

Issuance of Identification Cards (ID) & Purchase Booklets

The Office issues Identification Cards (ID's) and Purchase Slip Booklets to senior citizens and persons with disability to enable them avail of the 20% discount on medicines and 5% discount on basic necessities provided them by Law (RA 9257 –expanded Senior Citizens Act and RA 9422- Magna Carta of Persons with Disability)

Identification Cards are also issued to Solo Parents to enable them avail of the privileges granted by Law.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	<ul style="list-style-type: none"> • Individuals who are 60 years old and above • Persons with Disability • Solo Parents
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Senior Citizen ID <ol style="list-style-type: none"> 1. 1 photocopy of Birth Certificate 2. 1 latest 1x1 ID photo (colored) 3. 1 valid ID 4. Application Form 	<ol style="list-style-type: none"> 1. Local Civil Registrar/PSA
PWD ID <ol style="list-style-type: none"> 1. Latest medical certificate or clinical abstract that confirms disability condition from licensed private or govt. clinic or hospital –based medical professional 2. 1 photocopy of Birth Certificate 	<ol style="list-style-type: none"> 1. Licensed private or govt. clinic or hospital – based medical professional 2. PSA

Solo Parent ID				
<ol style="list-style-type: none"> 1. 1 Photocopy of Birth Cert. of children 17 years old and below 2. 1 original copy of Barangay Certification of Residency 3. Supporting documents/certificates proving solo parent status <ul style="list-style-type: none"> - Death Certificate - Medical certificate 		<ol style="list-style-type: none"> 1. PSA 2. Barangay where the client resides <ul style="list-style-type: none"> - Place of death occurrence - Hospital 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the logbook	1. Request client to register on the logbook	none	3 minutes	<i>Administrative Aide VI/MSWDO MSWD Office</i>
2. Submit requirements	2. Receive requirements and advise client to pay required fees to the Treasury Office 2.1 Process ID	none	10 minutes	<i>Administrative Aide VI/MSWDO MSWD Office</i>
3. Proceed to Treasury Office for the payment of fees	3. Receive payment and issue official receipt	P20.00	5 minutes	<i>RCCII/Mun. Treasurer Treasury Office</i>

3. Return to MSWD Office and submit Official Receipt of Payment	3. Verify Official receipt	None	5 minutes	<i>Administrative Aide VI/MSWDO</i> <i>MSWD Office</i>
4. Receive ID/purchase booklet	4. Issue ID / purchase booklet	None	2 minutes	<i>Administrative Aide VI/MSWDO</i> <i>MSWD Office</i>
	TOTAL	P20.00	25 minutes	