



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.

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. 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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	Staff PDAO
	1.1 Encode the applicant's data in the DOH Online Registry, and in the PDAO Database.	None	10 minutes	Staff PDAO
	1.2 Process the applicant's ID.	None	5 minutes	Staff PDAO
	1.3 Endorse the ID to the Office of	None	15 minutes (if the Mayor	Staff PDAO



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



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.

Office or Division:	City Social Welfare and Development Office –PWD Extension Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Persons with Disabilities (PWD) who are residents of San Pedro City, Laguna			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate (1 Original Copy)		Barangay		
2. PWD ID (1 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
		None	5 minutes (if the Head is available)	Staff PDAO
	1.2 Endorse to PDAO Head for signature.	None	15 minutes (if the Mayor is available)	Staff PDAO
2. Claim the Certificate	2. Issue the Certification to client.	None	5 minutes	Staff PDAO
TOTAL:		None	40 Minutes	