



## Availing of PWD ID and Discount Booklets

### ABOUT THE SERVICE

Persons with Disability who are residents of Naga may register with PDAO as such and obtain PWD ID and Discount Booklets for them to avail of their PWD privileges under national laws and local ordinances.

<b>Department / Office:</b>		<b>CITY MAYOR'S OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Resident Persons with Disability		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Profiler Form		• City Health Office		
• Medical Certificate		• Client's Private Doctor or Doctors of City Health Office		
• Voter's ID/Certification		• Commission on Elections		
• Barangay Certificate of Residence		• Barangay		
• Birth Certificate		• Philippine Statistics Authority/Local Civil Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-in Profiler Form			2 minutes	DR. JOFRAMEL V. PAZ CGADH I Asst. City Health Officer
2. Submission of Profiler Form and Presentation of Medical Certificate			5 minutes	DR. JOFRAMEL V. PAZ CGADH I Asst. City Health Officer
	3. Attestation to Client's Disability		5 minutes	DR. JOFRAMEL V. PAZ CGADH I Asst. City Health Officer
4. Submission of All Requirements			2 minutes	GERONIMO SANTIAGO B. DOMANICO Administrative Aide I (Casual)
	5. Approval of Profiler Form		1 minute	PAUL JOHN F. BARROSA Disability Affairs Officer IV / PDAO Head
	6. Encoding of Profiler Form		5 minutes	DANIEL B. NICOLASORA PWD Database Assistant Officer (COS)
	7. Issuance of PWD ID and Discount Booklets		1 minute	PILAR B. FORTALEZA SLI / PWD Database Officer (COS)



<b>TOTAL</b>	21 minutes	
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**PERSONS WITH DISABILITY AFFAIRS OFFICE**

G/F Ako Bicol Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

Paul John F. Barrosa, Disability Affairs Officer IV / PDAO Head

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