



## **PERSON WITH DISABILITY AFFAIRS OFFICE**



## EXTERNAL SERVICES

### 1. Issuance of person with disability identification and purchase booklet

Service Description : Issuance of Person with Disability Identification Card and Purchase Booklet to Eligible Persons with Disability

<b>Office or Division:</b>	<b>PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO)</b>			
<b>Classification:</b>	Sample Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Persons with Disability residing in Tuguegarao City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. DOH Application Form		Persons with Disability Affairs Office (PDAO) inside CSWD Office		
2. One (1) Valid ID		Any government agency		
3. Documents to confirm the medical or disability Condition <ul style="list-style-type: none"> <li>a. Apparent Disability <ul style="list-style-type: none"> <li>I. Medical Certificate, or</li> <li>II. School Assessment, or</li> <li>II. Certificate of Disability.</li> </ul> </li> <li>b. Non-Apparent Disability <ul style="list-style-type: none"> <li>I. Medical Certificate</li> </ul> </li> </ul>		Licensed Private or Government Physician Licensed Teacher duly signed by the School Principal Head of the Business Establishment where client is working or Head of Non-Government Organization for Persons with Disability Licensed Private or Government Physician		
4. Two (2) 1"x1" and One (1) 2"x2" ID Pictures		Any photo center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Logbook	1. Take personal information of the client	None	5 minutes	<i>Disability Affairs Officer Disability Affairs Coordinator</i>
2. Submit above-stated documentary requirements	1. Accept the above-stated requirements and evaluate its completeness, update the online Philippine Registry for Persons with Disability (PRPWD), issue identification card and purchase booklet	None	30 minutes	



## 2. Request for reports, plans, and other documents to the Civil Society/Non-Government Organization.

Service Description: Submission of different documents as needed by the different Civil Society/Non-Government Organizations requested.

<b>Office or Division:</b>	<b>PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO)</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C– Government to Citizens G2G - Government to Government			
<b>Who may avail:</b>	All Civil Society/Non-Government Organizations or Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter regarding submission of pertinent documents		Persons with Disability Affairs Office (PDAO) inside CSWD Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request letter .	Accept the request letter and send documents	None	3 days	<i>Disability Affairs Officer III</i>
2. Receive documents	1. Send/release documents as requested	None		