

1. ISSUANCE OF PERSON WITH DISABILITY IDENTIFICATION CARD AND PURCHASE/MEDICINE BOOKLET (NEW)

Person with Disability may apply for PWD Identification Card. The City Government of San Juan – Person with Disability Affairs Office (PDAO) issues PWD ID to qualified Filipino Citizen of the City of San Juan if required requirements are completed.

Office or Division:	PERSON WITH DISABILITY AFFAIRS OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	FILIPINO CITIZEN WITH DISABILITY RESIDENT OF SAN JUAN CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
APPLICATION FORM		PDAO		
2 PCS 1X1 PICTURE				
ASSESSMENT/CERTIFICATE OF DISABILITY		SPECIALIZED DOCTORS		
BARANGAY RESIDENCY		BARANGAY OFFICE		
VOTER ID/CERTIFICATE IF MINOR FROM GUARDIAN		COMELEC OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Application with list of requirements	Provide application form and explain details of requirements	none	5 minutes	PDAO STAFF
Submit duly accomplished application forms with required documents to PDAO office	1. Check and verify all required documents	none	5 minutes	PDAO STAFF
	2. Encode data to system		5 minutes	
	3. Print ID and Purchase Booklet		5 minutes	
Applicant receives approved ID and Purchase Booklet	Record name on the Logbook and let the applicant sign log book	none	3 minutes	PDAO STAFF

END OF TRANSACTION