

## ISSUANCE OF PWD ID AND BOOKLETS

The PWD ID and Booklets are issued to all PWD residents in Muntinlupa City after securing all required documents to establish disability, identity and residence.

<b>Office or Division:</b>	Muntinlupa City Persons with Disability Affairs Office			
<b>Classification:</b>				
<b>Type of Transaction:</b>	LGU Department Offices/G2G			
<b>Who may avail:</b>	Residents of Muntinlupa City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> <li>1. Latest Certificate of Disability</li> <li>2. 1 2x2 Photo</li> <li>3. 3 1x1 photo</li> <li>4. Original and Photocopy of Valid ID with Muntinlupa Address</li> <li>5. *Notarized Authorization Letter</li> <li>6. DOH PWD Application Form 4.0</li> <li>7. * Original and Photocopy of Valid ID of Authorized Representative</li> <li>8. *Affidavit of Loss</li> <li>9. *Request Letter for PWD ID Cancellation</li> <li>10. *Certificate of Cancellation from Previous LGU</li> </ol>			<ul style="list-style-type: none"> <li>• Front liner</li> </ul>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring Complete Requirements  Personal Appearance  *If cannot personally apply, additional requirements are:  a. Notarized Authorization Letter  b. Original and Photocopy of Valid ID of Authorized Representative  *If Minor, No need for Authorization Letter and Personal Appearance of Child for Parents or Legal Guardian	1. Check if requirements are complete. Receive all documents.	None	5 minutes	Gina Orbeso (Disability Affairs Officer I)  Bernardo Roman (Admin Officer IV)

<p>2. Fill Up PWD ID Application Form (Form Available at PDAO)</p> <p>3. Fill Up Logbook Entry for Attendance at the front desk</p> <p>4. Patient or Authorized Representative will be advised to wait on advised schedule</p> <p>5. Applicant or Authorized representative will go to the frontline officer on advised schedule</p>	<p>2. Refer to Operations Head or Disability Affairs Officer for Approval</p> <p>3. Verification and Data Encoding to the Muntinlupa Registry of Persons with Disability and the Philippine Registry for Persons with Disability</p> <p>4. Issue the PWD ID and Booklets. Orient the Applicant or the Authorized Representative about the use, benefits and privileges of the PWD ID Card.</p> <p>*Issue Certificate of Cancelation</p>		<p>3 minutes</p> <p>20 minutes</p> <p>5 minutes</p>	<p>Dr. Caryl De Guzman (Acting Head)</p> <p>John Russel Benavidez (Disability Affairs Officer II)</p> <p>Lawrence Joven Tejero (Admin Asst. I)</p> <p>Gina Orbeso (Disability Affairs Officer I)</p> <p>Bernardo Roman (Admin Officer IV)</p>
	<b>TOTAL</b>	<b>0.00</b>	<b>33 minutes</b>	