

I. REGISTRATION AND ISSUANCE OF PWD ID

The PWD Registration and Issuance of PWD ID are intended for persons with disabilities who are certified residents of Quezon City. Pursuant to Republic Act No. 9442 as an amendment to Republic Act 7277, otherwise known as the Magna Carta for the Persons with Disability.

Office or Division:	Operation Unit			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen and G2G - Government to Government			
Who may avail:	Persons with disability residents of Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Disability		Qualified Doctor /City Issuer		
Barangay clearance or any other government-issued ID		Barangay LGU or concerned government agency		
2 pcs. 2X2 I.D. picture / Signature		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>FOR ONLINE APPLICATION (NEW, RENEWAL, LOST)</p> <p>1. Register at QC E-Services using personal email</p> <p>1.1 Log in using the registered account and choose QCitizen ID eApplication icon</p> <p>1.2 Complete and confirm details of personal information and make sure to tick "Yes" for the PWD Sector.</p> <p>1.3 Upload all requirements. Upon submission, the virtual ID will show. If the information is correct, agree and submit.</p>	<p>1. The approver will evaluate the submitted documents and personal details are correct.</p> <p>1.1 Once, the application is approved, the verifier will verify all the information of the client.</p> <p>1.2 QCID is ready for printing</p>	<p>None</p>	<p>1 week</p>	<p>ALMIRA T. ENGUERRA <i>(Head, Operations Unit)</i></p>
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<p>FOR WALK-IN APPLICANTS</p> <p>1. Bring copies of requirements to Persons with Disability Affairs Office for evaluation.</p> <p>2. Qualified PWDs will be encoded, approved, verified, and given a printed ID.</p> <p>3. Registrants with lacking requirements will be assisted and advised.</p> <p>almira.enguerra@quezoncity.gov.ph</p> <p>8-359-2739</p>	<p>1. The PDAO Frontline staff will assess the submitted documents of the client.</p> <p>1.1 Encode the Personal Information of the clients to the QCID online platform.</p> <p>1.2 The approver will evaluate the submitted documents and personal details are correct.</p> <p>1.3 Once, the application is approved, the verifier will verify all the information of the client.</p> <p>1.4 QCID is ready for printing.</p> <p>1.5 Printed ID will be distributed and tagged.</p>	None	<p>5 minutes</p> <p>15 minutes</p> <p>15 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>ALMIRA T. ENGUERRA</p> <p><i>(Head, Operations Unit)</i></p>
ONLINE APPLICATION TOTAL :			1 Week	
WALK-IN APPLICATION TOTAL :			50 minutes	

(Registration and Issuance of PWD ID) qualified for multi-stage processing

