



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Sangguniang Panlungsod ng Muntinlupa



310

CONCURRED:

ORDINANCE NO. 2025-

DISTRICT 1:

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COUN. ATTY. ALEXSON V. DIAZ

COUN. PATY KATY C. BONCAYAO

COUN. ATTY. RACHEL C. ARCIAGA

COUN. IVEE RHIA ARCIAGA-TADEFA

COUN. ALLAN REY A. CAMILON

COUN. JEDIDIAH R. PRESNEDI, LPT

COUN. TING D. NIEFES

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COUN. ENGR. MARISSA C. RONGAVILLA

COUN. ENGR. ARLENE D. HILAPO

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COUN. RODOLFO W. MOLDEZ, JR

COUN. ALLEN F. AMPAYA
 LPB President

COUN. JONAS ANGELO L. ABADILLA
 SK Federation Chairman

**AN ORDINANCE PROVIDING FOR THE PROCEDURE IN THE
 ISSUANCE OF PERSONS WITH DISABILITY (PWD) IDENTIFICATION
 CARDS IN THE CITY OF MUNTINLUPA**

Sponsored by: *Hon. Coun. Mark Lester M. Baes*
Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Atty. Alexson V. Diaz
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
Hon. Coun. Ivey Rhia A. Tadeffa
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Jedidiah R. Presnedi, LPT
Hon. Coun. Ting D. Niefes
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Engr. Marissa C. Rongavilla
Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Rodolfo W. Moldez, Jr.
Hon. Coun. Allen F. Ampaya
Hon. Coun. Jonas Angelo L. Abadilla

WHEREAS, Article XII, Section 11 of the 1987 Constitution provides that, "the State Shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all people at affordable cost and that there shall be priority for the needs, of the privileged, sick elderly, women and children".

WHEREAS, Section 1 (b) (viii) and (xi) of Republic Act 10070, emphasizes on the promotion and protection of the welfare of the Persons with Disability Sectors;

WHEREAS, Section 16 of Republic Act 7160, mandates that, "local government units shall ensure and support promotion of health and safety, enhance economic prosperity and social justice and preserve comforts and convenience of their inhabitants".

WHEREAS, Executive Order 709 under the Office of the President and Executive Order 33 attached to the Department of Social Welfare and Development created and mandate the National Council on Disability Affairs to formulate policies, monitor the implementation of Republic Act 7277 (Magna Carta for Disabled Persons) and all laws related to Persons with Disabilities as well as coordinate the activities of all agencies, whether public or private, involving disability issues and concerns;



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WHEREAS, National Council on Disability Affairs in coordination with the Department of Health (DOH), Department of Social Welfare and Development (DSWD) and the Department of Interior and Local government (DILF), issued Administrative Order No. 001 Series 2021 which provides for the guidelines on the issuance of Persons With Disabilities identification cards relative to Republic Act 9442, Republic Act 10754, Republic Act 11215 and Republic Act

WHEREAS, Section 3 of the Muntinlupa City Ordinance No. 18-167 cites that the City Government through the Muntinlupa City Persons with Disability Affairs Office (PDAO) shall issue the Persons with Disability Identification Cards to its eligible constituents;

WHEREAS, Section VI Item (6) of the Department of Social Welfare and Development-National Council on Disability Affairs-Department of Interior and Local Government Joint Memorandum Circular states that case of doubt of an apparent disability, a Certificate of Disability from the City Health Office will be required for final confirmation;

WHEREAS, The Muntinlupa Persons with Disability Affairs Office advocates the digitalization, verification and streamlining of the Person with Disability Identification Card Issuance to protect the welfare and privileges of the genuinely identified Muntinlupa Persons with Disability;

NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 10th Sangguniang Panlungsod of Muntinlupa in Session Assembled that:

SECTION 1. Purpose. This ordinance is formulated to prescribe the minimum requirement procedure and guidelines in the issuance of Persons with Disability Identification Cards in the City of Muntinlupa.

SECTION 2. Definition of Terms. For the purposes of this Ordinance, the following terms shall be defined as follows:

- Apparent Disability** – shall refer to disabilities that are manifested by the presence of physical impairment or impaired mobility or function such as total blind, missing limbs, limping and the like.
- Certificate of Disability** – shall refer to an official document issued by a licensed medical professional that formally certifies an individual's permanent disability due to any one or more of the following types of disability: deaf/ hard of hearing, intellectual, learning, mental, orthopedic, physical, psychosocial, speech and language impairment, visual, people with cancer and people with rare diseases.

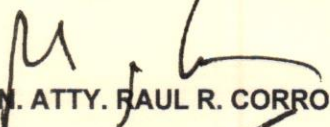


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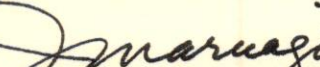
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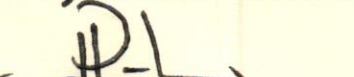

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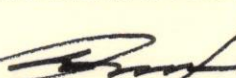

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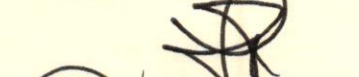

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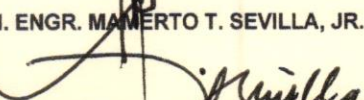

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3. **Doctor's Verification Portal** – shall refer to the software program developed by the Management of Information Systems Office (MIS) of the City Government of Muntinlupa that may be installed in computers and handheld devices that enables authorized physicians to access the Muntinlupa City Registry for Persons with Disability and the PDAO Online Application System for the specific purpose of uploading information of PWD patients and copies of the Certificate of Disability into the database pursuant to the issuance of a PWD ID card.

4. **Medical Certificate** – shall refer to an official document issued by a licensed medical professional that certifies an individual's health status which include medical diagnosis, health condition and recommended treatment/care.

5. **Muntinlupa City Persons with Disability Identification Cards (PWD ID)** – shall refer to the identification cards issued by the City Government of Muntinlupa through the Muntinlupa City Person with Disability Affairs Office (PDAO), which shall be required by persons, entities and agencies to be presented before benefits made available to PWDs may be extended.

6. **Non-Apparent Disability** – shall refer to disabilities that are not manifested physically. These shall include the following types of disabilities: Deaf/ Hard of Hearing, Intellectual, Learning, Mental, Psychosocial, Non-Apparent Visual, Non-Apparent Speech and Language Impairment, Non-Apparent Cancer and Non-Apparent Rare Diseases.

7. **Person with Disability (PWD)** – shall refer to people suffering from restrictions or different abilities as a result of mental, physical or sensory impairment to perform an activity in the manner or within the range considered normal for human beings.

SECTION 3. - Documentary Requirements for the Issuance of MC-PWD IDs. The following shall be the documentary requirements for all new application and renewals of MC_PWD IDs:

A. **For New Applications:**

1. Certificate of Disability

- For Apparent Disability, the Certificate of Disability shall be issued by the PDAO officer. However, in case of doubt of the apparent disability, the issuing PDAO officer may refer the applicant to the City Health Office for final confirmation



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- For Non-Apparent Disability, the Certificate of Disability shall be issued by a specialist or by appropriate physicians from the City/Municipal/Regional Health officers or any recognized private medical institutions who have competencies to assess non-apparent disabilities as defined in Section 2 of this Ordinance
- For Cancer and Rare diseases, the Medical Certificate/ Certificate of Disability shall be issued by an Oncologist, Surgeon or appropriate physician that has the expertise to determine the ailment or disease.

2. Accomplished PWD Application Form
3. Three pieces 1x1 recent ID photo
4. One piece 2x2 recent ID photo
5. Original and Photocopy of Valid Government ID with Muntinlupa Address:
 - For Children, School ID will be accepted;
 - If Minor and without School ID, Photocopy of Birth Certificate and Original and Photocopy of Valid Government ID of the Parent will be required;
 - For Applicants who are of legal age but without Valid Government ID, a Barangay Certificate or Certificate of Residency will be required;
 - Proof of Residence can be Voters ID, Barangay Certificate and utility bills with exact name and address

6. For Legal Guardians, Proof of Guardianship;
7. If cannot personally apply, additional requirements are:
 - (a) Notarized Authorization Letter and
 - (b) Original and Photocopy of Valid Government ID of Authorized Representative

7. For Renewals or Revalidations:

1. Accomplished PWD Application Form (Renewal box checked)
2. Expired PWD ID
3. Affidavit of Loss if PWD ID is declared lost
4. In the absence of expired PWD ID, two "1x1" recent ID pictures with the names, and signature or thumb marks at the back of the pictures

SECTION 4. Procedures of Issuance of PWD ID - The Muntinlupa City Person with Disability Affairs Office shall be solely responsible for the processing, verification and issuance of PWD Identification Cards in the City. Procedure for the issuance ID cards are as follows:

A. Document Evaluator/Processor

1. Receive the PWD ID Application from with attached requirements from applicant, guardian or authorized representative
2. Assess the new applicant with apparent disability and prepare Certificate of Apparent Disability. In case the person with disability submits a medical certificate, it may be accepted accordingly. In case of doubt, the Document Evaluator may refer the applicant to the City Health Office or final confirmation.



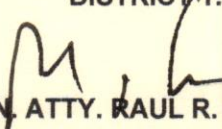


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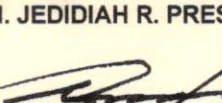

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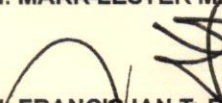

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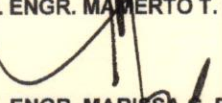

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3. Evaluate the documents submitted by the applicant, guardian or authorized representative. Advise them to correct discrepancy if any, or complete the requirements if incomplete.

4. For renewal transactions, the expired PWD ID and accomplished PWD Application Form shall be the only documentary requirements needed, provided that the applicant is already registered in the Muntinlupa Registry for Persons with Disability (MRPWD).

5. Submit Documents to the Approving Officer for approval.

B. Approving Officer

1. Approving officer will return the documents to the Document Evaluator if there any discrepancy or issue if found.

2. Approving Officer will forward the documents to the Encoder if there are no discrepancies or issues.

3. Maintain the veracity and authenticity of submitted documents, including verifying the authenticity of all Certificates of Disability and Medical Certificates issued by any physician using the Doctors Verification Portal or any method of verification available.

C. Encoder/Releasing Officer

1. Assign PWD ID number for the new applicant and affix it tot the PWD ID Application Form.

2. Encode/ upload or, case of renewals, update/verify data in the Philippine Registry for Persons with Disability (PRPWD) and the Muntinlupa Registry for Persons with Disability (MRPWD).

3. Print PWD ID

4. Check for the accuracy of the PWD ID and ensure that it is already encoded in the PRPWD and MRPWD before releasing.

5. Release the PWD ID to the applicant, guardian or authorized representative.

SECTION 5. Checks and Balance - To ensure clear accountability and cross-validation of peers in the processing, verification and issuance of PWD IDs, the Head of the PDAO shall designate three (3) different PDAO personnel, with their alternates, for the duties and responsibilities of (a) Document Evaluator/Processor, (b) Approving Officer and (c) Encoder/Releasing Officer in accordance to Section 5 of this Ordinance.

SECTION 6. Data Privacy and Protection - Data Privacy and protection measures in compliance with relevant laws and issuances shall be observed at all steps and processes in the issuance of PWD ID cards.



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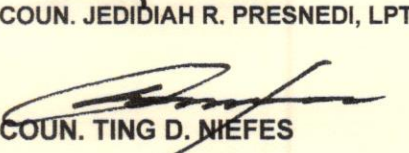

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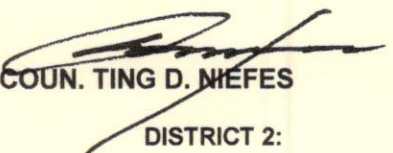

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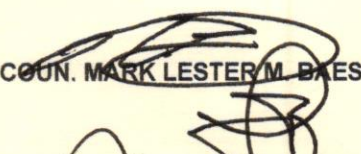

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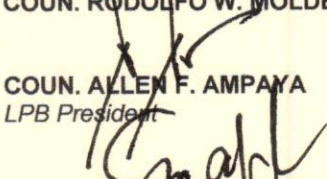

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SECTION 7. Verification - The Muntinlupa City Persons with Disability Affairs Office (MCPDAO) shall verify the authenticity of all prescribed PWD ID requirements. It shall scrutinize, review and validate all submitted information including but not limited to the applicant's identity, medical history and diagnosis, nationality, or submission of additional information and documents by the applicant if deemed necessary by the Muntinlupa City PDOA;

SECTION 8. Validity - The PWD ID issued to the PWD shall be valid for 5 years;

SECTION 9. Fees - The PWD is free of charge. In case of loss or damaged PWD ID, a minimal fee may be charged for the replacement;

SECTION 10. Renewal - Renewal of PWD IDs may be processed a month prior to the expiration or when the PWD ID is already expired.

SECTION 11. Appropriations - Budget for the issuance of the Muntinlupa City PWD ID shall be taken from the Executive Budget of the City Government of Muntinlupa.

SECTION 12. Separability Clause. If for any reason or reasons, any part or provisions of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions thereof which are not affected thereby shall be continue to be in full force and effect.

SECTION 13. Repealing Clause. All previous ordinances inconsistent with this ordinance shall be deemed repealed or modified accordingly.

SECTION 14. Effectively Clause. This ordinance shall take effect days after its completion of its publication in a newspaper of general circulation.

SECTION 15. Publication. This Ordinance shall be published pursuant to the requirements of the Local Government Code and shall be posted by the Public Information Office (PIO) in the Official Website of the City Government of Muntinlupa and in all available social media platforms.

ENACTED, by the 10th **Sangguniang Panlungsod of Muntinlupa** this 17th day of **February 2025** on its 134th **Regular Session**.



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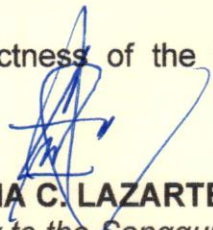
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 SK Federation Chairman

I HEREBY CERTIFY, as to the correctness of the foregoing
Ordinance.


CECILIA C. LAZARTE
 Secretary to the Sanggunian

ATTESTED:


ARTEMIO A. SIMUNDAC
 City Vice-Mayor/Presiding Officer

APPROVED:


ROZZANO RUFINO B. BIAZON
 City Mayor

Date: **MAR 03 2025**