



## Office of the Sangguniang Panlungsod

### CITY ORDINANCE NO. 333-2023 Series of 2023

#### DISTRICT I

HON. CATHERINE SARINO-EVARISTO  
City Councilor

HON. MICHAEL E. SOLIS  
City Councilor

HON. ADRIELITO G. GAWARAN  
City Councilor

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City Councilor

HON. RAMON N. BAUTISTA  
Liga ng mga Barangay President

HON. PALM ANGEL S. BUNCIO  
SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. REYNALDO D. PALABRICA  
Acting Presiding Officer

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

**AN ORDINANCE REGULATING THE ISSUANCE, RENEWAL, AND USE OF PERSONS WITH DISABILITY (PWD) IDENTIFICATION CARDS IN THE CITY OF BACOR, CAVITE AND FOR OTHER PURPOSES.**

Sponsored by:

**Hon. Catherine Sarino-Evaristo**

Co-Sponsored by:

**Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Palm Angel S. Buncio, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Alde Joselito F. Pagulayan, and Hon. Michael E. Solis and Hon. Levy M. Tela.**

**WHEREAS**, Republic Act No. 9442 ( "An Act amending Republic Act No. 7277, entitled, "The Magna Carta for Disabled Persons and for Other Purposes") provides privileges, incentives and other benefits to persons with disabilities such as a 20% discount on the final price of food, medicines, and other products.

**WHEREAS**, as part of its social welfare policy, the local government of the City of Bacoor, Cavite launched Libreng Sine, Libreng Sakay, and other socially uplifting projects in partnership with the private sector for the benefit of persons with disability.

**WHEREAS**, despite the best efforts of the city government, there has been recorded instances where persons with disabilities (PWD) identification cards have been falsified or were used by persons not entitled to the benefits reserved to the said differently abled individuals.

**WHEREAS**, in June 2020, the Department of Social Welfare and Development (DSWD) warned the public about the proliferation of fake PWD IDs. Citing Administrative Order No. 001, Series of 2008, issued by the National Council on Disability Affairs (NCDA), the DSWD declared that those who are entitled to receive PWD IDs are persons with permanent disabilities due to any one or more of the following conditions: psychosocial, chronic illness, learning, mental, visual, orthopedic, speech, and hearing conditions.

**WHEREAS**, to ensure that 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 which provides guidelines for the computerization of the issuances of the said ID card.

**WHEREAS**, on 4 September 2023, Joint Circular No. 01-2023 was issued by the DSWD, the Department of Interior and Local Government (DILG) and by the National Council for Disability Affairs which modified the process of issuing PWD IDs by requiring the Persons with Disability





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Affairs Office (PDAO) of every local government to facilitate the issuance of PWD IDs and for local social welfare development offices to assist the PDAO after such IDs are issued.

**WHEREAS**, the PDAO of the City of Bacoor was created by virtue of City Ordinance No. 14-2018. However, the said office is currently understaffed and is incapable of carrying out the guidelines on the issuance of PWD IDs mandated by Joint Memorandum Circular No. 01-2023 and will require the assistance of other city government departments while its staffing pattern and organizational set-up is being reviewed by the Sangguniang Panlungsod.

**WHEREAS**, the improper issuance, renewal, and use of the said identification cards are crimes that inadvertently diminish the goodwill of private businesses that support the grant of various privileges to PWDs and other underprivileged members of our society.

**NOW THEREFORE**, upon motion of Hon. Catherine Sarino Evaristo, duly approved by the 5<sup>th</sup> Sangguniang Panlungsod in regular session duly assembled, be it **ORDAINED** that:

**Section 1. Title.** This Ordinance shall be known as the "**PWD ID REGULATION ORDINANCE OF THE CITY OF BACOR**".

**Section 2. Application.** This ordinance shall apply to the issuance, renewal and use of the Persons With Disability (PWD) identification card being issued and renewed by the Persons with Disability Affairs Office (PDAO) to be assisted by the City Social Welfare and Development Department (CSWD), and by the City Health Office (CHO) of the City of Bacoor, Cavite.

**Section 3. Objectives.** This Ordinance aims to:

3.1. Provide guidelines in the issuance of PWD-IDC for the privileges and incentives to PWDs.

3.2. Facilitate monitoring by the PWD Office, the CSWDO, and the CHO on the use of PWD-IDC.

3.3. Protect business establishment from illegitimate claims or fraudulent practices involving the issuance, renewal, and use of the PWD-IDC; and

3.4. Ensure that PWDs can easily avail of the privileges to which they are entitled to by providing business establishments a way to immediately identify the beneficiaries of the said privileges.

**Section 4. Acronyms.** The following acronyms, as used in this Ordinance, shall pertain to:

4.1. **COD** — Certificate of Disability

4.2. **DILG** — Department of the Interior and Local Government

4.3. **DOH** — Department of Health

4.4. **DOH-PPWDRS** - Department of Health Philippine PWD Registry System

4.5. **DSWD** — Department of Social Welfare and Development

4.6. **MC** — Medical Certificate





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4.7. **NCDA** — National Council on Disability Affairs

4.8. **PWD -IDC/PIC** - PWD Identification Card

4.9. **PWD-RF** - PWD Registration Form

4.10. **PWD**- Person with Disability

4.11. **CSWDO** - City Social and Welfare Development Office

4.12. **PDAO** - Persons with Disability Affairs Office

4.13. **CHO** — City Health Office

**Section 5. Definition of Terms.** As used in this Ordinance, the following terms are defined as:

a) **Persons With Disability** —are differently abled individual, regardless of race, gender, creed, or other personal attributes, whose disabilities are permanent in nature, and who are suffering from any of the illnesses and/or conditions listed under **Department of Health Administrative Order No. 2013-0005-A** [Amendment to Administrative Order No. 2013-0005 dated February 7, 2013 entitled "National Policy on the Unified Registry Systems of the Department of Health (Chronic Non-Communicable Diseases, Injury Related Cases, Persons with Disabilities and Violence Against Women and Children Registry System)], **DILG Memorandum Circular No. 017, Series of 2022** [Inclusion of Cancer and Rare disease Under Type of Disability] and **DILG Memorandum Circular No. 2021-041** [Strengthening the Functionality of Persons with Disability Affairs Offices (PDAO) and Persons with Disabilities Focal Person].

b) **PWD ID Card** — is an identification card issued by, or made to appear to have been issued by, the PWD Office or CHO of the City of Bacoor for the exclusive use of persons with disability.

c) **Issuance of PWD ID Card** — is the release of a PWD ID by the aforementioned offices after the applicant has complied with the various requirements for the issuance of the said proof of identity. The issuance of the said ID signifies that the holder of the same is entitled to the various privileges granted to PWDs by various laws and City Ordinances.

d) **Renewal of PWD ID Card** — is the renewal of the privilege of using a validly issued PWD ID by the local government of the City of Bacoor. The renewal of the said ID signifies that the holder of the same is still entitled to the various privileges granted to PWDs by various laws and City Ordinances.

**Section 6. Implementation.** The City Social Welfare and Development Office (CSWDO), the Persons with Disability Affairs Office (PDAO), and the City Health Office (CHO) shall jointly implement this Ordinance in the following manner:

6.1. The CHO shall take the lead in identifying whether a person who does not have an apparent, physical disability qualifies as a PWD under Department of Health Administrative





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Order No. 2013-0005-A, DILG Memorandum Circular No. 017, Series of 2022, DILG Memorandum Circular No. 2021-041, and other related government issuances. Any question on whether a person qualifies as a PWD shall be settled with finality by the CHO.

6.2. The PDAO shall take the lead in ensuring that all departments and offices of the City Government are correctly and consistently enforcing this Ordinance and other related laws and city ordinances. The PDAO shall submit to the Sangguniang Panlungsod a report before the end of each year on how this Ordinance and other related laws and city ordinances pertaining to PWDs were implemented by the City Government.

6.3. The CSWDO shall take the lead in the issuance and renewal of PWD-IDC **but only while the PDAO does not have the personnel to perform the task of issuing and renewing the said IDs.** Once the PDAO becomes fully capable of performing the duty of issuing and renewing the PWD IDs, the City Mayor shall issue an executive order directing the PDAO to take over the duty of issuing and renewing PWD IDs and the CSWDO to assist PWDs who hold the said identification cards. All records related to the issuance and renewal of the said identification cards and all questions on the validity of a card and the manner by which it should be used shall be settled by the PDAO with finality.

**Section 7. Duties of the CSWDO.** The City Social Welfare and Development Office shall:

7.1. Reproduce/print the PWD-RFs to be filled out by the PWDs in accordance with the DOH Philippine Registry Form for Persons with Disability.

7.2. Reproduce/print the PWD-IDCs.

7.3. Enter or encode the data form the approved PWD-RF as forwarded by the Punong Barangay where the applicant resides.

7.4. Provide the PWD-RFs (i.e., application forms) to applicants free of charge.

7.5. Assist PWDs who hold valid PWD IDs residing in the City of Bacoor, Cavite; and

7.6. Perform other related tasks as may be mandated by law, city ordinance, or by order of the City Mayor.

**Section 8. Duties of the CHO.** The City Health Office shall:

8.1. Issue the appropriate document to confirm the medical condition of the applicant.

8.2. Require the applicant to submit the following documents:

a). **Proof of Disability.** For APPARENT DISABILITIES, the applicant shall be required to submit a full body photo that shows disability physically. For NON—APPARENT DISABILITY, the applicant shall be required to submit a Certificate of Disability from the specialist who examined/treated him/her and/or the medical certificate for cancer and rare diseases from his/her attending physician.





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b) **Certificate of Disability.** The Certificate of Disability for the following disabilities shall be issued by the following:

Disability/Medi	Issuing Authority
Deaf/Hard of Hearin	EENT, ORL-HN
Intellectual Disability	Developmental Pediatrician, Neurologist
Learning Disability	Developmental Pediatrician, Psychiatrist, Neurologist
Psychosocial Disability	Psychiatrist
Mental Disability	Neurologist, Psychiatrist
Non-apparent Visual	Ophthalmologist
Non-apparent Speech and Language	ENT, Developmental Pediatrician, ORL-HNS, Neurologist
Cancer and rare diseases	Attending Physician

**Section 9. Online PWD ID Application.** With the assistance of the E-Governance Department, an online application process shall be implemented by the City Government which shall be conducted in the following manner.

9.1.Register at the website to be created by the E-Governance Department within 100 working days from the date the implementing rules and regulations of this Ordinance has been approved by the City Mayor. The applicant shall use his/her personal email (1 email per registrant). If the applicant is unable to send an email because of his/her disability, he/she may be assisted by a close relative who must execute a sworn affidavit attesting to the truth of all the information he/she will send on behalf of the applicant.

9.2.Confirm and validate receipt of the application by answering the various security questions contained in an email to be sent to the applicant by the E-Governance Department.

9.3.Complete and confirm details of personal information and make sure to tick "Yes" for the Persons With Disability Sector.

9.4.Upload all requirements. Upon submission, the virtual ID will show. If the information is correct, agree and submit.

9.5.After the process, an email will be sent to confirm the application.

9.6.Wait for the email to be sent by the E-Governances Department on the status of the application and the manner by which the applicant will receive the PWD-IDC.

**Section 10. Personal PWD ID Application.** The CSWDO (and the PDAO eventually) shall implement the following procedures for the issuance of PWD-IDC applications done in person (walk-in) by an applicant:

10.1.Applicant must fill up the registration form and submit the following documentary requirements:

- Barangay Clearance of Patient
- 2 pcs of 1x 1 picture
- 1 pc of 2 x 2 picture

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iv. Birth Certificate or Valid ID

v. Updated Medical Certificate specify the Type of Disability from specialists who has competencies to assess as per DOH-NCDA AO2013-0005-B.

10.2. Within 20 minutes after receipt of the said documents and the fully accomplished registration form, the CSWDO staff on duty must inform the applicant whether the said application is in order or whether it is being disapproved. If the application is in order, the CSWDO staff must inform the applicant when the PWD-IDC shall become available for pick-up (if the applicant is capable of travel) or how the said identification card can be mailed or delivered to the applicant (if the applicant is incapable of traveling due to his/her disability). **Barangay officials having jurisdiction over the place of residence of a PWD who applied for an identification card under this Ordinance may be required by the City Mayor to deliver the said IDs to the applicants at their places of residence within the said barangays.**

**Section 11. Effectivity of PWD-IDC.** A PWD-IDC shall remain valid for **four (4) years** and shall be issued **free of charge**.

**Section 12. Renewal of PWD-IDC.** The following procedures shall be observed for the renewal of a PWD-IDC.

1. Download the application form from [www.bacoor.gov.ph](http://www.bacoor.gov.ph).
2. Once the applicant has completed the form, submit it together with the original and photocopy of the expired ID at the PWD ID Issuance Section of the CSWDO (and by the PDAO eventually).
3. The applicant will also be asked to submit his/her latest 2x2 ID picture.
4. Submit all the required documents.
5. The application will be reviewed by the CSWDO processing officer.
6. Once the application is approved, the applicant will be directed to the PWD ID Issuance Section of the CSWDO.

**Section 13. Maintenance of Records and PWD Database.** The E-Governance Department and the PDAO are jointly directed to maintain the various records related to the issuance of PWD-IDC and maintain a PWD database that can be accessed for free by business establishments through the official City Government Website to be created for the said purpose. The said database shall contain 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

Moreover, the said database and website shall be developed in such a way that it can be accessed by the Department of Health (DOH) and by the Department of Social Welfare and Development (DSWD).

**Section 14. Use of the PWD-IDC.** Only the PWD to whom the PWD-IDC was issued shall be entitled to use the same for identification





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purposes and for the availment of all privileges granted to persons with disabilities by law or by pertinent city ordinances. The use of the said PWD-IDC by any other person in availing any privilege or benefit granted to a PWD by law or city ordinance shall be deemed a criminal act and a violation of this Ordinance.

**Section 15. Issuance of Fake PWD-IDC.** Any city government employee who issues, or who assists in the issuance, of a fake PWD-IDC shall be deemed to have committed the crime of Falsification of Public Documents as defined and penalized under Article 172 of the Revised Penal Code. He/she shall also be deemed to have violated this ordinance.

**Section 16. Penalties.** The following penalties shall be imposed against anyone who violates this ordinance:

First Offense: Imposition of fine amounting to P3,000.00.

Second Offense: Imposition of fine amounting to P4,000.00 and imprisonment for 30 days up to 90 days upon conviction.

Third Offense: Imposition of fine amounting to P5,000.00 and imprisonment for 90 days up to 180 days upon conviction.

A City Government or barangay employee who violates this Ordinance shall, upon final conviction, be terminated from service and shall be perpetually disqualified from appointment to any position in the plantilla of the City Government. The filing of any legal action against a person for violation of this Ordinance shall not preclude the filing of a separate legal action against him/her for violation of the Revised Penal Code and other laws.

**Section 17. Repeal.** All ordinances, resolutions, and executive orders inconsistent with the provisions of this Ordinance are automatically repealed.

**Section 18. Implementing Rules and Regulations.** The City Legal Services Office shall, within 60 working days from the date of effectivity of this Ordinance, submit the draft of the Implementing Rules and Regulations of this Ordinance for the review and approval of the City Mayor.

**Section 19. Effectivity.** This Ordinance shall take effect upon its publication at least once in a newspaper of general circulation within the City of Bacoor, Cavite.

**APPROVED** this 5<sup>th</sup> day of December 2023 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was approved in accordance with law.

Certified by:

HON. REYNALDO D. PALABRICA  
Acting Presiding Officer





Republic of the Philippines  
Province of Cavite  
CITY OF BACOR

CGBCR-SPBac-F001.01  
10/20/2023

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**ATTY. KHALID A. ATEGA JR.**

*Sangguniang Panlungsod Secretary*

Approved by:

**HON. STRIKE B. REVILLA**

*City Mayor*

Date of Approval: 30 JAN 2024

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