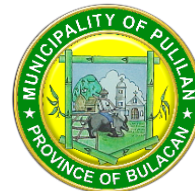


PUBLIC AFFAIRS AND INFORMATION OFFICE

EXTERNAL SERVICE



A. COMMUNICATION SERVICES

ENDORSEMENT LETTER is issued to indigents requesting for financial assistance for their medical treatment, and to clients who are seeking for employment in an institution. This is processed after the initial assessment and approval of the officer in charge at Mayor's Office.

Office or Division:	PUBLIC AFFAIRS AND INFORMATION OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For financial assistance:				
1. Barangay Indigency (Original with dry seal)		Barangay Hall		
2. Request Letter for Mayor (Hand Written)		Client		
3. 1 Photocopy of any Valid ID/ Barangay Certificate of Residency		Client/ Barangay Hall		
4. Original copy of supporting papers (hospital bill/medical abstract)		Hospital		
5. 1 Photocopy Quotation/Protocol		Hospital		
For employment:				
1. Resume		Client		
2. 1 Photocopy of any Valid ID/ Barangay Certificate of Residency		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents	1. Review documents and provide request form	None	3 minutes	Clerk (Public Affairs and Information Office)
2. Fill up the Request Form	2.1 Receive accomplished request form, interview client and encode data	None	5 minutes	<i>Information Officer I</i> or <i>Clerk</i> (Public Affairs and Information Office)
	2.2 Issue the letter to client for Mayor's signature	None	2 minutes	<i>Information Officer I</i> or <i>Clerk</i> (Public Affairs and Information Office)
	TOTAL:	Free of Charge	10 minutes	