



Persons with Disabilities Affairs Office

External Services



1. Issuance of Persons with Disabilities (PWD) Identification Card

The Office provides identification card to persons with disabilities for the availment of 20% discount grant benefits and special privileges under Republic Act #9442.

Office or Division:	Persons with Disabilities Affairs Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Persons with Disabilities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a Birth Certificate, 1 certified copy b. Medical Certificate indicating the classification of the person with disability, 1 original copy			Local Civil Registrar/ PSA MHO/Clinics/Hospital	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers in the office logbook.	1.1 Interview client.	None	1 Minute	<i>OPDA Officer</i> Office of the Person/s with Disabilities
2. Accomplishes application form, submits birth certificate for verification.	2.1 Receives and verifies Documents and refers to doctor for recommendation.	None	5 Minutes	<i>OPDA Officer</i> Office of the Person/s with Disabilities
	2.2 Received the evaluation or recommendation from the doctor.	None	30 Minutes	<i>OPDA Officer</i> Office of the Person/s with Disabilities
3. Receives PWD's ID.	Releases/records PWD's cards with purchase slip	None	3 Minutes	<i>OPDA OFFICER</i> Office of the Person/s with Disabilities
TOTAL		None	39 Minutes	