



## 17. Provision of ID Cards for Person with Disability

This ID card is valid for three years and free of charge when issued for the first time.

Office or Division	Office of the Municipal Social Welfare and Development Officer			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Persons with Disability 0 - 59 years old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled up Application Form (1 copy)		Office of the Municipal Social Welfare and Development Officer		
1X1 Picture (2 pcs)		Client		
Birth Certificate (1 photocopy)		Client		
Medical Certificate (1 original copy)		Attending Physician		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Log in the client at the Information Officer / Officer of the Day.	1. Log in client and initial review client's requirement and refer to focal person.	None	5 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
2. Proceed to the focal person.	2. Review and assess the eligibility of client.	None	20 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
	2.1 Preparation of the ID cards.	None	1 Hour	<i>Social Welfare Aide</i> <i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
3. Receive the ID card	3. Issuance of approved and signed ID cards	None	2 Minutes	<i>Social Welfare Assistant</i> Office of the Municipal Social Welfare and Development Officer
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour and 27 Minutes</b>	