

94. VICE MAYOR'S ENDORSEMENT/ REFERRAL/ RECOMMENDATION

DESCRIPTION of the SERVICE :

Many constituents of the government seek the endorsement of the Vice Mayor or his referral in obtaining help/assistance from different agencies that would address their needs. Recommendation letters are also requested by job applicants.

REQUIREMENT:

- * Resumé/bio-data for local employment

FEE:

No fee

PROCEDURE:

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN- CHARGE
1. Interviews the client	15 minutes	AMADO LANDICHO MENNEN MANGUIAT MA. ELENA REYES <i>Vice Mayor's Staff</i>
2. Prepares referral/ endorsement / recommenda tion let ter		
3. Signs the referral/ endorsement/ recommenda tion let ter		LYDIO A. LOPEZ JR. <i>Vice Mayor</i>