

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

ADMINISTRATIVE SERVICES





6. GETTING PWD (MEDICINE & GROCERY) PURCHASE BOOKLETS

About the Service: Aside from the PWD ID, the accompanying *Persons with Disability Purchase Booklets* are also needed to avail of the benefits. Both are needed which can be obtained from the PWD section of the Municipal Social Welfare and Development Office.

A purchase booklet must be presented to the store or retailer every time a purchase of basic necessities and prime commodities is made. Also, purchase booklets shall be used to record the kind of medicine purchased, how many, when and where it was purchased.

Schedule of Availability of Service: Monday – Friday 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service: Persons with Disability (PWDs) who are who are bonafide residents of Tubigon, Bohol

What are the Requirements:

1. Persons with Disability Identification Card (PWD ID)

• NOTE: If you don't have a PWD ID yet, follow the steps of the **APPLICATION FOR A PWD ID**.

Duration: 8 mins.

HOW TO AVAIL OF THE SERVICE:

Step	As a client, you	Responsibility of Action Officer	It will take you	Person in Charge	Fees	Form
1	Approach the PACD Staff	Assist and endorse the client to the PWD Section	3 mins.	PACD Staff (Rickily Macabodbod/ Luciana Medidas)	(None)	(None)
2	Present the PWD ID to the PWD Staff	Validate the PWD ID and check its expiration date	1 min.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)
3	Wait for the process	Record the client's information on the Purchase Booklets	3 mins.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)
4	Claim your PWD Purchase Booklet	The PWD Staff will Log and Release the PWD Purchase Booklets	1 min.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	(None)

Fill-out the Client Satisfaction Rating Form

END OF TRANSACTION