



Republic of the Philippines
Province of Isabela
MUNICIPALITY OF PALANAN

OFFICE OF THE SANGGUNIANG BAYAN

Literal copy of **Municipal Ordinance No. 2021 - 094** approved by the Sangguniang Bayan of Palanan, Isabela in its **Regular Session** on **April 26, 2021** held at the Legislative Session Hall, this Municipality.

MUNICIPAL ORDINANCE NO. 2021-094

AN ORDINANCE ADOPTING THE GUIDELINES ON THE ISSUANCE OF IDENTIFICATION CARD PURSUANT TO R.A. 9442

WHEREAS, R.A. 9442, an Act amending R.A. 7211, entitled, "The Magna Carta for Disabled Person and for Other Purposes, provides privileges, incentives and other benefits to persons with disabilities;

WHEREAS, to ensure that Persons with Disabilities (PWDs) fully enjoy the benefits and privileges provided for under R.A. 9442, the National Council on Disability Affairs issued NCDA Administrative Order No. 001, series of 2008, providing mechanisms for the issuance of Persons with Disabilities Identification Cards (PWD-IDC), and NCDA Administrative Order No. 003 provides guidelines for the computerization on the issuances of ID Cards;

WHEREAS, the Local Government Unit of Palanan, Isabela is hereby enjoined to facilitate the issuance of Identification Cards and Purchase of Booklets to all PWDs guided with procedures;

SECTION I. Title. This Ordinance shall be known as the **"GUIDELINES ON THE ISSUANCE OF IDENTIFICATION CARD TO PWDs"** Ordinance.

SECTION II. Objectives. The objectives of this Ordinance are as follows:

These guidelines on the issuance of PWD-IDC pursuant to Republic Act 9442 aims to:

1. Provide guidelines to all local government officials, licensed physicians, local health officers and government agencies in the issuance of PWD-IDC for the privileges and incentives to PWDs;
2. Facilitate monitoring by the appropriate government agency on the use of PWD-IDC;
3. Protect the establishment from illegitimate claims or fraudulent practices on the use of the PWD-IDC; and
4. Ensure PWDs an easy availment of the privileges by providing the establishments a way to immediately identify the beneficiaries.

SECTION III. Acronyms.

COD	- Certificate of Disability
DILG	- Department of the Interior and Local Government
DOH	- Department of Health
DOH-PPWDRS	- Department of Health Philippine PWD Registry System
DSWD	- Department of Social Welfare and Development
LGU	- Local Government Unit
MC	- Medical Certificate
NCDA	- National Council on Disability Affairs
PWD-IDC/PIC	- PWD Identification Card
PWD-RF	- PWD Registration Form
PWD	- Person with Disability
MSWDO	- Municipal Social and Welfare Development Office
PDAO	- Persons with Disability Affairs Office

SECTION IV. Institutional Arrangements.

- A. The Municipal Social Welfare and Development Office of the Persons with Disability Affairs Office shall implement these guidelines in the issuance of the PWD-IDC.

EARL JOHN ANGELO S. BERNARDO
SB MEMBER

MICHAEL JOHN D. BERNARDO
SB MEMBER

ROBERT B. NERI
SB MEMBER

PACITA MONA Q. ATANACIO
SB MEMBER

RONNIE A. ATIENZA
SB MEMBER

ANGELINA A. BERNARDO
LNB PRESIDENT

JUSTIN KERBY S. BERNARDO
SK FEDERATION PRESIDENT

GLORIA D. CAULIAN
SB MEMBER

CRISEIDA S. DELA PENA
SB MEMBER

THEO ANGELO A. GARCIA
SB MEMBER

EARL JOHN ANGELO S. BERNARDO
SB MEMBER

MICHAEL JOHN D. BERNARDO
SB MEMBER

ROBERT B. NERI
SB MEMBER

PACITA MONA Q. ATANACIO
SB MEMBER

RONNIE A. ATIENZA
SB MEMBER

ANGELINA A. BERNARDO
LNB PRESIDENT

JUSTIN KERRY S. BERNARDO
SK FEDERATION PRESIDENT

GLORIA D. CAULIAN
SB MEMBER

CRISelda S. DELA PENA
SB MEMBER

THEO ANGELO A. GARCIA
SB MEMBER

- B. The Municipal Social Welfare and Development Office shall:
1. Reproduce/print the PWD-RFs to be filled out by the PWDs in accordance with the DOH Philippine Registry Form for Persons with Disability.
 2. Reproduce/print the PWD-IDCs.
 3. Enter or encode the data from the approved PWD-RF as forwarded by the Barangay Captain.
- C. PWD-RFs or application forms are obtained at the Municipal Social Welfare and Development Office/ Persons with Disabilities Affairs Office.
- D. Issuance of the appropriate document to confirm the medical condition of the applicant are as follows:
- ✓ Disability Document Issuing Entity
 - ✓ Apparent Disability Medical Certificate Licensed Private or Government Physician
 - ✓ School Assessment Licensed Teacher duly signed by the School Principal
 - ✓ Certificate of Disability
 - ✓ Head of the Business Establishment
 - ✓ Head of Non-Government Organization
 - ✓ Non-Apparent Disability Medical Certificate Licensed or Private Physician
- E. PWD Registration Forms and ID Cards shall be issued and signed by the Municipal Mayor. The Office of the Municipal Social Welfare and Development Office shall:
1. Use the NSCB Philippine Standard Geographic Code and sequential numbering system in the issuance of the PWD ID number. Format is <> where:
 - RR=2 – digits Region Code
 - PP= 2 – digits Province Code
 - MM=2 – digits Municipality Code
 - BBB= 3 – digits Barangay Code
 - NNN= 3- digits Sequential No.
 2. Ensure that the PWD ID No. is sequentially assigned or distributed to each PWDs.
 3. Keep a record of all PWD with ID numbers issued and with the following data sets:
 1. ID Number
 2. Name of the PWD (Last Name, First Name, Middle Name)
 3. Complete Address
 4. Date of Birth
- F. The DOH shall maintain the system and database of the DOH-PPWDRS in coordination with the NCDA, DSWD, DILG and LGUs. The official website is www.doh.gov.ph/pwd registry.

SECTION V. Implementing Guidelines and Procedures.

Identification Cards shall be issued to any bonadife PWD with permanent disabilities due to any one or more of the following conditions: psychosocial, chronic illness, learning, mental, visual, orthopedic, speech and hearing conditions. This includes persons suffering from disabling diseases resulting to the person's limitations to do day to day activities as normally as possible such as but not limited to those undergoing dialysis, heart disorders, severe cancer cases and other such similar cases resulting to temporary or permanent disability.

Procedures for the issuance of the ID Cards are as follows:

- A. Completion of the Requirements. Complete and/or make available the following requirements:
1. Two 1"X1" recent ID picture with the names and signatures or thumb marks at the back of the picture.
 2. One (1) Valid ID.
 3. Document to confirm the medical or disability condition.
- B. Obtaining and filling up of the PWD Registration Form. Obtain and fill up the PWD-RF using any of the following means:
1. Accomplishing the PWD-RF manually.

EARL JOHN ANGELO S. BERNARDO
SB MEMBER

ANGELINA A. BERNARDO
LNB PRESIDENT

MICHAEL JOHN D. BERNARDO
SB MEMBER

JUSTIN KERBY S. BERNARDO
SK FEDERATION PRESIDENT

- A. Obtain the form at the MSWDO/ PDAO.
 - B. Fill up accurately and completely the form.
 - C. Affix one (1) ID picture on the accomplished form, and staple the other ID picture with the PWD-RF.
 - D. Attach copy of the documents to confirm the medical or disability condition with the PWD- RF.
2. Accomplishing the PWD-RF using the Online Registration System:
- A. Log in to the DOH-PPWDRS and access the online registration.
 - B. Enter accurately and completely the required PWD registration data.
 - C. Print the accomplished form.
 - D. Affix one (1) ID picture on the accomplished form, and staple the other ID picture.
 - E. Attach copy of the document to confirm the medical or disability condition with the PWD-RF.

C. Submission of the Accomplished PWD-RF and issuance of the PWD-IDC. Submit to the Office of the Municipal Social Welfare and Development Office/Persons with Disability Affairs Office the accomplished PWD/RF with the attached requirements. The MSWDO/PDAO shall:

- 1. Check and verify the data and document to confirm the disability or medical condition of the applicant.
- 2. Assign a PWD ID Number and affix on the PWD-RF.
- 3. Fill-up the data required on the ID Card.
- 4. Issue the ID Card to the PWD.
- 5. Retain all approved PWD-RFs for data encoding into the DOH-PPWDRS.

SECTION VI. Validity and Renewal of the PIC.

- 1. The PIC is issued to the PWD shall be valid for three (3) years.
- 2. The initial PIC is free of charge.
- 3. Renewal due to expiration, loss or damage shall be charged a minimal fee for the new PIC.

SECTION VII. Use of the PIC.

The PIC shall serve as the Standard National Identification Card for PWDs, and shall be prescribes as proof for availment of discount of certain special privileges and discounts to bonafide PWDs in the Philippines in accordance with R.A. 9442.

SECTION VIII. Appropriations.

It shall be the duty of the Municipal Government of Palanan to appropriate funds from its 1% (IRA allocation) or 1% SC-PWD Fund.

SECTION IX. Penalty Clause.

Abuse by any person, corporation, institution and/or entity on the use of the PIC shall be punished by a fine of Two Thousand Five Hundred Pesos (P2,500.00) or imprisonment of three (3) months or both fine and imprisonment at the discretion of the court.

SECTION X. Repealing Clause. All laws, decrees, executive orders, administrative orders or parts thereof inconsistent with the provisions of this ordinance are hereby repealed, amended or modified accordingly.

SECTION XI. Separability Clause. If any provision of this ordinance is held invalid or unconstitutional, other provisions not affected thereby shall continue to be in full force and effect.

SECTION XII. Effectivity Clause. This ordinance shall take effect after fifteen (15) days posting and publication.

I HEREBY CERTIFY that the foregoing ordinance was duly enacted by the Sangguniang Bayan of Palanan, Isabela during its Regular Session on April 26, 2021.

PACITA MOMA Q. ATANACIO
SB MEMBER

GEORGINA D. CAULIAN
SB MEMBER

ROBERT B. NERI
SB MEMBER

CRISELDA S. DELA PENA
SB MEMBER

RONNIE A. ATIENZA
SB MEMBER


THEO ANGELO A. GARCIA
SB MEMBER


NELIA ALAMO-PLATA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:

APPROVED:


JIMMY B. GONZALES
Municipal Vice Mayor/Presiding Officer


ELIZABETH B. OCHOA
Municipal Mayor
Date: 04-28-2021