



39. ISSUANCE OF IDENTIFICATION CARDS - PERSONS WITH DISABILITY (PWD)

Office or Division:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Any individual with following type of disability: a. Mental Disability b. Intellectual Disability c. Deaf/Hard of Hearing Disability d. Psychosocial Disability e. Visual Disability f. Speech and Language Impairment g. Physical Disability h. Orthopedic (Musculoskeletal) Disability i. Multiple Disabilities j. Learning Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate of Children (photocopy)		PSA		
Recent ID picture (1x1 colored, 2 pieces)		To be secured by the Client		
Medical Certificate (Original Copy)		To be secured by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Writes/signs in the client's logbook	Assists the client and make sure that the logbok has been properly filled up with Signature	none	3 minutes	Leslie Joan B. Llamas
2. Accomplishes the Philippine Registry Form for Persons with Disability (Ver. 2.0)	Administers the Philippine Registry Form for Persons with Disability (Ver. 2.0)	none	10 minutes	Leslie Joan B. Llamas
	Encodes data and issues identification card	none	5 minutes	Leslie Joan B. Llamas
3. Receives the PWD ID	-end of transaction-			
TOTAL		none	13 minutes	