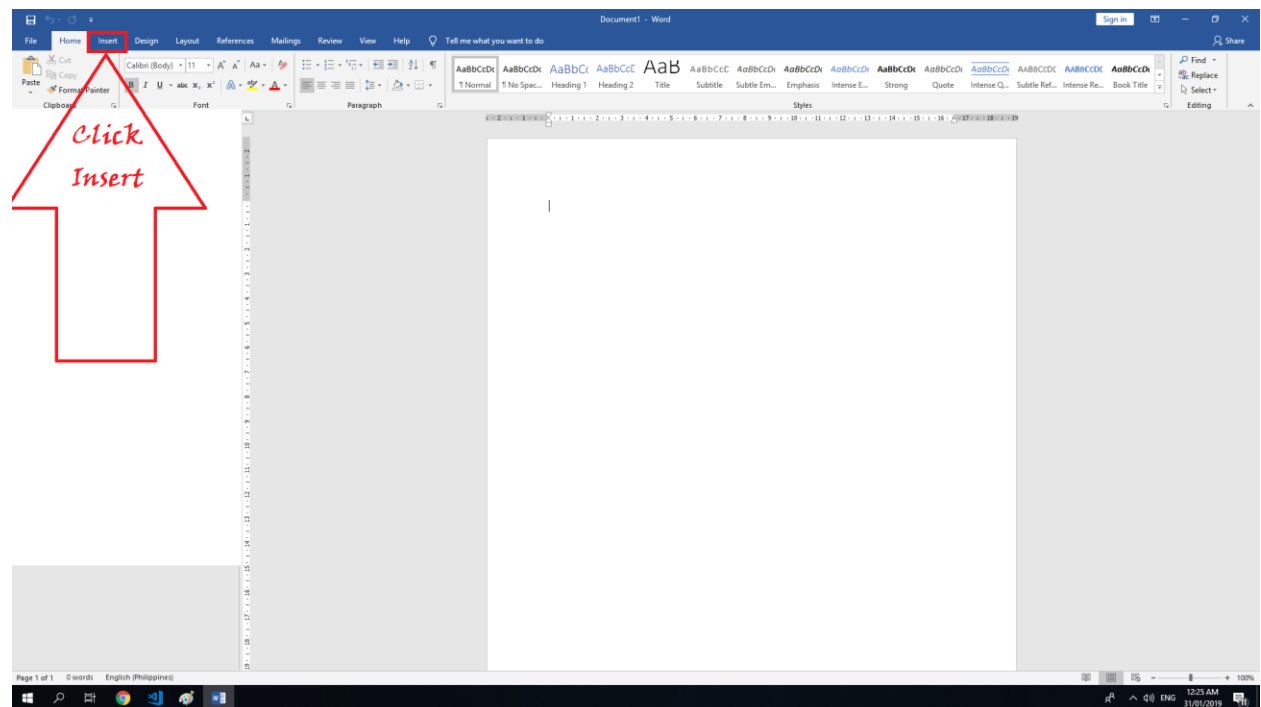


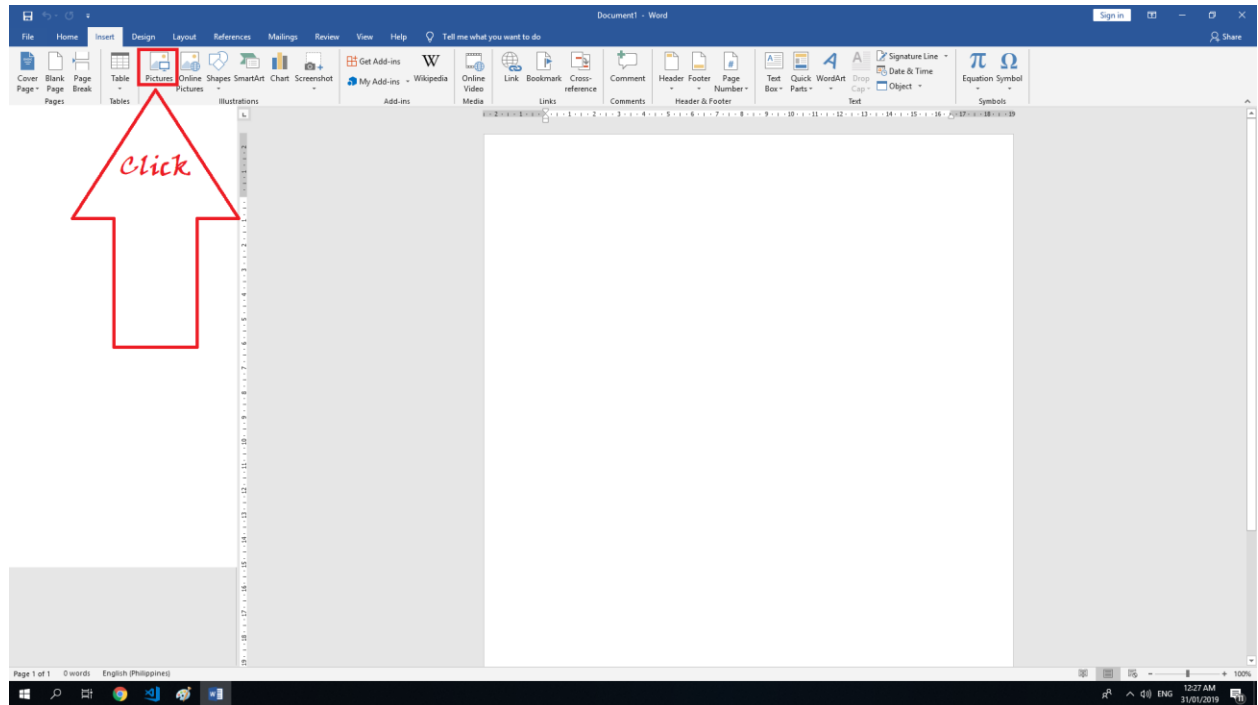
Step 1

Open Microsoft Word or any other word applications.



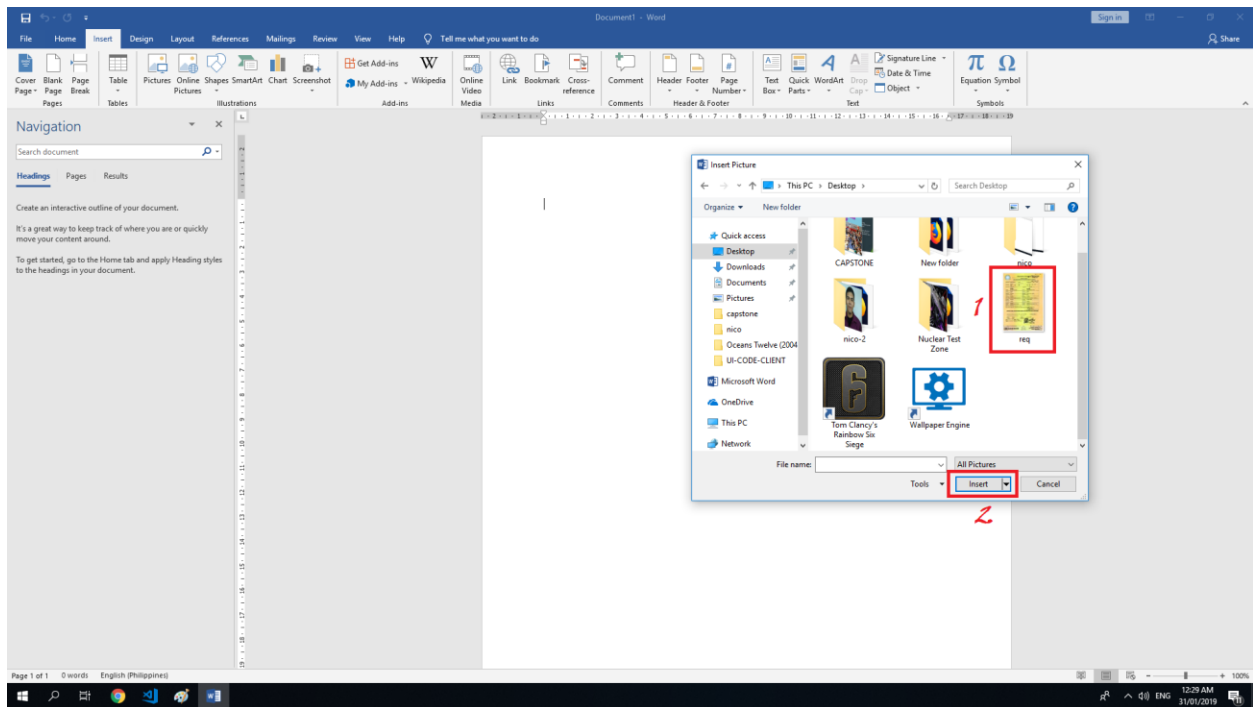
Step 1.2

Click the INSERT TOOL located upper left of the Word.



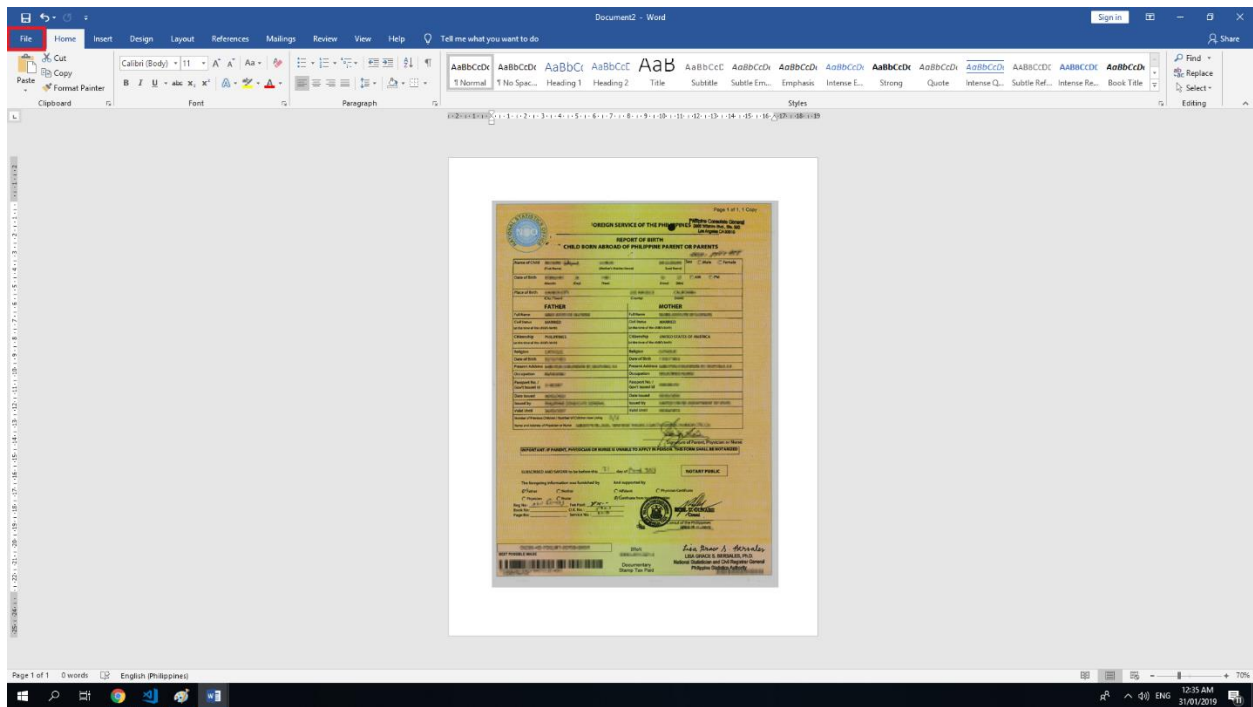
Step 1.3

Click the PICTURE to insert pictures in your Microsoft Word or any Word Application.



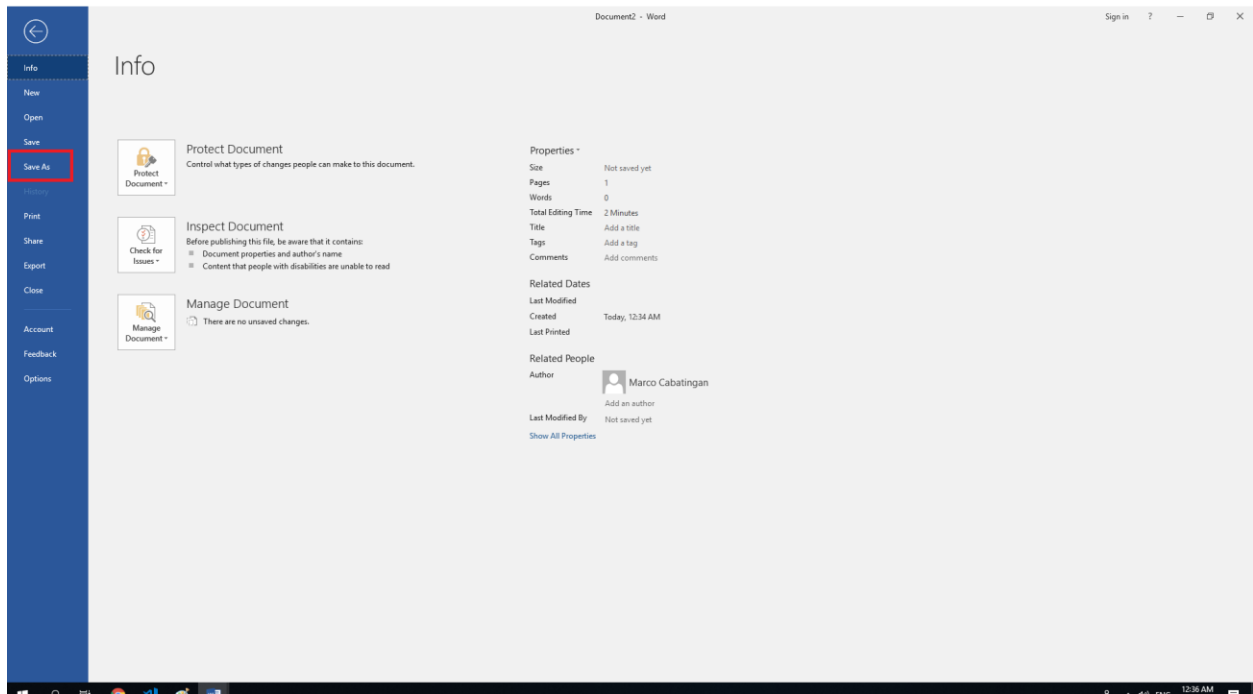
Step 1.4

Find your scanned picture requirements. (INSERT ALL REQUIREMENTS)



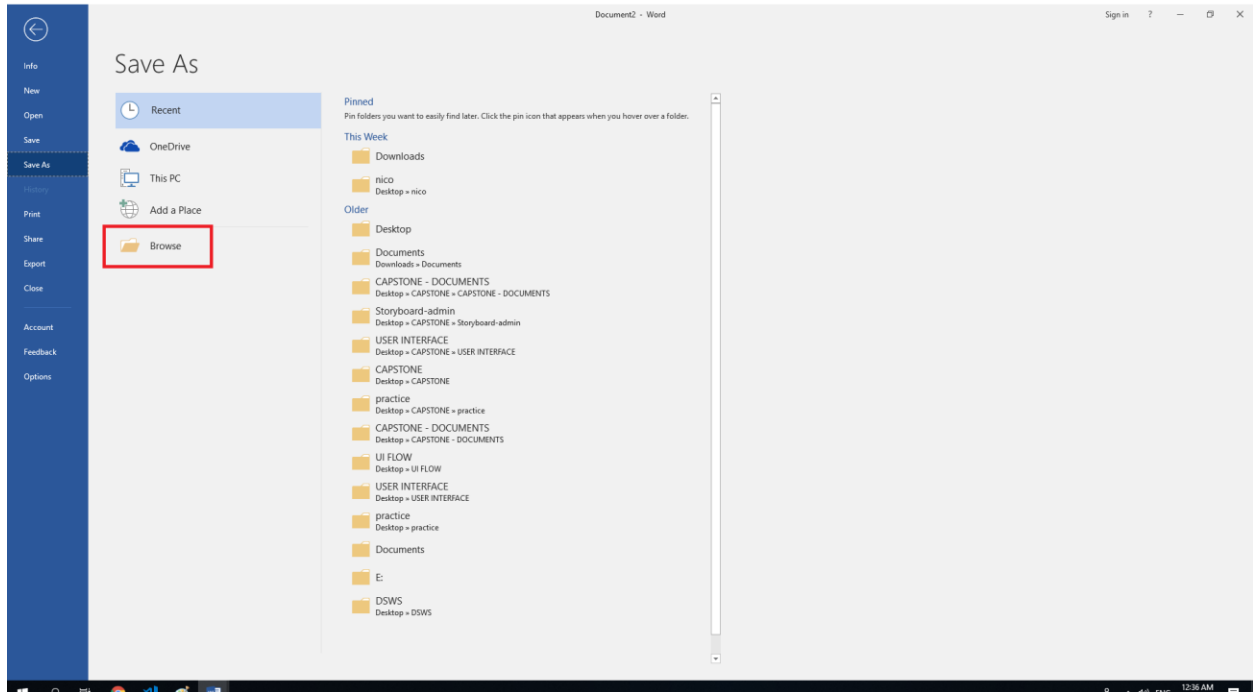
Step 2

After putting the picture in your Microsoft word. Click the file button located at the upper left part.



Step 2.2

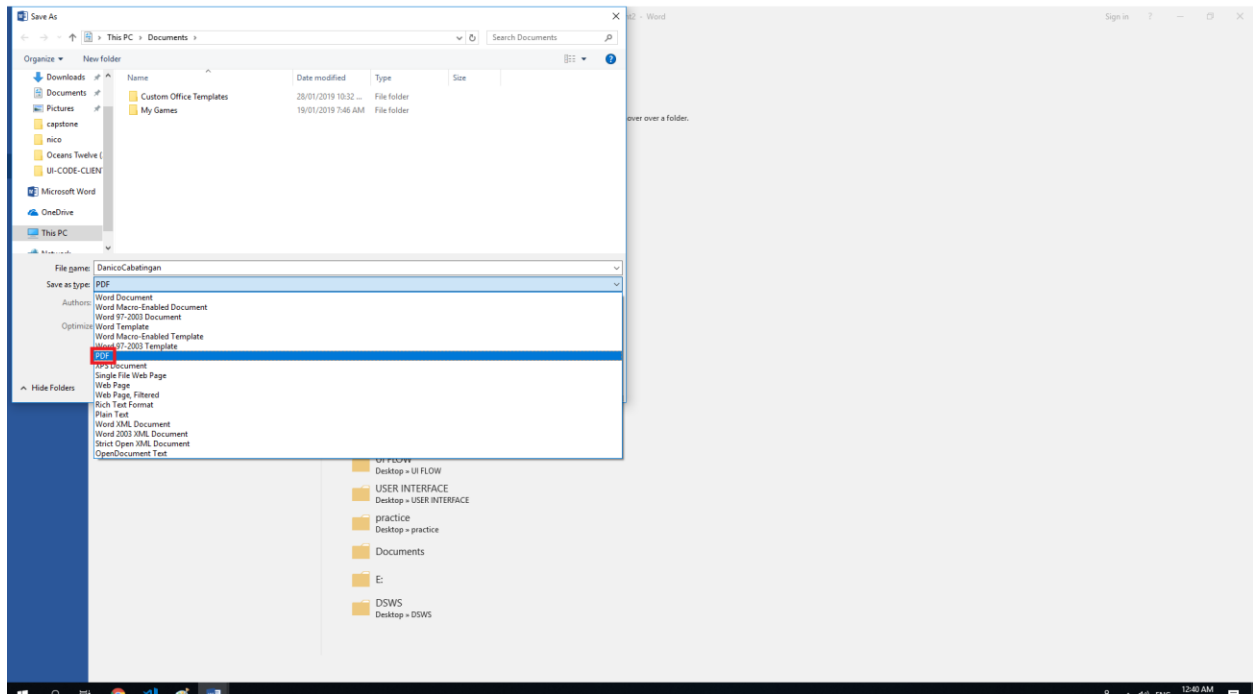
Click the SAVE AS button.



Step 2.3

After clicking the SAVE AS button click on the BROWSE and find the FOLDER where you want to SAVE your Requirements.

NOTE: YOU MUST CREATE A FOLDER AND NAME THE FOLDER WITH YOUR COMPLETE NAME



Step 2.4

After selecting your folder SAVE your scanned requirements as a PDF file.

REGISTRATION

1. View this [Steps to the format of file you submitted here..](#) (NOTE: Not following instructions the more Disapprove registration)
2. **CERTIFICATE OF DISABILITY** (*from the attending physician stating the cause of Disability to be seen in the remarks on CERTIFICATE ON DISABILITY*)
[Click me to download CERTIFICATE of DISABILITY](#)
3. **UPDATED VOTERS CERTIFICATION** (*in COMELEC that type of disability RE. Communication Disability, Visual Disability, Orthopedic Disability , Disability with Chronic Illnes*) (Ages from 18-59 years old).
4. Applicant Minors please attached mother or fathers voter's certification.
5. Barangay Point Person (BMO) *endorsement or the Barangay Officials in the Barangay.*
6. Xerox birth certificatet of minors
7. Attach the 1x1 I.D picture(1 pc.)
8. 2x2 I.D picture (1 pc.)

Upload Your Requirements Here!!!!

Choose Files

No file chosen

Next

Step 3

On the webpage, click the CHOOSE FILE to upload your FOLDER OF REQUIREMENTS.

. View this [Steps to the format of file you submitted here.](#) (NOTE: Not following instructions the more Disapprove registration)

. **CERTIFICATE OF DISABILITY** (from the attending physician)
[Click me to download CERTIFICATE of DISABILITY](#)

. **UPDATED VOTERS CERTIFICATION** (in COMELETS)
(Chronic Illness) (Ages from 18-59 years old).

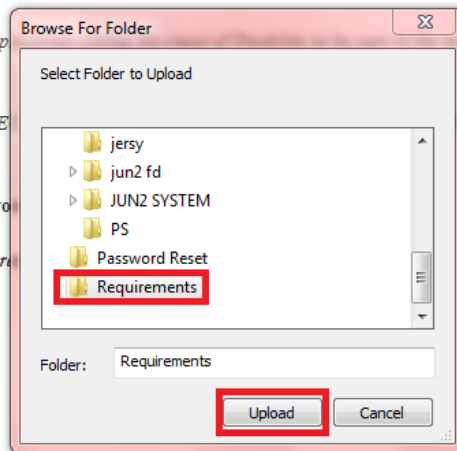
. Applicant Minors please attached mother or fathers valid ID

. Barangay Point Person (BMO) endorsement or the Barangay Captain

. Xerox birth certificate of minors

. Attach the 1x1 LD picture(1 pc.)

. 2x2 LD picture (1 pc.)



Upload Your Requirements Here!!!!

No file chosen

Step 3.2

Click on the folder then click the UPLOAD button.

1. View this [Steps to the format of file you submitted here.](#) (NOTE: Not following instructions the more Disapprove registration)
2. **CERTIFICATE OF DISABILITY** (from the attending physician stating the cause of Disability to be seen in the remarks on **CERTIFICATE ON DISABILITY**)
[Click me to download CERTIFICATE of DISABILITY](#)
3. **UPDATED VOTERS CERTIFICATION** (in COMELEC that type of disability RE. *Communication Disability, Visual Disability, Orthopedic Disability , Disability with Chronic Illnes*) (Ages from 18-59 years old).
4. Applicant Minors please attached mother or fathers voter's certification.
5. Barangay Point Person (BMO) *endorsement or the Barangay Officials in the Barangay.*
6. Xerox birth certificatet of minors
7. Attach the 1x1 LD picture(1 pc.)
8. 2x2 LD picture (1 pc.)

Upload Your Requirements Here!!!!

Choose Files 17 files



Step 3.3

After Selecting the folder of REQUIREMENTS click on the NEXT button to submit your REQUIREMENTS.