



4. Request for Issuance of Discount Booklet to Persons with Disability

The discount booklet is issued to bonafide beneficiaries of R.A. 10754 or An Act Expanding the Benefits and Privileges of Persons with Disability (PWD)

Office or Division:	Persons with Disabilities Affairs Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	1. Bonafide person with disabilities in General Santos City 2. Authorized representative of persons with disabilities in General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Persons with Disability ID Card (not expired & original) 2. Old persons with disability discount booklet (original)		1. Persons with Disabilities Affairs Office 2. Provided by applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request discount booklet for persons with disabilities by presenting the complete requirements	1. Verifies issued PWD ID with the system as to its legitimacy	None	2 minutes	<i>Administrative Aide II, Receiving Area, PWD Center.</i>
2. Surrender old discount booklet (for those with previously-issued booklets)	2. Receives old booklet and issue new discount booklet to client	None	3 minutes	<i>Administrative Aide II, Receiving Area, PWD Center.</i>
3. Receives booklet and Signs in the logbook	3. Encodes name of applicant in the booklet registry	None	4 minutes	<i>Administrative Aide II, Receiving Area, PWD Center.</i>
	4. Release new PWD discount booklet to the client	None	1 minute	<i>Administrative Aide II, Receiving Area, PWD Center</i>
	TOTAL	None	10 minutes/ transaction	
END OF TRANSACTION				