



	are released and claimed.			
Total			10 minutes	

### RELEASING OF FINANCIAL ASSISTANCE FOR THE BEREAVED FAMILY OF DECEASED SENIOR CITIZEN

The QC Death Benefits Welfare Assistance is a financial assistance program of the city government for the bereaved family of the senior citizens of the city in accordance with the City Ordinance SP-2544, series of 2016. The application for this financial assistance should be within three (3) months AFTER the death of the QC-resident Senior Citizen.

<b>Office or Division:</b>	Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All Quezon City's bereaved family of deceased senior citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>Duly-accomplished claim stub from Office of the Senior citizen affair <u>OSCA</u>.</li> <li>Original OSCA ID of the deceased senior citizen and the I.D of the person processing the application</li> </ol>		Office of the senior citizen affair		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<ol style="list-style-type: none"> <li>Proceed to Cash Division's window number 1 to 5.</li> <li>Presents claim stub from the OSCA after they submitted those documents required by the said department.</li> </ol>	<ol style="list-style-type: none"> <li>Accept the approved claim stub and verify the validity of the documents.</li> <li>Verify if the name of the beneficiary is indicated in the payroll register.</li> <li>Release the cash to the authorized representative.</li> </ol>		10 minutes	Cashier/Paymaster
Total			10 minutes	

### RELEASING OF QUEZON CITY LIVING CENTENARIAN RECOGNITION AWARDS AND BENEFITS

Those legitimate city residents aged 100- years and older will received benefits of ₱ 100,000.00 (one time), monthly allowance of ₱1,000.00, annual birthday gift of ₱1,000.00 from the paymasters at the cash division's windows.

<b>Office or Division:</b>	Cash Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen
<b>Who may avail:</b>	All Quezon City resident aged 100-year-old and above



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly-accomplished claim stub from Office of the Senior citizen affair OSCA		Office of the Senior Citizens Affair		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Cash Division's window number 1 to 5.  2. Presents claim stub from the OSCA after they submitted those documents required by the said department.	1. Accept the approved claim stub and verify the validity of the documents.  2. Verify if the name of the beneficiary is indicated in the payroll register.  3. Release the cash to the authorized representative.		10 minutes	Cashier/Paymaster
Total			10 minutes	

#### RELEASING OF SALARIES OF CONTRACTUAL AND/OR JOB ORDER EMPLOYEES THAT HAS NO ATM CARDS

Those new employees of certain department of the Quezon City hall that has no issued ATM cards should proceed to the Cash Division's paymasters to get their salaries.

<b>Office or Division:</b>	Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All Quezon City Hall employees that has no ATM card yet			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present Quezon City Hall Issued I.D		Their respective departments		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Cash Division's window number 1 to 5.  2. Presents their government issued I.D	1. Accept the required documents ( e.g Government issued I.D).  2. Verify if the name of the beneficiary is indicated in the payroll register.  3. Release the cash to the employee himself.		10 minutes	Cashier/Paymaster
Total			10 minutes	