

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