Republika ng Pilipinas
NATIONAL COUNCIL ON DISABILITY AFFAIRS
Pambansang Sanggunian Ukol sa Ugnayang Pangmaykapansanan

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Administrative Rules and Regulations

RECEIVED
JUL 08 2026
REGISTERED
ONAR Registration No. 26-0925
TIME: 2:25 BY:

Administrative Order
No. 001
Series of 2026

Subject: Institutionalization and Implementation of a Unified Persons with Disabilities Identification System

PREAMBULAR CLAUSES

WHEREAS, Section 11, Article XIII of the 1987 Philippine Constitution affirms the duty of the State to adopt an integrated and comprehensive approach to health and social development, giving priority to the needs of the underprivileged, sick, elderly, disabled, women, and children;

WHEREAS, as amended, Republic Act No. 7277, otherwise known as the Magna Carta for Persons with Disabilities (PWD), recognizes the right of persons with disabilities to social protection, equitable access to government services and benefits, and mandates the issuance of identification card to qualified Persons with Disabilities. Further, Section 14 (Tax Incentives for those Caring for and Living with Persons with Disabilities) of the IRR of R.A. No.10754 provides that the NCDA shall revise and disseminate the template of the identification cards of persons with disability to include the name of the guardian, name of the tax claimant, tax identification number of the tax claimant and their contact numbers to facilitate the implementation of this section;

WHEREAS, Section 11 of the IRR of Republic Act No. 10754, provides that the identification card for persons with disabilities shall be issued by the city or municipal social welfare and development office of the place where the person with disability resides; Provided, That national government agencies and offices shall recognize the identification card issued by the local government units; Provided, further, That the National Council on Disability Affairs (NCDA) shall develop and issue the implementing guidelines for the issuance, utilization, and amendment of the identification card template to be used by the local government units;
WHEREAS, Republic Act No. 10173, or the *Data Privacy Act of 2012 (DPA)*, which governs the processing of personal information and sensitive personal information, including but not limited to, the collection, retention, use, and sharing of data related to the disability status of individuals, and mandates the implementation of appropriate organizational, physical, and technical security measures;

WHEREAS, Republic Act No. 11055, otherwise known as the Philippine Identification System Act, seeks to establish a single national identification system and harmonize government-issued identification schemes, particularly for marginalized and vulnerable sectors;

WHEREAS, Executive Order No. 232, s. 1987, as amended by Executive Order No. 709, s. 2008, designates the National Council on Disability Affairs (NCDA) as the lead agency in formulating, coordinating, and monitoring policies and programs concerning persons with disabilities;

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WHEREAS, NCDA Administrative Order No. 1, s. 2021, issued interim guidelines on the issuance of Persons with Disabilities Identification Cards pending the adoption of a unified system, and NCDA Board Resolution No. 05, s. 2025, authorized the establishment of the Unified Persons with Disabilities ID System and directed the preparation of corresponding policy and implementation instruments;

NOW, THEREFORE, by virtue of the powers vested in the National Council on Disability Affairs, this Administrative Order is hereby issued:

CHAPTER I – GENERAL PROVISIONS

Article I. Title

This Order shall be known as the **"Unified Persons with Disabilities ID System (UPWDIS) Administrative Order of 2026."**

Article II. Declaration of Policy

It is the policy of the State to institutionalize a Unified Persons with Disabilities ID System that eliminates duplication and fraud, safeguards the rights and dignity of persons with disabilities, standardizes eligibility and access procedures, and promotes inclusivity, transparency, data protection, and the efficient delivery of benefits and entitlements. In recognition of the need for a unified and verifiable identification system, the State shall align the Unified Persons with Disabilities ID System with the eGov framework and interconnect it with other government information systems to ensure interoperability and verification across national identification, health, and social protection databases.

CHAPTER II – OBJECTIVES

Article III. Objectives

The Unified Persons with Disabilities ID System shall:

1. Establish a digitally integrated and nationally recognized identification system for all bona fide and qualified persons with disabilities (PWDs);
2. Standardize procedures for data collection, verification, documentation, and issuance of Persons with Disabilities identification credentials, including the generation of timely, accurate, and disaggregated statistics on persons with disabilities (e.g., by sex, age, type of disability, and service utilization), to support evidence-based planning and policy development across the health and social sectors, including integration with Department of Health (DOH) reporting and information systems such as the Field Health Services Information System (FHSIS);
3. Harmonize and standardize the classification and categorization of disabilities for purposes of registration, data collection, and issuance of Unified Persons with Disabilities Identification credentials, consistent with applicable laws, internationally accepted frameworks, and inter-agency standards, to ensure accuracy, consistency, and reliability across all levels of implementation;

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4. Strengthen the institutional capacity of local government units (LGUs), including barangays, in providing registration and data management services through integration into a unified digital system;
5. Ensure full compliance with data privacy, data security standards, and confidentiality requirements in accordance with Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations, as amended, and all relevant issuances of the National Privacy Commission (NPC);
6. Promote accessibility of services, including mobile registration in Geographically Isolated and Disadvantaged Areas (GIDAs);
7. Promote integrity in the issuance of Unified Persons with Disabilities Identification credentials by ensuring that IDs are issued only to legitimate and qualified Persons with Disabilities, and by preventing fraud, misrepresentation, and the use of falsified or invalid supporting documentation; and
8. Enable real-time verification and authentication mechanisms to prevent duplication, misuse, and other forms of abuse of the Unified Persons with Disabilities ID System.

CHAPTER III – IMPLEMENTATION MECHANISMS

Article IV. Institutional Arrangements

Section1. Creation of the Inter-Agency Technical Working Group (ITWG). An Inter-Agency Technical Working Group (ITWG) shall be created, co- chaired by the Department of Social Welfare and Development (DSWD) and the National Council on Disability Affairs (NCDA).

The ITWG shall include members from the following national agencies:

- Department of Health (DOH)
- Department of the Interior and Local Government (DILG)
- Department of Information and Communications Technology (DICT)
- Department of Trade and Industry (DTI)
- Philippine Statistics Authority (PSA)
- National Privacy Commission (NPC)
- The League of Persons with Disability Affairs Office (PDAO)

Section 2. Roles, Responsibilities, Data Governance, and Disability Classification of the ITWG

The ITWG shall:

1. Develop implementing rules and guidelines for the UPWDIS, covering:
    - Enhancements to the Unified Persons with Disabilities ID System functionality.
    - Improvements to the ID issuance and verification process.
    - Protocols for data-sharing and access across national agencies, LGUs, and other stakeholders.

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2. Define indicative roles, duties, and deliverables of each member-agency, LGU, and DPO/CSO representative to strengthen accountability and operational clarity:
    - DSWD and NCDA– Overall coordination, monitoring ITWG activities, and alignment with national PWD policies.
    - DOH – Define minimum health information system requirements, interoperability standards, and health/disability data elements, consistent with DOH standards and WHO disability-inclusive HIS guidance; act as a key user of public-health statistics.
    - DILG – Facilitate coordination with LGUs for policy dissemination, implementation, and compliance monitoring.
    - DICT – Provide technical support on IT systems, cybersecurity, and digital infrastructure.
    - DTI – Integrate Persons with Disabilities-related livelihood and business programs.
    - PSA – Provide statistical data, verification, and reporting for Persons with Disabilities identification.
    - NPC – Ensure compliance with data privacy and protection standards.
    - LGU Representatives & Leagues – Ensure local contexts, capacities, and needs are addressed.
    - DPOs/CSOs – Represent disability sector perspectives, particularly for neurodevelopmental disabilities, in system design and implementation.

3. Establish inter-agency coordination and collaboration mechanisms:
    - Facilitate data sharing and collaboration among national agencies, LGUs, DPOs/CSOs, and other organizations managing Persons with Disabilities programs and services.
    - Ensure alignment of policies, programs, and service delivery across jurisdictions while maintaining compliance with privacy and data protection standards.

4. Oversee the phased implementation of the Unified Persons with Disabilities ID System, ensuring coordinated delivery of policies, programs, and services for Persons with Disabilities across national and local levels.

5. Monitor and evaluate ITWG initiatives, including progress, gaps, and challenges, and report periodically to DSWD and relevant stakeholders.

6. Develop a standardized tool for disability assessment and determination, and program eligibility.

Article V. Unified Persons with Disabilities Identification System

Section 1. Nature of the Unified Persons with Disabilities ID System

The Unified Persons with Disabilities ID shall be issued under a standardized system centrally managed by the DSWD and the NCDA but produced and distributed locally by the

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city/municipal LGUs where the Persons with Disabilities resides, in accordance with R.A. No. 10754 and its IRR. The ID System shall be a digital record containing:

- A unique alphanumeric ID number
- Photograph of the registrant
- QR/barcode for secure verification
- Essential demographic information, including:
    - Full name
    - Date of birth and sex
    - Type and severity of disability
    - Cause of disability
    - Functional limitations
    - Date of issuance and validity
    - Date of renewal (for temporary or revalidated disabilities)
    - Contact information of the issuing LGU
    - PhilSys number
    - Membership to any Indigenous Group (optional)
    - Gender Identity (optional)

The absence of a PhilSys number shall not be a bar to the eligibility or registration of an applicant.

The system shall adhere to the principle of data minimization, collecting only information necessary for registration, verification, and service provision. Facial images shall be used exclusively for visual identity verification and authentication and shall not be used for automated facial recognition or biometric profiling, consistent with R.A. No. 10173 (Data Privacy Act).

To ensure interoperability with other government databases, the Unified Person with Disabilities ID system shall support role-based access and formal data-sharing agreements, while protecting the privacy and security of registrants.

Section 2. Validity and Revalidation

1. Lifetime Validity for Permanent Disabilities
   Persons with Disabilities with permanent disabilities shall receive a Unified Persons with Disabilities ID valid for life, subject only to updates of demographic information or verification for record accuracy.
2. Periodic Revalidation
   Persons with Disabilities with non-apparent disabilities shall undergo revalidation every five (5) years, or as specified in implementing guidelines for monitoring and/or thorough case management every five (5) years.
3. Due Process and Non-Discrimination
   Revalidation procedures shall be accessible, non-burdensome, and non-discriminatory, with reasonable accommodations provided. No Persons with Disabilities shall have benefits suspended or denied without due process.
4. Role-Based Data Access
   rights for LGU personnel shall be strictly limited to functions necessary for

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registration, validation, and updating of Persons with Disabilities records, in full compliance with applicable data privacy and security policies.

Section 3. Unified Registry and Mobile Registration

1. Centralized Unified Registry
   A centralized Unified Persons with Disabilities Registry shall be maintained through the UPWDIS platform, jointly administered by NCDA and DSWD, with technical support from DICT. LGUs shall maintain local records that feed into the central registry, ensuring uniformity and consistency while avoiding duplication of functions.
2. Mobile and Assisted Registration Services
   Mobile registration teams shall be deployed to remote, disadvantaged, and underserved areas, in coordination with barangays. Deployment shall include clear schedules, assigned personnel, and logistical support, ensuring full coverage, accessibility, and quality of service for Persons with Disabilities applicants. Responsible agencies shall be specified (NCDA, DSWD, or LGU), with proper oversight mechanisms.
3. Standardized Minimum Data Set
   All Persons with Disabilities records shall include a minimum data set, standardized across all LGUs, using the International Classification of Functioning, Disability and Health (ICF) or NCDA-approved categories. The minimum data set shall include:

   - Full name
   - Date of birth and sex
   - Type and severity of disability
   - Cause of disability
   - Functional limitations
   - Date of issuance and validity
   - Date of renewal (for temporary or revalidated disabilities)
   - Contact information of the issuing LGU
   - PhilSys number
   - Membership to any Indigenous Group (optional)
   - Gender Identity (optional)

   Standardized coding shall facilitate statistical reporting, integration with health and education systems, and interoperability with platforms such as the Learner Information System (LIS).

Section 4. Accessibility Measures

To ensure equitable access, the UPWDIS shall implement:

- Mobile registration units in geographically isolated and disadvantaged areas (GIDAs)
- Assisted registration services for Persons with Disabilities unable to attend fixed registration centers
- Clear instructions, schedules, and contact points for registration assistance
- Mechanisms to update demographic information without requiring physical reissuance of IDs

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Section 5. Clarifications and Policy Alignment

- LGUs are responsible for issuing the physical/digital IDs, while NCDA ensures system standardization and interoperability.
- NCDA shall issue guidelines and templates to prevent inconsistencies and overlapping functions.
- Formal process flows shall be developed to illustrate the interaction between NCDA, DSWD, and LGUs in ID issuance, revalidation, and registry management.

Article V-A. Data Privacy, Security, and Data Governance

Section 1. Compliance with the Data Privacy Act

All collection, processing, storage, sharing, retention, and disposal of personal and sensitive personal information shall strictly comply with **Republic Act No. 10173 (Data Privacy Act of 2012)**, its Implementing Rules and Regulations (IRR), and issuances of the **National Privacy Commission (NPC)**. Strict adherence is required to ensure that all processes uphold the rights, dignity, and privacy of persons with disabilities (Persons with Disabilities).

Section 2. Lawful Purpose, Data Minimization, and Sensitivity

Personal data shall be collected and processed solely for legitimate purposes related to ***identification, verification, access to services, program implementation, and policy planning***. Only data necessary and proportionate to these purposes shall be processed. The data collection and identification process must be conducted with **extreme sensitivity**, avoiding any action that may lead to stigmatization. The **Unified ID** shall function as a secure gateway for **empowerment, protection, and targeted support**, ensuring inclusion and equity within the school and community environment.

Section 3. Security Measures

The NCDA, DSWD, DICT, and LGUs shall implement **robust organizational, physical, and technical security measures**, including but not limited to:

- **Access controls** and **role-based permissions**
- **Encryption** of sensitive information
- **Audit trails** for all data activities
- Regular **security assessments** and monitoring

These measures shall protect data against unauthorized access, breaches, and misuse.

Section 4. Data Sharing and Access Control

Data sharing shall be governed exclusively by **formal data-sharing agreements**, specifying purpose, scope, duration, and responsibilities. Access to personal and sensitive personal information shall be **strictly limited to authorized personnel performing official functions**, ensuring accountability and minimizing risk of exposure.

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Section 5. Rights of Data Subjects

Persons with Disabilities registrants shall be **informed of their rights as data subjects**, including rights to access, correction, and objection, in accordance with the Data Privacy Act. Such rights shall be **respected at all times**, without prejudice to lawful retention for **audit, accountability, and program evaluation purposes**.

Section 6. Retention and Archiving

Cancelled, inactive, or deceased records shall be **securely archived** and maintained to support audit, accountability, and historical reference. Physical or digital deletion shall only occur in compliance with established NPC guidelines and organizational policies to ensure data security and integrity.

Article VI. Roles of Local Government Units

Section 1. Facilitation of Persons with Disabilities ID Registration, Validation, and Issuance

LGUs, through their respective Persons with Disabilities Focal Offices, CSWDOs, or MSWDOs, shall:

a. Receive and verify application documents, facilitate the encoding, approve and issue the Persons with Disabilities ID in accordance with RA 7277, as amended. LGUs remain the issuing authorities and shall ensure the lawful delivery of IDs to registrants.
b. The NCDA may issue a Persons with Disability ID, on emergency cases.
c. Validate and update the PWD Master list, ensuring that submitted documents are authentic and legitimate to safeguard the integrity of the system.
d. Conduct outreach to identify eligible PWDs and assist applicants in completing registration requirements, including school-based registration drives or mobile registration units to reach Persons with Disabilities in geographically isolated and disadvantaged areas.
e. Refer applicants who may need a disability certificate in verifying their disability to the nearest and available local health unit.
f. Update records, including address transfers, sector modifications, and status changes.
g. Print (optional) physical Unified Persons with Disabilities IDs upon request and deliver them to registrants.
h. Manage ongoing registration and updates, ensuring efficient processing of new applications, maintaining database integrity, and minimizing duplication or errors.
i. Implement responsibilities in a phased manner, with clear targets, technical guidance, and system-level safeguards to reduce administrative burden and clarify roles and reporting lines between LGUs, barangays, and NCDA.
j. Maintain clear process flows illustrating the interaction between NCDA and LGUs in issuing and consolidating the Unified Persons with Disabilities ID.

For any clarification regarding the delineation of roles, reference shall be made to DSWD-NCDA JMC No.1 series of 2023.

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Section 2. Data Fields and Disability Classification

a. The Persons with Disabilities Master list shall include, subject to compliance with data privacy and informed consent requirements, the following fields:
   - Name, sex, nationality, date of birth, address, civil status, education, and employment information
   - Disability type(s) and classification
   - Issuance history and validity of the Persons with Disabilities ID (subject to NCDA decision pending legislation on lifetime or permanent ID validity)
   - Optional fields to enhance practical utility: blood type, emergency contact person and details, provided proper safeguards for access and use are established

b. Disability classification shall follow the Department of Health Categories of Disability.

Article VI-A. Verification and Status Management

Section 1. Registration Verification.

For apparent disabilities, the PDAO can issue the disability certificate.

For Deceased registrants. Upon verification of death, the registrant's status shall be updated accordingly, resulting in automatic invalidation of the Unified Persons with Disabilities ID after one (1) year after the death.

All registrations shall undergo verification by authorized LGU personnel prior to confirmation of sector inclusion.

Section 2. Invalidation and Cancellation.

Registrations found to be erroneous, duplicative, or fraudulent may be cancelled in the system without physical deletion, for audit and accountability purposes.

CHAPTER IV – CAPACITY-BUILDING AND TRANSITION

Article VII. Capacity-Building Rollout

Section 1. Capacity-Building Activities.

The NCDA, in coordination with the DILG, shall lead the training of LGUs, in the operation, management, and maintenance of the Unified Persons with Disabilities ID System. The rollout shall follow a phased implementation approach guided by readiness and local needs to allow gradual system stabilization before full nationwide coverage. Training programs shall include updated categories of non-apparent disabilities recognized by the DOH to enable LGUs to encode more accurate and inclusive Persons with Disabilities data. Funding allocations shall be clearly specified to support training, IT infrastructure, and LGU operations.

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Section 2. Compliance and Monitoring.

LGUs shall ensure full compliance with the Implementing Rules and Regulations of RA 10070. The DILG shall exercise proactive oversight to monitor stricter compliance with the PDAO Law. Periodic updating of LGU databases, incorporating the new disability categories, shall enable the NCDA to maintain a centralized and accurate record of Persons with Disabilities nationwide.

Article VIII. Transition Arrangements

A transition period of three (3) years shall be implemented.

CHAPTER VI – GRIEVANCE REDRESS MECHANISMS

Persons with Disabilities grievance mechanisms shall be established in every LGU relevant to the issuance of the Persons with Disabilities ID.

CHAPTER VII – FINAL PROVISIONS

Article XII. Separability Clause

If any provision of this Order is declared invalid, the remaining provisions shall continue to be in full force and effect.

Article XIII. Repealing Clause

This Administrative Order amends **NCDA Administrative Order No. 1, s. 2021**, and any other previous issuances inconsistent with this Administrative Order are hereby **repealed or modified.**

Article XIV. Effectivity

This Administrative Order shall take effect upon approval by the NCDA Board and publication in accordance with law.

ISSUED this _____ day of _____ 2026, Quezon City, Philippines.

Approved by:

GLENDA D. RELOVA
Executive Director, NCDA

REX GATCHALIAN,
Secretary, Department of Social Welfare and Development
Chairperson, National Council on Disability Affairs
02 JUN 2026

National Council on Disability Affairs
Certified True Copy:
JOSEPHINE V. DESPI
Records Officer III

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