



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL SOCIAL
WELFARE &
DEVELOPMENT OFFICE**
ADMINISTRATIVE SERVICES



7. APPLICATION FOR A PWD ID (NEW/RENEW)

About the Service: The government implemented the Magna Carta Law for disabled Persons to support, protect, distinguish and recognize the rights of PWD by giving privileges and benefits.

Before PWDs can avail of their benefits and privileges, they must first get a **PWD identification card**. The PWD ID can be obtained from the **PWD section** of the Municipal Social Welfare and Development Office.

Getting PWD ID card is **free and no charge**. Also note that this ID expires every 3 years so you need to renew it after 3 years. The same requirement applies for the renewal but recent and latest documents are required.

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 bonafide residents of Tubigon, Bohol

What are the Requirements :

- 1. Completed Philippine Registry Form for Persons with Disability (Forms are available in the MSWDO)
- 2. Two 1×1 ID pictures
- 3. Barangay Residency Certificate (You can get this one from your Barangay Hall)
- 4. NSO birth certificate
- 5. A duly-signed **Certificate of Disability** by any licensed public or private physician

Duration: 1 – 3 days (depending on the availability of the Mayor for the signature)

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	Submit the complete requirements	Conduct interview and validate the submitted requirements	15 mins.	PWD Staff (Anna Mae Frajele/ Riva Mae Diaz)	(None)	PWD Registry Form
	Note: If requirements are complete	Get the clients contact number to be used in notification for the date of the release of the ID Advise client of the possible date of release				
	If client don't have the	Provide filled-up	10 mins. If			Referral

