

1. **SERVICE NAME: According Care and Commitment to Ensure Self- Development and Self-Reliance of PWD (ACCESS) Program**

Description of the Service: Provides assistive devices to PWD's such as Braille, Red Stick, Wheel Chairs, Walkers, Crutches, Canes, Strollers, Artificial Limbs and the likes.

Office or Divisions:	Persons with Disabilities Affairs Office			
Classification:	SIMPLE			
Type of Transactions:	G2C			
Who may avail:	All ILAGUEÑOS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➔ Request Letter for Assistive Device ➔ Photo of the Involved party / recipient ➔ Barangay Indigency Clearance / 		<ul style="list-style-type: none"> ➔ Party / Family member of the involved recipient ➔ Party / Family member of the involved recipient ➔ Designated Barangay 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
➔ Logs at the client book	➔ Assist the client	NONE	1 min	➔ Patrick Domingo (Bookbinder II) and Lovelaine Pagalilauan, LMT (Bookbinder III)
➔ Present the secured aforementioned requirements	➔ Receive the necessary Requirement's	NONE	3 minutes	➔ Patrick Domingo (Bookbinder II) and Lovelaine Pagalilauan, LMT (Bookbinder III)
➔ Present the Recipient	➔ Assess the Patient to what assistive device he/she needs	NONE	5 minutes	➔ Christopher Balisi Fernandez, PTRP, LLB (PDA Officer)

➡ Receive the Assistive Device	➡ Orient/ educate the Patient on the proper usage of the said assistive device including ambulation training, if any.	NONE	5 minutes	➡ Christopher Balisi Fernandez, PTRP, LLB (PDA Officer)
	➡ Record the details on acceptance receipt / logbook and photo ops for documentation	NONE	1 minute	➡ Jonard Jace Cadauan (Watchman I)
TOTAL:			15 minutes	