

PERSONS WITH DISABILITY AFFAIRS OFFICE EXTERNAL SERVICES



1. APPLICATION AND RENEWAL OF PERSONS WITH DISABILITY (PWD) IDENTIFICATION CARDS AND PURCHASE BOOKLETS

The office in compliance with the Republic Act 7277 (Magna Carta for Disabled Persons) is mandated to provide assistance to the persons with disabilities in the City of Imus. And to Maintain and regularly update the list of PWDs and issue individual PWD identification cards and purchase booklets;

SPECIFIED BENEFICIARIES

The National Council on Disability Affairs (NCDA) Resolution No. 1 S/2019 has asked certifying Physicians to indicate the disability resulting from a chronic illness but subject to the category of the types of disability enumerated in the following:

1. Communication Disability – defined as an impairment in the process of speech, language, or hearing which includes:
 - a) Hearing impairment is a total or partial loss of hearing functions which impedes communication process
 - b) “Speech and language impairments” means one or more speech/language disorder of voice, articulation, rhythm, and/or receptive and expressive process of language
2. Disability due to Chronic Illness – group of health conditions that will last long and may slowly worse over time, may become permanent, or may lead to death
3. Learning Disability – any disorder in one or more of the basic physiological processes (perception, comprehension, thinking, etc.) involved in the understanding or in using spoken and/or written language
4. Intellectual Disability - disability resulting from organic brain syndrome
5. Orthopedic Disability – disability in the normal functioning of joints, muscles, and limbs
6. Mental/Psychological Disability – defined as any acquired behavioral, cognitive, emotional, or social impairment that limits one or more activities necessary for effective interpersonal transactions and other civilizing process or activities for daily living
7. Visual Disability – is defined as one who has impairment of visual functioning even after treatment and/or standard refractive correction, and has a visual acuity of the better eye of less than 20/70 for Low Vision and or worse than 20/200 for Blind, or a visual of less than 10 degrees from the point of Fixation.

OFFICE OR DIVISION	Persons with Disability Affairs Office (PDAO)			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens			
WHO MAY AVAIL THE SERVICE	All Qualified and Registered Persons with Disability that are residents in the City Of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Application of PWD Identification Card				
Duly accomplished Application Form		Persons with Disability Affairs Office (PDAO)		
Two (2) pcs. 1x1 ID picture		Client		
Medical Certificate/Abstract (indicating the disability due to illness)		Registered Physician / City Health Officer - Imus		
Barangay Clearance		Clients Respective Barangay Captain's Office		
Blood Type (optional)				
COMELEC certification from the City of Imus		COMELEC Office in the City of Imus		
For Renewal of PWD Identificatio Card				
Accomplished Application Form		Persons with Disability Affairs Office (PDAO)		
Medical Certificate/Abstract (for non-apparent disability)		Registered Physician / City Health Officer – Imus		
Previously issued PWD ID		Client		
Barangay Clearance		Clients Respective Barangay Captain's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Verify the submitted requirements;	None	2 minutes	Mary Ann S. Saniel
	1.2 Process the request	None	5 minutes	Joerella Castillo; Marian Nicole Delizo
2. Receive the PWD ID and booklet	2. Release the PWD ID with PWD Booklet	None	1 minute	Joerella Castillo / Marian Nicole Delizo
Fill-out Client Satisfaction Rating Form				
TOTAL		None	9 minutes	



2. APPLICATION FOR FINANCIAL ASSISTANCE

The office in compliance with the Republic Act 7277 (Magna Carta for Disabled Persons) is mandated to provide assistance to the persons with disabilities in the City of Imus. And Design and implement yearly work programs and projects in accordance with R.A. 7277 (Magna Carta for Disabled Persons), Batas Pambansa 344 (Accessibility Law) and the UN Convention on the Rights of PWDs (UNCRPD); Advocate for equal opportunity and accessibility of PWDs the programs for education, employment, health, socio-cultural and sports development;

REPUBLIC ACT NO. 9442

AN ACT AMENDING REPUBLIC ACT NO. 7277, OTHERWISE KNOWN AS THE "MAGNA CARTA FOR DISABLED PERSONS, AND FOR OTHER PURPOSES"

SECTION 1. A new chapter, to be denominated as "Chapter 8. Other Privileges and Incentives" is hereby added to Title Two of Republic Act No. 7277, otherwise known as the "Magna Carta for Disabled Persons", with new Sections 32 and 33, to read as follows:

CHAPTER 8. Other Privileges and Incentives

SEC. 32. Persons with disability shall be entitled to the following:

(h) Educational assistance to persons with disability, for them to pursue primary, secondary, tertiary, post tertiary, as well as vocational or technical education, In both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified persons with disability, including support for books, learning materials, and uniform allowance to the extent feasible: *provided*, that persons with disability shall meet minimum admission requirements;

REPUBLIC ACT NO. 7277

AN ACT PROVIDING FOR THE REHABILITATION, SELF-DEVELOPMENT AND SELF-RELIANCE OF DISABLED PERSONS AND THEIR INTEGRATION INTO THE MAINSTREAM OF SOCIETY AND FOR OTHER PURPOSES.

TITLE II RIGHTS AND PRIVILEGES OF DISABLED PERSONS

CHAPTER IV AUXILIARY SOCIAL SERVICES

Sec. 21. Auxiliary Social Services. —

The State shall ensure that marginalized persons are provided with the necessary auxiliary services that will restore their social functioning and participation in community affairs. Towards this end, the Department of Social Welfare and Development shall develop and implement programs on auxiliary social services that respond to the needs of marginalized disabled persons.

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CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2C - Government to Citizens	
WHO MAY AVAIL THE SERVICE	All Qualified and Registered Persons with Disability that are residents in the City Of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Medical Assistance		
Original and fully filled up Barangay Clearance/Certificate (PWD and claimant) purpose of medical assistance	Clients Respective Barangay Captain's Office	
Original COMELEC Certificate under the name of the claimant	COMELEC Office in the City of Imus	
Photocopy of claimant's ID	Client	
Photocopy of PWD ID	Client	
Original or Certified True Copy of the Medical Certificate/Clinical Abstract of the PWD (with License Number of the Doctor) <ul style="list-style-type: none"> o With medical prescription (Certified True Copy) or o With Laboratory tests/procedure requests (Certified True Copy) or o With Treatment Protocol for chemotherapy and hemodialysis (Certified True Copy) or o With tentative Hospital Bill 	Registered Physician / City Health Officer - Imus	
For Educational Assistance (upon announcement):		
Letter of request addressed to the City Mayor	Client	
Original School Certificate of Registration	Respective Schools where the PWD is enrolled	
Barangay Clearance/Certificate, under the name of the claimant purpose of educational assistance	Clients Respective Barangay Captain's Office	
Original COMELEC Certificate under the name of the claimant	COMELEC Office in the City of Imus	
Photocopy of claimant's ID	Client	
Photocopy of PWD ID	Client	
School I.D (if applicable)	Client	
Original notarized Affidavit of Guardianship if claimant is other than the parents	Law Office/ Notary Public	
For Burial Assistance		
Original fully filled up Barangay Clearance, under the name of	Clients Respective Barangay Captain's Office	

the claimant for the purpose of burial assistance				
Photocopy of claimants ID		Client		
Original and photocopy of PWD ID		Client		
Original/Certified True Copy of Death Certificate		City Civil Registrar's Office, 2 nd Floor , Imus City Hall		
Original COMELEC Certificate under the name of the claimant		COMELEC Office in the City of Imus		
Proof of relationship of the deceased to the claimant		Client		
For Mobility/Wheelchair Assistance				
Letter of request addressed to the City Mayor		Client		
Barangay Clearance under the name of the claimant		Clients Respective Barangay Captain's Office		
Photocopy of claimant's ID		Client		
Photocopy of PWD ID		Client		
Original COMELEC Certificate under the name of the claimant		COMELEC Office in the City of Imus		
Whole body picture of the PWD beneficiary, in any size, where the apparent disability is recognizable		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the submitted requirements	None	4 minutes	Mary Ann S. Saniel
2. Proceed to the City Social Welfare and Development Office (CSWDO)	2. Refer to the CSWDO for personal interview	None	30 minutes	Joerella Castillo; Marian Nicole Delizo
3. Return the documents to the PDAO	3. Process the request	None	5 minutes	Joerella Castillo
4. Receive the acknowledgement receipt	4. Release the acknowledgement receipt	None	1 minute	Joerella Castillo; Marian Nicole Delizo
TOTAL		None	40 minutes	

