

Endorsement /Referral Letter

The Municipal Mayor issued endorsement / referral letter for financial assistance needed by the clients for medical matters like hospital bill, dialysis, chemotherapy and others.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Constituent of Reina Mercedes			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Certificate of Indigent			Office of the Barangay Captain	
Medical Abstract /Hospital Bill			Hospital	
Assessment form secured at the MSWD Office			Office of the MSWD	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients sign on the log book	1.1 Interview the client	None	2 Minutes	<i>Administrative Aide I</i> Office of the Municipal Mayor
	1. 1Review and verify the documents.		3 Minutes	
	1.2 Print endorsement letter and signed by the Municipal Mayor		5 Minutes	
	1.3. Instruct the client for the next step			
2. Clients received the copy	2. Issue requested endorsement/ referral	None	1 Minute	<i>Administrative Aide I</i> Office of the Municipal Mayor
TOTAL:		None	11 Minutes	