



**OFFICE OF THE MUNICIPAL VICE MAYOR**



## 1. Request For Assistance To The Office Of The Vice Mayor

Service Information: Assistance given to individuals who resides within the municipality.

Office or Division:	Office of the Municipal Vice Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Indigent Residence within the vicinity of the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Prescription if applicable		Attendant Doctor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in client logbook	Receives and checks the prescription of the Doctor and Solicitation Letter	None	10 -15 minutes	Christopher Ico Sr. Admin. Asst.