



Issuance of Endorsement Letters

Endorsement Letters from the Mayor are issued to clients to support their request to concerned agencies.

Office or Division:	Office of the Mayor	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government Agency G2C-Government to Client	
Who may avail:	All Residents of the Municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Resolutions		For Resolutions
1. (2) original copies of Approved Resolutions		1. Sangguniang Bayan Office
For Indorsing Requests		For Indorsing Requests
1. (2) original copies of Approved Requests		1. Mayor's Office
2. (2) original copies of Project Proposal (if necessary)		2. Applicant
For Financial Assistance		For Financial Assistance
1. (2) original copies of Letter of Request of Client to concerned agency		1. Prepared by client
2. (1) original copy of medical certificate of patient needing assistance		2. RHU
For Job/PNP Applicants		For Job/PNP Applicants
1. (1) original copy of Application Letter to Concerned Agency		1. Applicant
2. 1 set of photocopied school Credentials		2. Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the logbook	1. Request client to register on the logbook	None	2 Minutes	<i>Admin Aide VI Mayor's Office</i>
2. Submit requirements and undergo interview with the Mayor	2. Verify documents and request client for an interview with the Mayor	None	15 Minutes	<i>Admin Aide VI, Mun. Mayor Mayor's Office</i>
3. Wait for the processing of document	3. If approved by the Mayor, prepare endorsement letter with the Mayor's Signature and dry seal	None	10 Minutes	<i>Admin Aide VI Mayor's Office</i>
4. Receive endorsement letter	4. Release endorsement letter	None	2 minutes	<i>Admin Aide VI Mayor's Office</i>
		TOTAL	29 Minutes	