







| <b>Issuance of Senior Citizen's ID Card</b>   |                   |  |
|---|-------------------|--|
|    | Department :      | City Social Welfare & Development Office |
|    | Division :        | Special Social Services Division – CIU   |
|    | Location :        | New City Hall, Casisang, Malaybalay City |
|    | Division Chief :  | Ms. Arlene G. Sanchez                    |
|    | Department Head : | Ms. Virginia I. Flores                   |
|    | Contact Number :  | 088-813-3054                             |
| <b>Service Description</b>  |                   |  |
| <p>The office of Senior Citizens Affairs issues local and national identification cards to registered senior citizens in the City of Malaybalay to be able to avail of discount privileges.</p> |                   |  |

**CLIENT GROUP** : Senior Citizens

 **SERVICE SCHEDULE** : Monday - Friday (8:00 am-5:00 pm)

 **TOTAL PROCESSING TIME:** 30 minutes

 **TOTAL FEES** : None

 **REQUIREMENTS** :

- Photocopy of Birth Certificate / Baptismal Certificate,
- 2 pcs. 1X1 picture
- Affidavit of loss, for lost ID Cards