



5. Request for Issuance of Persons with Disability Parking Stickers

The granting of parking stickers to persons with disabilities is in compliance to Ordinance No. 11, series of 2015. Once displayed on the dashboard of the vehicle, this entitles the bearer to park in designated parking bay or lanes reserved for the use of persons with disability.

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-1 photocopy of back to back ID 2. Plate number of vehicle-1 photocopy 3. Persons with Disability Parking Stickers Form(filled-up)-1 original copy		1. Persons with Disabilities Affairs Office 2. Provided by client 3. Persons with Disabilities Affairs Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests parking stickers/hanger and submits filled up PWD Sticker form	1. Receives and checks PWD ID and PWD sticker request form	None	1 minute	<i>Administrative Aide II, Receiving Area, PWD Center.</i>
2. Submits the requirement	2. Records client details and plate number in logbook	None	1 minute	<i>Administrative Aide II, Receiving Area, PWD Center.</i>
2. Signs in the logbook	3. Issues parking sticker/ hanger to client	None	2 minutes	<i>Administrative Aide II, Receiving Area, PWD Center.</i>
	TOTAL	None	5 minutes/ transaction	
END OF TRANSACTION				