

## 1. Provision of Medicines

**Description of the Service:** The basic services of the City Government include the provision of medicines to indigent citizens. After undergoing a medical check-up, the client who does not have the financial capability to purchase the needed medicines must proceed to the Office of the City Mayor with the issued prescription for assistance.

<b>Office or Divisions:</b>	Office of the City Mayor			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Indigent Citizens			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Certificate of Indigency 2. Doctor's Prescription	From the Barangay From Clinic/Hospital/RHU			
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements for verification	Accept and verify the documents  Staff checks the availability of prescribed medicines from the local pharmacy  Pharmacist releases the prescribed medicines	Non  e  Non  e  None	2 minutes  5 minutes  1 minute  2 minutes	Rowena Macugay Administrative Aide IV  Angelo Espinosa Casual  Resident Pharmacist City Health Office  Dr. Josemarie L. Diaz City Mayor
2. <u>If medicine is available at the CHO Pharmacy</u> , the client must proceed to the pharmacy together with the prescription duly countersigned by the Mayor's Office Staff  -or-  <u>If medicine is not available at the CHO Pharmacy</u> , client is subject to grant of financial assistance	The office will provide financial assistance	None		
<b>TOTAL:</b>		<b>10 Minutes</b>		