

<b>2. Provision of Endorsement/Recommendation/Certification</b>				
<b>Description of the Service:</b> 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: 1. Barangay Clearance 2. Voter's Registration/Community Tax Certificate 3. Application Letter (for job opportunities) 4. Credentials (Transcript of Records, Diploma, Seminars/Trainings attended)		From the barangay where the individual resides COMELEC/Office of the City Treasury  From the individual Issued by the school or the agency who conducts the seminar/training		
For Cooperatives/Organizations: 1. Endorsement from the City Agriculture Office or City Cooperative Office 2. Article of Incorporation, By-Laws and Certificate of Registration from SEC (Organizations) or CDA (Cooperatives) 3. List of officers and members and addresses		City Agriculture Office or City Cooperative Office  Certificate of Registration from SEC or CDA  From the Cooperative/Organization		
<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	Non	2 minutes	Judith Rapadas Administrative Aide IV
	Type the endorsement/recommendation/certification	e  Non  e	5 minutes	Valerie Santiago Statistician III  -or-  Claire Baldamuerte Administrative Aide IV
2. Claim the Endorsement/Recommendation/Certification	Sign and release the endorsement/recommendation/certification		1 minute	Dr. Josemarie L. Diaz City Mayor
		None		
<b>TOTAL:</b>		<b>8 minutes</b>		