

PERSONS WITH DISABILITY AFFAIRS OFFICE

VISION

A just and humane society in which the disabled individuals, families and communities have maximum access to basic social services and attain their own development as human person in the Society. In order to bring improved quality of life for all segments of the community

MISSION

To provide interventions and opportunities that will uplift the living condition of the distressed and disabled individuals, families, and communities and enable them to become self-reliant and active partners in development.

FRONTLINE SERVICE	APPLICATION FOR PERSONS-WITH-DISABILITY (PWD) IDENTIFICATION CARD
STEP 1A	<ul style="list-style-type: none"> – Secure and fill-out Philippine Registry Form for Persons with Disability. – Submit accomplished form with documentary requirements to the Receiving Personnel/ Officer-of-the Day.
STEP 1B	<ul style="list-style-type: none"> – Receive accomplished and signed form and documentary requirements. – Record application in the logbook.
STEP 1C	Refer to the Office Head for interview and assessment.
	South Caloocan:
SERVICE PROVIDER/S	– ANGEL MAY G. KWONG – MARISSA G. REYES
TIME FRAME	Two minutes
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Barangay Indigency/ Barangay Certificate 2. Medical Certificate of Disability (Medical Assessment) 3. One piece of latest 1x1 photo 4. One piece of latest 2x2 photo
STEP 2A	Interview applicant.
STEP 2B	Assess submitted application and documentary requirements by the Office Head.
SERVICE PROVIDER/S	– DINDO D. SIMPAO – ROSE MARIE REYES - DAVID
TIME FRAME	Two to five minutes
STEP 3	Prepare and process PWD – ID Card.
SERVICE PROVIDER/S	– ANGEL MAY G. KWONG
TIME FRAME	Five minutes
STEP 4	Release PWD – ID to applicant.
SERVICE PROVIDER/S	– ANGEL MAY G. KWONG – MARISSA G. REYES
TIME FRAME	One minute
REQUIRED FEES	None

FRONTLINE SERVICE	PERSONS-WITH-DISABILITY (PWD) - WHEELCHAIR REQUESTS
STEP 1A	Clients submit Request Letter with complete documentary requirements to the Office of the Secretary to the Mayor.
STEP 1B	Receive request letter endorsed by the Office of the Secretary to the Mayor.
STEP 1C	<ul style="list-style-type: none"> – Evaluate request as to the availability of wheelchairs. – Schedule release of wheelchair.
SERVICE PROVIDER/S	– ANGEL MAY G. KWONG – MARISSA G. REYES
TIME FRAME	Two minutes

