

# Issuance of Endorsement Letters

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

## 1. For Resolutions

<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 Resolutions</b> 1. (2) original copies of Approved Resolutions			<b>For Resolutions</b> 1. Sangguniang Bayan Office	
<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	