



5) Application for DSWD's Social Pension for Indigent Senior Citizens

It is a program of the Department of Social Welfare and Development (DSWD) for indigent Senior Citizens. The QC Government and OSCA coordinate and only assist DSWD in the application process and payout of this program.

Office or Division:	SOCIAL PENSION SECTION			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	For indigent Senior Citizens of Quezon City who are frail, sickly or with disability and without pension or permanent source of income, compensation or financial assistance from relatives to meet their food and medicine needs as determined by DSWD-NCR Field Office.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
DSWD Senior Citizen's Social Pension Application Form and Original Senior Citizen's QCitizen ID			Office for the Senior Citizens' Affairs	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a) Fully accomplished application form and present the original QCitizen ID	a) Encode the SC's infos on record and explain the process	None	10 Minutes	OSCA Social Pension Section Evaluator / Encoder
b) Wait the DSWD/SSDD Social Worker at home	b) Visit applicant for house validation	–	Within 6 Months	DSWD-NCR Field Office Staff / SSDD
c) Received a message from DSWD and/or OSCA if eligible	c) Approved are included on the payroll list	–	Within 6 Months	DSWD-NCR Field Office and OSCA
d) Notified by OSCA or Brgy. for requirement to receive the pension	d) Informing of schedule and venue of pay-out	–	Within 3 Months	OSCA and designated Barangay
e) Availing the amount on appropriated period	e) Pay-out by DSWD Paymaster and QC Treasury	–	Within a Day	Barangay, DSWD-NCR & QC / OSCA
END OF TRANSACTION		TOTAL:	About a Year*	

***NOTE:** The OSCA only accepts applications and DSWD is the final assessment and approval if an indigent Senior Citizen is qualified. Not all eligible indigent Senior Citizens will be immediately qualified for DSWD Social Pension as it is only based on currently available funds for the program and priority list depending on age group or health status.