



2. Issuance of Endorsement/Recommendation

Recommendations/Endorsements are given to individuals and organizations to support their intentions for a purpose.

Office or Division	Office of the Mayor			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent/ Request (1 Original Copy and 1 Photocopy)		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Letter of Intent/Request at the Receiving Area of the Office of the Mayor	1. Receive letter and evaluate/review	None	3 Minutes	<i>Administrative Aide VI</i> Office of the Mayor
	1.1 Prepare Endorsement /Recommendation Letter	None	5 Minutes	<i>Administrative Aide VI</i> Office of the Mayor
	1.2 Approve and sign the endorsement/recommendation letter by the Municipal Mayor/Municipal Administrator	None	5 Minutes	<i>Municipal Mayor</i> <i>Municipal Administrator</i> Office of the Mayor
2. Receive the Endorsement/Recommendation Letter	2. Release the Endorsement/Recommendation Letter	None	2 Minutes	<i>Administrative Aide I</i> Office of the Mayor
	TOTAL:	None	15 Minutes	