

## 2. Provision of Endorsement/Recommendation/Certification

**Description of the Service:** The office endorses/recommends applicants, individuals, cooperatives and organizations seeking for job opportunities, financial grant, equipment grants from other government agencies or private institutions

<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>All Ilagueño Citizens/Cooperatives/Organizations</b>			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
For individuals:	<p>1. Barangay Clearance</p> <p>2. Voter's Registration/Community Tax Certificate</p> <p>3. Application Letter (for job opportunities)</p> <p>4. Credentials (Transcript of Records, Diploma, Seminars/Trainings attended)</p>			
For Cooperatives/Organizations:	<p>1. Endorsement from the City Agriculture Office or City Cooperative Office</p> <p>2. Article of Incorporation, By-Laws and Certificate of Registration from SEC (Organizations) or CDA (Cooperatives)</p> <p>3. List of officers and members and addresses</p>			
<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 documents for verification	Accept and verify the documents  Type the endorsement/recommendation/certification	Non  e  Non  e  None	2 minutes  5 minutes  1 minute	Judith Rapadas Administrative Aide IV  Valerie Santiago Statistician III  -or-  Claire Baldamuerte Administrative Aide IV  Dr. Josemarie L. Diaz City Mayor
2. Claim the Endorsement/Recommendation/Certification	Sign and release the endorsement/recommendation/certification			
<b>TOTAL:</b>		<b>8 minutes</b>		