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

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

Office of Division:		Municipal Social Welfare & Development Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client		
Who may avail:		Person with Disability		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Latest medical certificate or clinical abstract that confirms		**1.** Licensed private or govt. clinic or hospital — based medical professional		
disability condition from licensed private or govt. clinic or hospital — based medical professional **2.** 1 Photocopy of Birth Certificate **3** 1x1 ID Picture (white background) **4**. Whole body picture		**2.** Local Civil Registrar/ Philippine Statistics Authority **3**. Photo firm services **4**. Photo firm services		
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	MSWDO / SWO I
2. Submit requirements	**2.** Receive requirements, conduct brief interview and advise client to pay required fees to the Treasury Office		10 minutes	MSWDO / SWO I
	2.1 Process ID/Purchase booklet		2 minutes	MSWDO / SWO I
3. Proceed to Treasury Office for the payment of fees	**3.** Receive payment and issue official receipt	P30.00	5 minutes	RCCII

4. Receive ID/ purchase booklet	**4.** Issue ID/ purchase booklet	None	2 minutes	MSWDO / SWO I
	TOTAL	P30.00	25 minutes	