



# **Persons with Disabilities Affairs Office**

## **External Services**



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

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

<b>Office or Division:</b>	City Social Welfare and Development Office –PWD Extension Office			
<b>Classification:</b>	G2C – Government to Citizen			
<b>Type of Transaction:</b>	Simple			
<b>Who may avail:</b>	Qualified Persons with Disabilities (PWD) who are residents of San Pedro City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disability Certificate indicating the type of disability of the applicant ( <i>1 Original or 1 Certified True Copy</i> )		Doctor or hospital of choice of client		
2. Valid ID ( <i>photocopy</i> )		Applicant		
3. 2 pcs. one by one (1x1) ID picture		Applicant		
4. Duly-accomplished Application form (1 Original Copy)		PDAO		
5. For Minors: Birth Certificate (1 Photocopy)		Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR)		
6. Expired PWD ID ( <i>for renewal</i> )		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Application Form ( <i>Philippine Registry for PWD version 4.0</i> ) and submit together with the complete requirements.	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	30 minutes	<i>Staff</i> PDAO
	1.1 Encode the applicant's data in the DOH Online Registry, and in the PDAO Database.	None	10 minutes	<i>Staff</i> PDAO
	1.2 Process the applicant's ID.	None	5 minutes	<i>Staff</i> PDAO
	1.3 Endorse the ID to the Office of	None	15 minutes (if the Mayor	<i>Staff</i> PDAO



	the Mayor for signature.		is available)	
2. Claim ID with Purchase Booklets ( <i>Medicines &amp; Basic and Prime Commodities</i> )	2. Issue the ID and Purchase Booklets to client	None	5 minutes	<i>Staff</i> PDAO
	<b>TOTAL:</b>	<b>None</b>	<b>1 Hour &amp; 5 Minutes</b>	



## 2. Issuance of Certifications (Cancellations, Requirements by NGAs, Local Government Units, Other Government Agencies, etc.)

Provision of Certifications to Persons with Disability (PWD) as a requirement of third party, i.e., NGA, LGU, Other Government Agencies, etc.

<b>Office or Division:</b>	City Social Welfare and Development Office –PWD Extension Office			
<b>Classification:</b>	G2C – Government to Citizen			
<b>Type of Transaction:</b>	Simple			
<b>Who may avail:</b>	Persons with Disabilities (PWD) who are residents of San Pedro City, Laguna			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate (1 Original Copy)		Barangay		
2. PWD ID (1 Photocopy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Application Form and submit together with the complete requirements.	1. Check the completeness of the duly-accomplished form and required documents	None	20 minutes	Staff PDAO
	1.1 Prepare the Certification	None	10 minutes	Staff PDAO
	1.2 Endorse to PDAO Head for signature.	None	5 minutes (if the Head is available)	Staff PDAO
2. Claim the Certificate	2. Issue the Certification to client.	None	15 minutes (if the Mayor is available)	Staff PDAO
<b>TOTAL:</b>		<b>None</b>	<b>40 Minutes</b>	