



#### 40. ISSUANCE OF PURCHASE BOOKLET

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Senior Citizens (SC) and Persons with Disability (PWD)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
SC or PWD Identification Card issued by the Local Government Unit (LGU)		Office of the Municipal Social Welfare and Development Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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. Presents the SC and/or PWD Identification card	Issues Purchase Booklet	none	5 minutes	Leslie Joan B. Llamas
3. Receives the Purchase Booklet	-end of transaction-			
<b>TOTAL</b>		<b>none</b>	<b>8 minutes</b>	