

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

Persons 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:		PERSONS 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		
ASSESSMENT/CERTIFICATE OF DISABILITY		DOH ACCREDITED HOSPITALS, IF COD IS ISSUED BY A PRIVATE DOCTOR AND MEDICAL INSTITUTIONS, THEY ARE TO BE VALIDATED BY THE CITY HEALTH OFFICE (CHO)		
BARANGAY CERTIFICATE OF RESIDENCY		BARANGAY OFFICE		
2 PCS 1X1 ID PICTURE				
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	3 minutes	PDAO STAFF
	2. Encode data to system		3 minutes	
	3. Print ID and Purchase Booklet		4 minutes	
Applicant receives approved ID and Purchase Booklet	Record name In the Logbook and let the applicant sign it	none	3 minutes	PDAO STAFF

END OF TRANSACTION