

3. Issuance of Person With Disability ID / Renewal of PWD ID

Through this program, the PWDs are given the chance to have an ID for them to enjoy the privileges envelope for the PWD ID holder.

Office/ Division	Municipal Social Welfare and Development Office		
Classification	Simple		
Type of Transaction	G2C – Government to Citizen		
Who may avail	Persons with Disabilities		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
For New Applicant			
Updated Medical Certificate indicating the disability of the applicant (1 Original)	Physician / Hospital		
Barangay Clearance (1 Original)	Barangay Hall		
Result of blood typing (1 Original)	Laboratory / Hospital		
(1"x1") ID Picture (2 pieces)	Applicant		
For Renewal of PWD ID			
Updated Medical Certificate (1 Original)	Physician / Hospital		
For Replacement of Lost PWD ID			
Affidavit of Loss	Notary Public		
For holder of ID issued by other LGU-OSCA Office			
Certificate of Cancellation	LGU-MSWD Office/PDAO where the ID was issued		
<ul style="list-style-type: none"> • For New Applicant 			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Log Book in the office	1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Comply and submit the requirements to the staff in charge	2. Check the submitted requirements	None	2 Minutes	<i>MSWD staff</i> MSWD Office PWD Section
3. Secure and fill-out application form	3. Provide Application Form 3.1 Assist the client in filling the information	None	5 Minutes	<i>MSWD staff</i> MSWD Office PWD Section

	3.2 Prepare the ID			
4. Affix signature/thumb mark on the issued ID	4. Issue the ID together with the booklet. 4.1 Discuss the privileges of the PWD ID holder	None	5 Minutes	<i>MSWD staff</i> MSWD Office PWD Section
	TOTAL	None	18 Minutes	

- **For Renewal / Replacement / ID from of her LGU-OSCA/PDAO**

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Log Book in the office	1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Submit the required documents	2. Check the submitted requirements	None	5 Minutes	<i>MSWD staff</i> MSWD Office PWD Section
3. Claim the ID 3.1 Sign in logbook to acknowledge receipt	3. Issue the ID 3.1 Give logbook to the client to sign to acknowledge receipt	None	1 Minutes	<i>MSWD staff</i> MSWD Office PWD Section
	TOTAL	None	7 Minutes	