



## 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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-in Profiler Form			2 minutes	DR. JIMMY DELA VINA City Health Officer
2. Submission of Profiler Form and Presentation of Medical Certificate			5 minutes	
	3. Attestation to Client's Disability		5 minutes	
4. Submission of All Requirements			2 minutes	GERONIMO SANTIAGO B. DOMANICO Administrative Aide II (Casual)
	5. Approval of Profiler Form		1 minute	PAUL JOHN F. BARROSA CGDH I / PDAO Head
	6. Encoding of Profiler Form		5 minutes	DANIEL B. NICOLASORA Administrative Aide I (Casual)
	7. Issuance of PWD ID and Discount Booklets		1 minute	PILAR B. FORTALEZA SLI / PWD Database Officer (COS)
<b>TOTAL</b>			21 minutes	

### 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:

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