

Issuance of Person with Disability Identification Cards (ID) & Purchase Booklets

The Office issues Identification Cards (ID's) and Purchase Slip Booklets to Persons With Disability for them to avail of the 20% discount on medicines and 5% discount on basic necessities provided them by Law RA 9422- Magna Carta of Persons with Disability)

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"> Persons with Disability 			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> Latest medical certificate or clinical abstract that confirms disability condition from licensed private or govt. clinic or hospital -based medical professional 1 photocopy of Birth Certificate 			<ol style="list-style-type: none"> Licensed private or govt. clinic or hospital – based medical professional Local Civil Registrar/PSA 	
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	2 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO
2. Submit requirements	2. Receive requirements and advise client to pay required fees to the Treasury Office Process ID	none	10 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC-MSWDO Office of the MSWDO

3. Proceed to Treasury Office for the payment of fees	3. Receive payment and issue official receipt	P30.00	5 minutes	Edison B. Quezada RCCII Treasury Office
3. Return to MSWD Office and submit Official Receipt of Payment	3. Verify Official receipt	None	5 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC- MSWDO
				Office of the MSWDO
4. Receive ID/purchase booklet	4. Issue ID / purchase booklet	None	2 minutes	Beverlyn C. Lubid Social Welfare Officer I/OIC- MSWDO Office of the MSWDO
	TOTAL	P30.00	25 minutes	