

# For Financial Assistance

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government Agency G2C-Government to Client			
<b>Who may avail:</b>	All Residents of the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Financial Assistance</b> 1. (2) original copies of Letter of Request of Client to concerned agency 2. (1) original copy of medical certificate of patient needing assistance		<b>For Financial Assistance</b> 1. Prepared by Client  2. RHU		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on the logbook	1. Request client to register on the logbook	None	2 Minutes	<i>Admin Aide VI Mayor's Office</i>
2.1. Submit requirements and undergo interview with the Mayor 2.2. Wait for the processing of document	2. Verify documents and request client for an interview with the Mayor If approved by the Mayor, prepare endorsement letter with the Mayor's Signature and dry seal	None	15 Minutes  10 Minutes	<i>Admin Aide VI, Mun. Mayor Mayor's Office</i>
3. Receive endorsement letter	4. Release endorsement letter	None	2 minutes	<i>Admin Aide VI Mayor's Office</i>
		<b>TOTAL</b>	29 Minutes	