



APPLICANT'S INFORMATION SHEET
PANG-APLIKANTENG TALAAN NG IMPORMASYON

Petsa: ____ / ____ / ____
 MM / DD / YYYY

Full Name (Buong Pangalan): _____
 Last Name (Apelyido), First Name (Pangalan) Ext. Middle Name (Gitnang Apelyido)

Address (Tirahan): _____
 House/Lot/Block/Building No. Street/Road/Avenue Purok/Subd./Village Barangay

Birthdate (Kaarawan): ____ / ____ / ____ **Age (Edad):** ____ **Sex (Kasarian):** Male (Lalaki) Female (Babae)
 MM / DD / YYYY

Place of Birth (Lugar Ng Kapanganakan): _____ **Religion (Relihiyon):** _____

Nationality (Nasyonalidad): _____ **Mobile No.:** 09 _____ - _____ - _____

Education (Edukasyon): _____ **Occupation (Hanap Buhay):** _____

Civil Status (Katayuang Sibil): Walang Asawa Kasal Hiwalay Sa Asawa Balo

Pension (Pensyon): SSS GSIS Veterans Iba Pa _____ Wala

Health Status (Kalagayang Pangkalusugan):

Physically Fit (Walang Karamdaman)

Frail / Sickly (May Karamdaman)

PWD (May Kapansanan)

Bedridden (Nakaratay)

Sickness (Anong Karamdaman): _____

PWD ID No.: _____

Disability (Anong Kapansanan): _____

Resident of Muntinlupa Since (Residente ng Muntinlupa simula) : ____ / ____ / ____
 MM / DD / YYYY

Miyembro Ng Pamilya:

Full Name (Pangalan) (Last Name, First Name Middle Name)	Age (Edad)	Relationship (Relasyon)	Civil Status (Katayuang Sibil)	Education (Edukasyon)	Occupation (Hanap Buhay)

I certify that the information I have provided above is true and correct. (Ako ay nagpapatotoo na ang mga impormasyon na aking isinaad sa itaas ay totoo at tama.)

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws. (Nabasa ko ang form na ito, naunawaan ang mga nilalaman nito at pumayag sa pagproseso ng aking personal na data. Naiintindihan ko na ang aking pagsang-ayon hindi pinipigilan ang pagkakaroon ng iba pang pamantayan para sa legal na pagproseso ng personal na data, at hindi isinusuko ang alinman sa aking mga karapatan sa ilalim ng Data Privacy Act of 2012 at iba pang naaangkop na batas.)

Signature over printed name of Senior Citizen
 (Lagda sa Ibabaw ng Pangalan ng Senior Citizen)

Signature over printed name of the Representative of Senior Citizen
 (Lagda sa Ibabaw ng Pangalan ng Kinatawan ng Senior Citizen)

Para sa OSCA STAFF:

OSCA ID # : _____

ID

New (Bago)

Replacement (Nagpapapalit)

Transferee (Lumilipat)

MEDICINE BOOKLET

New (Bago)

Replacement (Nagpapapalit)

BASIC NECESSITIES & PRIME
 COMMODITIES BOOKLET

New (Bago)

Replacement (Nagpapapalit)

BILANG: _____

MGA REQUIREMENTS

FOR NEW APPLICANT OF SENIOR CITIZEN ID (PARA SA BAGONG APLIKANTE NG SENIOR CITIZEN ID):

- 1. **Fully accomplished Applicant's Information Sheet** (Napunang Pang-aplikanteng Talaan ng Impormasyon)
- 2. **Original and Photocopy of one (1) document, any of the following:** (Kopya ng isang (1) dokumento, alinman sa mga sumusunod):
 - ✓ Birth Certificate
 - ✓ Marriage Contract (with indicated date of birth)
 - ✓ Passport
- 3. **Original and Photocopy of one (1) valid ID showing residence in Muntinlupa City, any of the following:** (Kopya ng isang (1) valid ID na nakasaad ang tirahan sa lungsod ng Muntinlupa, alinman sa mga sumusunod):
 - ✓ National ID PVC / Temporary Card
 - ✓ Driver's License (showing residence in Muntinlupa City)
 - ✓ Philhealth ID (showing residence in Muntinlupa City)
 - ✓ Postal ID
 - ✓ UMID ID (SSS/GSIS)
 - ✓ PWD ID
 - ✓ Voter's Certification (1 year upon issue)
 - ✓ Muntinlupa Care Card
 - ✓ Veterans ID
 - ✓ Government Employee's ID

ADDITIONAL DOCUMENT FOR 61 YEARS OLD AND ABOVE, ANY OF THE FOLLOWING: (KARAGDAGANG DOKUMENTO PARA SA MGA EDAD 61 O HIGIT PA, ALINMAN SA MGA SUMUSUNOD:)

- ✓ **Original Senior Citizen ID from the previous City/Municipality/Province** (Orihinal na Senior Citizen ID mula sa dating Lungsod/Probinsya)
- ✓ **Original Certificate of Cancelation** (2 months upon date of issue)
- ✓ **Certificate of No Record issued by OSCA from previous City/Municipality/Province** (2 months upon date of issue)
- ✓ **COMELEC Certificate / Voter's Verification Slip/ Muntinlupa Care Card** (kung ang senior ay nagka edad ng 61 sa lungsod ng Muntinlupa at hindi nanggaling sa ibang Lungsod) **Note* Home visit / validation is required if unable to present Voter's certificate or care card.**

ADDITIONAL DOCUMENTS FOR DUAL CITIZEN (KARAGDAGANG DOKUMENTO PARA SA MGA DUAL CITIZEN):

- ✓ **Certificate of Oath of Allegiance**
- ✓ **Original and Photocopy of Philippine Passport** (with date of arrival stamp)
- ✓ **Must have at least six (6 months) residency in the Philippines (Muntinlupa City)** - Based on RA 9994/Implementing Rules and Regulation (IRR)

ADDITIONAL DOCUMENTS FOR EMPLOYEE WHO ARE RESIDING AND/OR ARE USING THE ADDRESS OF THEIR EMPLOYER (KARAGDAGANG DOKUMENTO NG EMPLEYADONG NAKATIRA AT GUMAGAMIT NG TIRAHAN NG KANILANG EMPLOYER)

- 1. **Original Certificate of employment from the employer allowing the employee to use his/her address** (Orihinal na Certificate of employment na galing sa employer na nagpapahintulot na gamitin ang kanyang address)
- 2. **Copy of one (1) valid ID of the employer with Muntinlupa City address** (Kopya ng isang (1) valid ID ng employer na nakasaad ang tirahan sa lungsod ng Muntinlupa)

FOR REPLACEMENT OF SENIOR CITIZEN ID (PARA SA MGA MAGPAPALIT NG SENIOR CITIZEN ID):

- 1. **Fully accomplished Applicant's Information Sheet** (Pang-aplikanteng Talaan ng Impormasyon)
- 2. **Original senior citizen**
- 3. **Copy of one (1) valid ID** with Muntinlupa City address of the Senior Citizen (for replacement of ID issued on/or before 2012 and if there is *data correction*, presenting a valid ID/Document is needed)
- 4. **₱50** (kung PVC ID ang papalitan o nawala)

FOR LOST SENIOR CITIZEN ID (PARA SA MGA NAWALA ANG SENIOR CITIZEN ID):

- 1. **Fully accomplished Applicant's Information Sheet** (Pang-aplikanteng Talaan ng Impormasyon)
- 2. **Notarized (Notaryadong) Affidavit of Loss** (for lost ID)
- 3. **Copy of one (1) valid ID** with Muntinlupa City address of the Senior Citizen
- 4. **₱50** (kung PVC ID ang papalitan o nawala)

ADDITIONAL DOCUMENTS FOR SENIORS CITIZEN'S REPRESENTATIVES (KARAGDAGANG DOKUMENTO PARA SA KINATAWAN NG SENIOR CITIZEN)

- 1. **Medical Certificate / Certificate of confinement / Medical abstract - proof that senior citizen cannot go to OSCA office due to medical condition/s such as but not limited to: bedridden, PWD or confined in hospital / shelter.**(Katunayan na hindi maaring makapunta ang senior citizen sa opisina ng OSCA dahil sa kondisyong medical)
- 2. **One (1) 2x2 picture of the senior citizen with white background** (Isang (1) 2x2 na larawan ng senior na may puting background)
- 3. **3 signatures or thumbmark of the applicant on a clean bond paper** (3 lagda o thumbmark ng aplikante sa malinis na bond paper)
- 4. **Original Authorization Letter** (Orihinal na Authorization letter)
- 5. **Personal Appearance and Copy of one (1) valid ID of the representative** (Kopya ng isang (1) valid ID ng kinatawan)

Remarks:

Verified by:

Lagda sa ibabaw ng Pangalan / Petsa

Encoded by:

Lagda sa ibabaw ng Pangalan / Petsa

Printed Senior Citizen ID by:

Lagda sa ibabaw ng Pangalan / Petsa

Printed Senior Citizen Booklet/s by:

Lagda sa ibabaw ng Pangalan / Petsa

Approved by:

ZENAIDA M. CELESTINO, RN MAN
Acting Head