

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			
→ Request Letter for Assistive Device	→ Party / Family member of the involved recipient			
→ Photo of the Involved party / recipient	→ Party / Family member of the involved recipient			
→ Barangay Indigency / Clearance	→ 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)

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