

## 2. Issuance of Endorsement for Medical Assistance to Department of Social Welfare and Development or Department Of Health

The Issuance of Endorsement Letter for Medical Assistance to DSWD intends to improve access to quality health services at the grassroots level, as well as to provide medical and health care assistance to constituents with low income by issuing medical and health care referrals to government agencies, philanthropic organizations and foundations with social care services.

<b>Office or Division:</b>	Office of the Local Chief Executive			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	Residents of Tagoloan, Misamis Oriental Only			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Medical Abstract (1 Original, 1 Photocopy)			Attending Physician	
Hospital Bill (1 Original, 1 Photocopy)			Medical Center	
Price Quotation (1 Original, 1 Photocopy)			Medical Center	
Barangay Certificate of Indigency (1 Original, 1 Photocopy)			Barangay	
Case Study (1 Original Copy)			Municipal Social Welfare and Development Office / Hospital	
Valid ID (1 Photocopy)			Client	
<b>CLIENT'S STEP</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Request for Endorsement for Medical Assistance to Department of Social Welfare and Development / Department Of Health	1.1 Give the client the List of Requirements.	None	10 minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor

2. Sign in the Client Logbook and present the required documents	2.1 Let the client fill-out the Client Logbook	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor
3. Submit the required documents for initial assessment and verification	3.1 Receive the required documents and check for completeness and correctness	None	10 Minutes	<i>Public Relations Officer I</i> Office of the Municipal Mayor
	3.2 Prepare the Endorsement Letter	None	1 hour	<i>Administrative Aide II</i> Office of the Municipal Mayor
	3.3 Review, Approve and Sign the Endorsement Letter	None	1 Day	<i>Local Chief Executive</i> Office of the Municipal Mayor
4. Return to the Office of the Local Chief Executive for release of Endorsement	4.1 Record the Endorsement Letter and release to the client	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor
5. Accomplish the Client Satisfaction Survey and drop in the Feedback Box	5.1 Request client to accomplish the Client Satisfaction Survey	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Mayor
	<b>TOTAL</b>	None	<b>1 Day 1 Hour 35 Minutes</b>	