

For Indorsing Requests

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 Indorsing Requests 1. (2) original copies of Approved Requests 2. (2) original copies of Project Proposal (if necessary)		For Indorsing Requests 1. Mayor's Office 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>
2.1. 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>
		TOTAL	29 Minutes	