

1. Issuance of Endorsement for Educational Assistance to DSWD

The Issuance of Endorsement for Educational Assistance is readily available to support a student's application for financial aid and scholarship, aiming to bolster their potential for success in their educational pursuit.

Office or Division:	Office of the Local Chief Executive			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Students from Grade 7 to College Level			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Indigency (1 Original, 1 Photocopy)			Barangay	
Enrollment Assessment Form or Certificate of Enrollment/Registration (1 Original, 1 Photocopy)			School - Registrar's Office	
Statement of Account (1 Original, 1 Photocopy)			School - Registrar's Office	
School ID/Valid ID (1 Original, 1 Photocopy)			School	
Request Letter address to Mayor (1 Original)			Client	
CLIENT'S STEP	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Sign in the Client Logbook and present the required documents	1.1 Let the client fill-out the Client Logbook	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor
2. Submit the required documents for initial assessment and verification	2.1 Receive the required documents and check for completeness and correctness	None	10 Minutes	<i>Public Relations Officer I</i> Office of the Municipal Mayor
		None	1 Hour	

	2.2 Prepare the Endorsement Letter			<i>Administrative Aide II</i> Office of the Municipal Mayor
	2.3 Review, Approve and Sign the Endorsement Letter	None	1 Day	<i>Local Chief Executive</i> Office of the Municipal Mayor
3. Return to the Office of the Local Chief Executive for release of Endorsement	3.1 Record the Endorsement Letter and release to the client	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor
4. Accomplish the Client Satisfaction Survey and drop in the Feedback Box	4.1 Request client to accomplish the Client Satisfaction Survey	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor
	TOTAL	None	1 Day 1 Hour 35 Minutes	