

PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) EXTERNAL SERVICE

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 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 Department of Health updated and issued Administrative Order No. 2013-0005 entitled "National Policy on the Unified Registry Systems of the Department of Health." The revised Philippine Registry for PWDs Version 3 now enumerated the following types of disability:

Deaf or Hard of Hearing – refers to people with hearing loss, implies little or no hearing/ranging from mild to severe hearing loss, also known as hearing impairment means the complete or partial loss of the ability to hear from one or both ears with 26dB or greater threshold, averaged at frequencies ' 0.5, 1, 2, 4 kilohertz;

Intellectual Disability – a significantly reduced ability to understand new or complex information and to learn and apply new skills;

Learning Disability – persons who, although normal in sensory, emotional, and intellectual abilities, exhibit disorders in perception, listening, thinking, writing, spelling and arithmetic;

Mental Disability – disability resulting from organic brain syndrome and or mental illness (psychotic or non-psychotic disorders);

Physical Disability – is a restriction of ability due to too any physical impairments that affect a person's mobility, function, endurance, or stamina to sustained prolong physical ability, dexterity to perform tasks skillfully, and quality of life. Causes may be hereditary or acquired from trauma, infection, surgical or medical condition, and include the following disorders, name;y: 1) Musculoskeletal or orthopedic disorders (2) Neurological disorders (3) cardiopulmonary diseases (4) Pediatric and congenital disorders.

Psychosocial Disability – any acquired behavioral, cognitive, emotional, or social impairment that limits one or more activities necessary to effective interpersonal transactions and other civilizing processes or activities to daily living such as but not limited to deviancy or anti-social behavior;

Speech and Language Impairment – one or more speech/language disorders of voice, articulation, rhythm, and/or the receptive and expressive processes of language;

Visual Disability – a person with a visual disability (impairment) is one who has impairment of visual functioning even after treatment and. or standard refractive correction, and has visual acuity in the better eye of less than 6/18 for low vision and 3/60 for the blind, or a visual field of fewer than 10 degrees from the point of fixation. A certain level of visual impairment is defined as legal blindness. One is legally blind when your best-corrected central visual acuity in your better eye is 6/50 or worse or your side vision is,20 degrees or less in the better eye;

Cancer (RA 11515) refers to the genetic term for a large group of diseases that can affect any part o the body. Other terms used are malignant tumors and neoplasms. One defining feature of cancer is the rapid creation of abnormal cells that grow beyond their usual boundaries, and which then invade adjoining parts of the body and spread to other organs;

Rare Disease (RA 10747) refers to disorders such as inherited metabolic disorders and other diseases with similar rare occurrences as recognized by the DOH upon recommendation of the NIH but excluding catastrophic (i.e. life-threatening, seriously debilitating, or serious and chronic) forms of more frequently occurring diseases.

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 who are Residents of the City Of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Application of PWD Identification Card				
Duly accomplished Application Form	PDAO			
Two (2) pcs. 1x1 ID picture	Client			
Certificate of Disability (indicating the disability due to illness)	Registered Doctor (specialized in the disability) / City Health Officer – Imus (for APPARENT DISABILITY ONLY)			
Barangay Clearance (if PWD is minor, BRGY. CLEARANCE under the name of PARENT or GUARDIAN)	Client's Respective Punong Barangay's Office			
Blood Type (optional)				
Presence with an apparent disability	Client			
For Renewal of PWD Identification Card				
Duly accomplished Application Form	PDAO			
Certificate of Disability (indicating the disability due to illness)	Registered Doctor (specialized in the disability) / City Health Officer – Imus (for APPARENT DISABILITY ONLY)			
Presence with an apparent disability	Client			
Two (2) pcs. 1x1 ID picture	Client			
Previously issued PWD ID	Client			
Barangay Clearance (if PWD is minor, BRGY. CLEARANCE under the name of PARENT or GUARDIAN)	Client's Respective Punong Barangay's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Verify and approve the submitted requirements;	None	2 minutes	Mary Ann S. SanieI; Richard A. Camama
	1.2 Encoding of client information to PRPWD	None	2 minutes (depends on internet connection)	Jacquelyn C. Silla
	1.3 Process the request	None	6 minutes	Joerella L. Castillo; Marian Nicole C. Delizo; Jacquelyn C. Silla
2. Receive the PWD ID and booklet	2.1 Brief orientation on the use of PWD ID	None	1 minute	Joerella L. Castillo; Marian Nicole C. Delizo;

	2.2 Release the PWD ID with PWD Booklet	None	1 minute	Jacquelyn C. Silla Joerella L. Castillo; Marian Nicole C. Delizo; Jacquelyn C. Silla
Fill-out Client Satisfaction Rating Form				
	TOTAL	None		