

## PERSONS WITH DISABILITY AFFAIRS OFFICE

### 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.

<b>Office or Division:</b>	PERSONS WITH DISABILITY AFFAIRS OFFICE			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	FILIPINO CITIZEN WITH DISABILITY RESIDENT OF SAN JUAN CITY			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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**