



Persons with Disability Affairs Office (PDAO)

External Services

1. Issuance of Identification Card to Persons with Disability (PWD)

- PDAO prepares and issues identification card to PWDs and pursuant to laws and for them to use in availing services of other partner agencies intended for their welfare.

Office or Division:	PERSONS WITH DISABILITY AFFAIRS OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	PWDs who are residents of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Requirements of PWD I.D:				
1. Certificate of Disability/ Medical Certificate indicating type of disability, 1 original copy		Attending Physician of client		
2. 2 pcs 1x1 I.D picture(recent)		Photo Studio & Client		
3. Birth Certificate of PWD, 1 photocopy		LCR/PSA		
4. Barangay Certificate of Residency, 1 original copy		Barangay Hall concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements:	1.1 Receive, check and assess the completeness and the correctness of the documents submitted by the client	None	15 minutes	PDAO
2. Fill up the application form	2.1 Accept and check the correctness of information in the application form	None	5 minutes	PDAO
3. Wait for the processing and release of the official I.D.	3.1 Prepare I.D with correct entry of client's information and process for the signature of the LCE	None	10 minutes	PDAO
	3.2 Entry/register the I.D in the office Log book	None	5 minutes	PDAO
4. Claim the I.D	4.1 Issue I.D to client	None	1 minute	PDAO
	4.2 Administers Client Satisfaction Survey	None	5 minutes	PDAO
TOTAL			41 minutes	

2. Issuance of Medical Booklet and Grocery Booklet to PWDs

- PDAO prepares and issues Medical and Grocery booklets to PWDs to avail their privileges and benefits provided by concern agencies (Public and Private) as mandated by the law for the PWDs and Older Persons such as R.A 9994, R.A 7727, R.A 9442 and other related laws.

Office or Division:		PERSONS WITH DISABILITY AFFAIRS OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		PWDs only who are residents of the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PWD I.D, original		PDAO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present PWD I.D	1.1 Check I.D as to its authenticity	None	5 minutes	PDAO
2. Wait for the preparation of Booklets for Medicine & Grocery	2.1 Prepare the Medical and Grocery booklets with correct entry of client's information and process for the signature of the LCE & PDAO	None	10 minutes	PDAO
	2.2 Entry/register the medical and grocery booklets in the Log book	None	5 minutes	PDAO
3. Claim the Medical and grocery booklets	3.1 Issue the Medical and Grocery booklets to client	None	1 minute	PDAO
	3.2 Administers Client Satisfaction Survey	None	5 minutes	PDAO
TOTAL:			26 minutes	