



### 3. Issuance of Person with Disability ID / Renewal of PWD ID

Through this program, the PWDs are given the chance to have an ID for them to enjoy the privileges envelope for the PWD ID holder.

<b>Office/ Division</b>	Municipal Social Welfare and Development Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C – Government to Citizen
<b>Who may avail</b>	Persons with Disabilities
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For New Applicant</b>	
Updated Medical Certificate indicating the disability of the applicant (1 Original)	Physician / Hospital
Barangay Clearance (1 Original)	Barangay Hall
Result of blood typing (1 Original)	Laboratory / Hospital
(1"x1") ID Picture (2 pieces)	Applicant
<b>For Renewal of PWD ID</b>	
Updated Medical Certificate (1 Original)	Physician / Hospital
For Replacement of Lost PWD ID	
Affidavit of Loss	Notary Public
<b>For holder of ID issued by other LGU-OSCA Office</b>	
Certificate of Cancellation	LGU-MSWD Office/PDAO where the ID was issued

- **For New Applicant**

<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Give the Log Book to the client	None	1 Minute	Officer of the Day PDAO
2. Check the submitted requirements	None	2 Minutes	PDAO Staff
3. Provide Application Form 3.1 Assist the client in filling the information 3.2 Prepare the ID	None	5 Minutes	PDAO staff PDAO
4. Issue the ID together with the booklet. 4.1 Discuss the privileges of the PWD ID holder	None	1 Week	PDAO Staff PDAO
<b>TOTAL</b>	<b>None</b>	<b>1 Week &amp; 13 Minutes</b>	



AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give the Log Book to the client	None	1 Minute	Officer of the Day MSWD Office
2. Check the submitted requirements	None	5 Minutes	MSWD staff MSWD Office PWD Section
3. Issue the ID 3.1 Give logbook to the client to sign to acknowledge receipt	None	1 Minutes	MSWD staff MSWD Office PWD Section
<b>TOTAL</b>	<b>None</b>	<b>7 Minutes</b>	