



3. ISSUANCE OF ENDORSEMENT CERTIFICATE FOR BENEFIT DANCE

Office or Division:	OFFICE OF THE MUNICIPAL MAYOR			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business and/or G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter from the Barangay Captain or Chairman of the Event		Barangay Local Government Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements to the Mayor's Office	Examines/evaluates requirements and instruct the client to pay	none	3 minutes	Maria Aurora M. Aquino
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	P 200.00	10 minutes	Revenue Collector
3. Presents the Official Receipt (OR) of payment	Prepares the Endorsement Certificate	none	5 minutes	Maria Aurora M. Aquino
	Signs/approves the Endorsement Certificate	none	5 minutes	Esteban SF Madrona, Jr. Municipal Mayor
	Releases the Endorsement Certificate	none	2 minutes	Maria Aurora M. Aquino
4. Receives the Endorsement Certificate	-end of transaction-			
TOTAL		P 200.00	25 minutes	