



Internal/External

1. SERVICE NAME: PROVISION OF MEDICINES

Description of the Service: The City Government of Ilagan provides medical assistance through the provision of medicines to indigent constituents. Clients who have undergone medical consultation and are unable to afford prescribed medicines may seek assistance from the Office of the City Mayor by presenting the required documents.

Office or Division:	Office of the City Mayor – Special Assistance / Social Services Desk
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Indigent residents of the City of Ilagan

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original or photocopy of Doctor’s Prescription 2. Barangay Indigency Certificate 3. Valid ID of the Client/Representative 4. Authorization Letter (if representative is filing on behalf of the client)		<ul style="list-style-type: none"> ➤ Issued by a licensed physician, from Clinic/Hospital ➤ From the Barangay of the applicant’s residence ➤ Government-issued ID ➤ To be prepared and signed by the client/patient 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit prescription and requirements at the Office of the City Mayor	Receive and review documents	None	3 minutes	Rowena Macugay, <i>Administrative Aide IV</i>

