

4. PERSON WITH DISABILITY EDUCATIONAL ASSISTANCE

Person with Disability may apply for Educational Assistance at Person with Disability Affairs Office (PDAO).

Office or Division:	PERSON WITH DISABILITY AFFAIRS OFFICE			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	FILIPINO CITIZEN WITH DISABILITY RESIDENT OF SAN JUAN CITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3 photocopies of Person with Disability ID (back to back)				
Barangay Certificate of Indigency Original and 2 photocopies		Punong Barangay Office		
Claimant/Guardian Valid ID (government Issued) 2 photocopies (back to back)		Guardian		
Certificate of Enrollment and 2 authenticated photocopies with Dry seal with name and signature of Principal or authorized signatory		School		
Submission of requirements should be within fifteen (15) working days upon announcement of availability.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Requirements	Receive and check requirements if complete	none	10 minutes	PDAO STAFF
Wait for announcement	Informed and advice to wait for announcement for the release of educational assistance	none	5 minutes	PDAO STAFF

END OF TRANSACTION