



7) D.B.W.A. for the Relative of the Deceased Senior Citizens of Quezon City

The DBWA is a financial assistance amounting to Php5,000.00 for the relative of a deceased senior citizen registered with OSCA of Quezon City if he or she has died within the past three (3) months.

Office or Division:	DEATH BENEFITS WELFARE ASSISTANCE SECTION	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Relative of the deceased Senior Citizen in Quezon City	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Fully accomplished S.C. Death Benefit Welfare Assistance Application Forms – 2-Copies (a printable form is also available online)		Office for the Senior Citizens' Affairs (https://quezoncity.gov.ph...pdf)
Decedent's Original QCitizen ID or OSCA Card – 1-Original & 3-Photocopies		https://qceservices.quezoncity.gov.ph
Decedent's Death Certificate – 1-Original & 1-Photocopy		Local Civil Registry Office
Decedent's CENOMAR from PSA (for single senior citizen) – 1-Original & 1-Photocopy		Philippine Statistics Authority
Claimant's Valid ID* (preferably QCitizen ID) – 1-Original & 2-Photocopies		https://qceservices.quezoncity.gov.ph
<u>ADDITIONAL REQUIREMENTS FOR CLAIMANT</u>		
Surviving Spouse: • Claimant's Marriage Certificate – 1-Original & 2-Photocopies		Philippine Statistics Authority or Local Civil Registry Office
Child: • Death Certificate of Decedent's Spouse – 1-Original & 2-Photocopies • Claimant's Birth Certificate – 1-Original & 2-Photocopies • Affidavit of Undertaking and Commitment – 1-Original & 2-Photocopies (a printable form is also available online)		Philippine Statistics Authority or Local Civil Registry Office Office for the Senior Citizens' Affairs (https://quezoncity.gov.ph...pdf)
Parent: • Decedent's Birth Certificate – 1-Original & 2-Photocopies		Philippine Statistics Authority or Local Civil Registry Office



<ul style="list-style-type: none"> • Affidavit of Undertaking and Commitment – 1-Original & 2-Photocopies (a printable form is also available online) 	Office for the Senior Citizens' Affairs https://quezoncity.gov.ph...pdf
<p>Sibling (Brother or Sister):</p> <ul style="list-style-type: none"> • Claimant's Birth Certificate – 1-Original & 2-Photocopies • Decedent's Birth Certificate – 1-Original & 2-Photocopies • Affidavit of Undertaking and Commitment – 1-Original & 2-Photocopies (a printable form is also available online) 	Philippine Statistics Authority or Local Civil Registry Office Office for the Senior Citizens' Affairs https://quezoncity.gov.ph...pdf
<p>Grandchild:</p> <ul style="list-style-type: none"> • Death Certificates of the deceased relatives above – 1-Original & 2-Photocopies • Claimant's Birth Certificate – 1-Original & 2-Photocopies • Decedent's Birth Certificate – 1-Original & 2-Photocopies • Affidavit of Undertaking and Commitment – 1-Original & 2-Photocopies (a printable form is also available online) 	Philippine Statistics Authority or Local Civil Registry Office Office for the Senior Citizens' Affairs https://quezoncity.gov.ph...pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a) Fully accomplished application form and present appropriate requirements	a) Review the Senior Citizen's infos, docus and explain the process	None	10 Minutes	D.B.W.A. Section Evaluator
-	b) Validate attached requirements received and appropriate funds	-	Within 2 Months	OCM, Budget, Accounting and Treasury Department
c) Notified that the funds are available to release	c) Inform beneficiary the requirements to receive claim	-	<i>(via call and / or text messaging)</i>	D.B.W.A. Section
d) Availed the Php5,000 and sign the payroll	d) Issue the Claim Stub to release	-	10 Minutes	DBWA Sec'tn & Treasury Dept.
END OF TRANSACTION		TOTAL:	About 2 Mos.	