

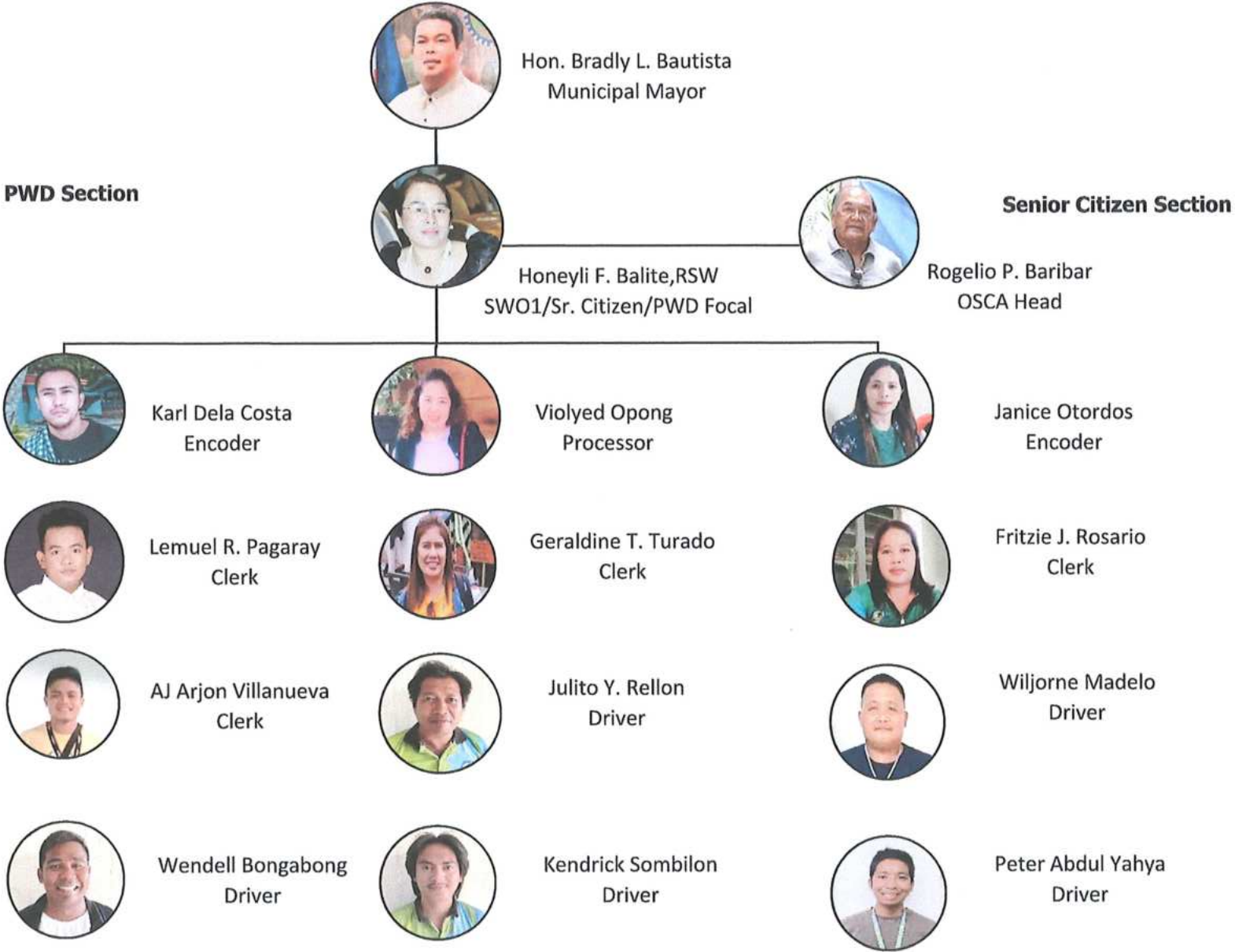


REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO OCCIDENTAL
MUNICIPALITY OF MALITA

OFFICE OF THE SENIOR CITIZENS AFFAIR

CITIZEN'S CHARTER

OSCA/PWD ORGANIZATIONAL CHART





LOCAL GOVERNMENT OF MALITA
Province of Davao Occidental

FUNCTIONAL CHART

OFFICE OF THE SENIOR CITIZEN AND PWD

- Formulate and implement policies, plans and programs for the promotion of the welfare of Senior Citizen and Persons with Disability in coordination with concerned national and local government agencies.
- Ensure representation of Senior Citizens and persons with disabilities in the local development councils and other special bodies.
- To plan, develop, implement, consolidate, and monitor yearly work programs in pursuance of the objectives of the Act and its Rules.
- Manage and oversee the efficient operations of the Senior Citizens and Persons with Disabilities Affairs Office and general supervision of its personnel.
- Develop and Submit to the concerned municipal/city mayor or governor an Annual Work and Financial Plan
- To maintain and regularly update on a quarterly basis the list of senior citizens and to issue national uniform individual identification cards and purchase booklets, free of charge, which shall valid anywhere in the country.

OPERATION AND PROGRAMS SERVICES

1. Disseminate information including, but not limited to, programs and activities for Senior Citizens and Persons with Disability.
2. Facilitate the Social pension program target beneficiaries, enrollment cancellation and updating of senior citizen database
3. Recommend and enjoin the participation of nongovernment organizations (NGOs) and Peoples Organizations (POs) in the implementation of all Senior Citizens and Persons with Disability
4. Ensure implementation, monitoring and evaluation of program and services for Senior Citizens and PWDs
5. To monitor the compliance of the provision of the Act and its Rules particularly the grant of special discounts and privileges to senior citizens and PWDs

ADMINISTRATIVE SUPPORT

1. Planning and formulation/development of programs, concerning mainstreaming the disability perspective in the local government units' projects and activities and development of Senior Citizens and Person with Disability.
2. Gather and compile relevant data on Senior Citizens and Person with Disability
3. Monitoring of Senior Citizens and person with disabilities in Barangays.
4. Perform such other functions as may be necessary for the promotion and protection of the welfare of the Senior Citizens and PWDs.
5. Assist in day to day operations and maintain updated database on Senior Citizens and Persons with Disability and ensure its availability



OFFICE OF THE SENIOR CITIZENS AFFAIRS
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

MISSION

To provide exceptional service to our elderly and ensure social protection, including granting discounts and benefits, recognizing their rights, and involving the family, community and government.

VISION

To provide comprehensive assistance and resources to improve the well-being and quality of life of the elderly by encouraging independence, dignity, and social connection. We strive to establish a loving environment that supports physical, mental, and emotional wellbeing, allowing seniors to thrive and continue to make important contributions to society.



OFFICE OF THE SENIOR CITIZENS AFFAIRS
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

CITIZEN'S CHARTER

Welfare for Elderly	Budget from the Local Government Unit and Laws and Provision for welfare for elderly such as but not limited on the following: <ol style="list-style-type: none">1. Republic Act 9994 (An Act granting additional benefits and privileges to Senior Citizen amending for the purpose Republic Act No. 7432)2. Republic Act 7432 (An Act to maximize the contribution of senior citizen to nation building, grant benefits and special privilege)3. 1978 Philippine Constitution, Article XV, Section 44. Presidential Proclamation 479, Series of 1994 declaring the first week of October of every year as Elderly Filipino Week5. RA 9257 Expanded Senior Citizens Act of 20036. Republic Act 11350 (An Act Creating the National Commission of Senior Citizens, Providing for its Functions, Abolishing the National Coordinating Council and Monitoring Board, Amending for the Purpose Republic Act No. 7432, as Amended, and Appropriating Funds)
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Description	To assist and coordinate with the DSWD on the implementation of Social Pension Program for Indigent Senior Citizens in order to improve the living condition of eligible indigent senior citizens.
Specific Functions	<ol style="list-style-type: none"> 1. Manage and coordinate the local implementation of the Social Pension Program; 2. Conduct orientation, advocacy activities, meetings on Social Pension to the LGUs stakeholders, Office of the Senior Citizens Affairs (OSCA), and the senior citizen's organizations on their role and responsibilities in the program; 3. Monitor implementation and respond to urgent concerns of the BLGUs; 4. Collect and consolidate BLGU/OSCA program reports and submit to the Program Management Bureau quarterly; 5. Submit monthly physical accomplishment and financial report on the utilization of funds to the DSWD.
Key Result Areas	<ol style="list-style-type: none"> 1. Responsive technical assistance provided to intermediaries 2. Effective Social Pension program implementation 3. 100% utilization of funds based on allocation

Issuance of Identification Card and Purchase Booklet for Senior Citizens and Persons with Disabilities.

Qualified Senior Citizens and Persons with Disabilities are issued OSCA/PWD identification cards and medical/ grocery booklets to avail the benefits of Republic Act 9257 such as:

- o Free medical & dental diagnostic laboratory service in all government facilities 20% discount in purchase of medicines
- o 20% discount in hotels, restaurant, recreation centers, funeral parlors, and similar establishments
- o 20% discount in theaters, cinema houses and concert trails, etc.
- o 20% discount in fare for domestic, air, sea travel and public land transportation.



PERSONS WITH DISABILITY
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

MISSION

To advocate all person with disabilities individual rights and awareness/knowledge stated in RA 7277 otherwise known as the "Magna Carta for Persons with Disability as amended and for other purposes.

VISION

"A society of empowered Persons with Disability, live a self-determined life, actively contributes and participate in Nation Building.



PERSONS WITH DISABILITY
LOCAL GOVERNMENT UNIT OF MALITA
PROVINCE OF DAVAO OCCIDENTAL

CITIZEN'S CHARTER

<p>Welfare for Persons with Disabilities</p>	<ul style="list-style-type: none">• Budget from the Local Government Unit and Laws and Provision for welfare for persons with disabilities such as but not limited on the following:• Republic Act 7277 (Magna Carta for Disable Person)• BP 344 (Accessibility Law)• Republic Act 6759 (Declaring August 1 of every year in recognition of the visually impaired PWD)• Republic Act 10754 (Expansion of the benefits and privileges of PWD in the Philippines)
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Programs and Services for PWD

The Office of the MSWD provides the following services:

- Information Dissemination on Disability Prevention
- Assistance for Physical Restoration
(Provision of PWD Devices)
- Social and Vocational Preparation for Employment
Services (Message Training and Sustainable Livelihood Projects)
- After Care and Follow-up Services
- Provide Identification Card to PWD member
- Conduct home visitation and provide counselling.
- Case Management
- Functionality of PWD Association Referral to other agencies

PROCESS FLOW

Steps	Response Time	Documents Required	Accountable Person	Office Location
1. Conduct Interview/Intake	5 – 10 minutes	Application form, Medical Certificate (for PWD), Barangay Certification of Residency, Picture (1x1 pc and 1pc 2x2), Valid Identification card or Birth Certificate or any valid documents or identification cards.	OSCA (for Senior Citizen) PDAO (for PWD) OSCA/PWD Personnel and Staff	Senior Citizen Day Center
2. Client waits while staff prepare OSCA ID/PWD ID, Medical and Grocery Booklets	15 – 30 minutes	Application form and other pertinent documents	OSCA/PWD Personnel and Staff	Senior Citizen Day Center (for PWD – PWD section)
3. Releasing of OSCA ID/PWD ID, Medical and Grocery Booklets	5 – 10 minutes	Logbook signed	OSCA/PWD Personnel and Staff	Senior Citizen Day Center (for PWD – PWD section)
4. PWD Referral and assist to partner agencies	1 day	Birth Certificate, PhilHealth Card, Power of Attorney in the absence of parents	OSCA/PWD Personnel and Staff	Senior Citizen Day Center (for PWD – PWD section)
5. OSCA/PWD Case Management	1 day	Concern citizens referral cause of maltreatment, abuse etc...	Focal Person	Senior Citizen Day Center