

SERVICE NAME: Provision of PWD I.D. which includes registration to National Council for Disability Affairs, and provision of Purchase of Medicine and Grocery Booklet

Description of the Service: Provide PWD I.D and Purchase of Medicine and Grocery Booklet in order to avail and experience the full benefits of the law.

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"> ➔ Medical Certificate/ Abstract ➔ 4 Copies 1 x 1 I.D. Picture 		<ul style="list-style-type: none"> ➔ Hospital to Doctor/ Specialist ➔ Camera / Phone Camera / Photo Studio 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
➔ Logs at the client book	➔ Assist the client	None	1 minute	➔ Patrick Domingo (Admin Aide I)
➔ Present the aforementioned requirements being secured	➔ Receive the necessary requirement presented and perform an assessment if needed	None	2 minutes	➔ Maria Dulce Antonio, RPm
➔ Receive the PWD form and fill it out	➔ Assist the said PWD application, filling out the form, and register to the Philippine Registry for Persons with	None	5 minutes	➔ Christopher Balisi Fernandez, PTRP, LLB (PDA Officer)
				➔ Maria Dulce Antonio, RPm
				➔ Christopher Balisi Fernandez, PTRP, LLB (PDA Officer)

→ Receive the PWD I.D, Grocery Booklet and Medicine Booklet	Disabilities (PRPWD)	None	2 minutes	→ Lovelaine Pagalilauan, LMT (Bookbinder III)
	→ Records the PWD I.D, Grocery Booklet and Medicine Booklet → Photo ops for documentation	None	1 minute	→ Jonard Jace Cadauan (Watchman I)
TOTAL:			11 minutes	