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Photo Copy of claimant Senior Citizen Id. *B. Photo Copy of Birth Certifiate PSA, if not available , copy of Birth Certificate issuesed by the Local Civil Registrar (LCR)* *C. Copy of any issued Govt. ID, (PRC, LTO, GSIS, SSS, COMELEC Voters Id, PHIL PASSPORT, ETC.)* *D. Barangay Residency Cert*	

CLIENTS	(Department)	FEES TO BE PAID	PROCESSING	PERSON
(What the client	*(What the*	*(How much they*	*(How long each*	*(Name of the*
Tabaco Senior Citizens who are reaches at the age of 100 years of age	OSCA OFFICE	No Fees	N/A	Teresa Celeste & Irma Belir

9. Diamond Wedding

Office or Division:	Office of Senior Citizens Affairs (OSCA)
Classification:	*Simple Transaction*
Type of Transaction:	G2G
Who may avail:	Senior Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. PSA Copy of Marriage Contract *B. Barangay Residency Certificate of spouses.* *C. One valid Government issued identification card for both spouses* *D. Latest photo of couple together, whole body* *E. Notarized affidavit of undertaking that there are no pending cases filed for annulment or Legal Separation by the spouses.*	

CLIENTS	(Department)	FEES TO BE PAID	PROCESSING	PERSON
(What the client	*(What the*	*(How much they*	*(How long each*	*(Name of the*
To couples who have been legally married for fifty (50) years.	OSCA OFFICE	No Fees	N/A	Richard Sales & Christian Buela, Aileen Santiago

Noted by:

JEAN MIRAFLORES
OSCA HEAD

OSCA SCOREBOARD

STATUS OF ACCOMPLISHMENT

ACTIVITY / PROGRAMS	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.
1. SENIOR ID												
2. BOOKLET												
3. BURIAL												
4. BIRTHDAY CASH GIFT												
5. DSWD SOCIAL PENSION												
6. PROVINCIAL PENSION												
7. GOLDEN WEDDING												
8. DIAMOND WEDDING												
9. OCTO AND NONAGENARIAN (CITY)												
10. OCTO AND NONAGENARIAN(NCSC)												
11. SOC. PEN CITY												

LEGENDS	
NOT YET ACCOMPLISH	RED
ONGOING	YELLOW
ACCOMPLISHED	GREEN

OSCA ACTIVITY FOR THE MONTH OF

OCTOBER, 2026

DATE	ACTIVITY
1	HOLY MASS FOR FILIPINO ELDERLY WEEK
2-5	SOC PEN PAYOUT(NATIONAL)
7	ELDERLY WEEK CELEBRATION
15	SOC PEN PAYOUT (LGU)
21	OCTOGENARIAN, NONAGERNARIAN PAYOUT (NCSC)

OSCA OFFICE UPDATED PROFILE :

oscatabacocity@gmail.com