



Internal/External

2. SERVICE NAME: PROVISION OF ENDORSEMENT / RECOMMENDATION / CERTIFICATION

Description of the Service: The Office of the City Mayor issues endorsements, recommendations, or certifications to qualified individuals, cooperatives, and organizations seeking employment opportunities, financial assistance, or grants (e.g., equipment, livelihood support) from government agencies or private institutions.

Office or Division:	Office of the City Mayor
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Ilagueño citizens, cooperatives, associations, and organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>For Individuals:</i></p> <ol style="list-style-type: none"> 1. Barangay Clearance 2. Voter’s Registration Record or Community Tax Certificate (Cedula) 3. Application Letter (for job opportunities) 4. Credentials (Transcript of Records, Diploma, Certificates of Trainings/Seminars) <p><i>For Cooperatives/Organizations:</i></p> <ol style="list-style-type: none"> 1. Endorsement from the City Agriculture Office or City Cooperative Office 	<ul style="list-style-type: none"> ➤ Barangay Hall of applicant’s residence ➤ Commission on Elections (COMELEC) or City Treasurer’s Office ➤ Prepared by the applicant ➤ Issued by school or training provider ➤ City Agriculture Office/City Cooperative Office



2. Articles of Incorporation, By-Laws, and Certificate of Registration 3. List of Officers and Members with Addresses		➤ Securities and Exchange Commission (for organizations) or Cooperative Development Authority (for cooperatives) ➤ Prepared by the cooperative/organization		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/Present complete requirements	Receive, review, and verify completeness and authenticity of documents	None	2 minutes	Ronabell G. Balloga, <i>Community Affairs Officer II</i>
2. Preparation of document	Prepare/type the endorsement, recommendation, or certification	None	5 minutes	Jomild C. Balao, <i>Admin. Asst. II /</i> Shaira De Vera, <i>Casual</i>
3. Claim the document	Review, sign, and release the endorsement, recommendation, or certification	None	1 minute	Hon. Josemarie L. Diaz, <i>City Mayor</i>
TOTAL		8 minutes		