

#### 4. Issuance of Recommendation/Endorsement Letter (For Employment and Assistance)

Issue recommendation letter in support to employment application and issue endorsement letter in support to request for assistance.

<b>Office or Division:</b>	Sangguniang Bayan/Vice Mayor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Barangay Certificate of Indigency (for assistance) (1 original)			Barangay Hall	
Proof of residency (for employment)			Requesting Individual	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the logbook and present the required documents.	1.1 Entertains the client and verifies requirements presented.	None	5 minutes	<i>Administrative Aide I</i> Sangguniang Bayan Office  <i>Bookbinder III</i> Vice Mayor's Office
	1.2 Prepares for the endorsement or recommendation letter and have it signed by the Municipal Vice Mayor or the Sangguniang Bayan Member (Officer of the day)	None	30 minutes	<i>Local Legislative Staff Officer IV</i> Vice Mayor's office  <i>Administrative Aide I</i> Sangguniang Bayan Office

				<i>Municipal Vice Mayor</i> Vice Mayor's Office  <i>Sangguniang Bayan</i> Member (Officer of the day) Sangguniang Bayan Office
	1.3 The staff releases the document.	None	1 minute	<i>Local Legislative Staff</i> Officer IV Vice Mayor's Office  <i>Administrative Aide I</i> Sangguniang Bayan Office
2. Accomplish the Client Satisfaction Survey and drop in the Feedbox Box.	2.1 Request client to accomplish the Client Satisfaction Survey (CSS).	None	10 minutes	<i>Administrative Aide I</i> Sangguniang Bayan Office
-End of Transaction-				
TOTAL:			46 minutes	