



#### 4. Issuance of Endorsement (for Municipal Development Council)

Issuance of endorsement is deemed necessary to know the roles and functions of cooperating partners or agencies and basis for evaluation and validation.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Farmers/Fisher folks/Organization			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Submit 1 original and 2 photocopies of the following documents:				
Accomplished Application Form		Client		
Board Resolution		Client		
Certificate of Registration		Client		
List of Current Officer and Members		Client		
Annual Accomplishment Report		Client		
Annual Financial Statement		Client		
Profile		Client		
Minutes of Meeting		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit complete requirements at the receiving area	1. Receive complete requirements and assess based on the correctness and completeness of the documents	None	30 Minutes	<i>Agriculturist 1</i> Office of the Municipal Agriculturist
2. Receive endorsement letter and submit all necessary documents to the Office of the Sangguniang Bayan	2. Prepare endorsement to the Office of the Sangguniang Bayan	None	15 Minutes	<i>Agriculturist 1</i> Office of the Municipal Agriculturist
<b>TOTAL</b>		<b>None</b>	<b>45 Minutes</b>	