

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	
<ul style="list-style-type: none"> ➡ Logs at the client book ➡ Present the aforementioned requirements being secured ➡ Receive the PWD form and fill it out 	<ul style="list-style-type: none"> ➡ Assist the client ➡ Receive the necessary requirement presented and perform an assessment if needed ➡ Assist the said PWD application, filling out the form, and register to the Philippine Registry for Persons with 	None	1 minute	➡ Patrick Domingo (Admin Aide I)	
		None	2 minutes	<ul style="list-style-type: none"> ➡ Maria Dulce Antonio, RPm ➡ Christopher Balisi Fernandez, PTRP, LLB (PDA Officer) 	
		None	5 minutes	<ul style="list-style-type: none"> ➡ Maria Dulce Antonio, RPm ➡ Christopher Balisi Fernandez, PTRP, LLB (PDA Officer) 	

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