



## **City Social Welfare and Development - Person with Disabilities (PWD) Extension Office**

### **External Services**

## 1. Issuance of PWD ID and Purchase Booklet (DTI and Medicine)

Provision of Persons with Disability (PWD) ID and Purchase booklet to qualified citizens of San Pedro City, Laguna.

Office or Division:	City Social Welfare and Development Office –PWD Extension Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Qualified Persons with Disabilities (PWD) who are residents of San Pedro City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate (1 Original or 1 Certified True Copy)		Doctor or hospital of choice of client		
2. Barangay Certificate of Residency (1 Original Copy)		Barangay where the client resides		
3. Valid I.D. (1 Original Copy)		Applicant		
4. 1x1 I.D. Picture (2 Original Copies)		Applicant		
5. Accomplished Application Form (1 Original Copy)		PWD Extension Office		
For minors:				
1. Birth Certificate (1 Photocopy)		Philippine Statistics Authority (PSA) or Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and receive an application form for accomplishment.	1. Check submitted requirements submitted. Give the client a contact number for follow-up, and forward I.D. to Office of the Mayor for signature.	None	2 days	Staff CSWDO-PWD Extension Office
2. Claim ID with purchase booklet	2. Issue the ID and purchase booklet to client	None	10 minutes	Staff CSWDO-PWD Extension Office
	2.1 Encode the client's information to the national registry.	None	5 minutes	Staff CSWDO-PWD Extension Office
	TOTAL:	None	2 Days and 15 Minutes	