



# Office of the City Mayor

## Internal Services



## 1. Approval on All Requests/Communications from the Departments/Units Concerned

The City Government Departments can issue requests to the Office of the Mayor for various purposes to exercise their respective functions effectively.

<b>Office or Division:</b>	Office of the City Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Departments of the City Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 Original Copy, 1 Photocopy)		Requesting Department/Unit		
2. All attachments to the letter (1 Original Copy, 1 Photocopy depending on the document)		Requesting Department/Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for approval of the City Mayor.	1. Receive and encode the request letter.	None	2 minutes	<i>Clerk</i> City Mayor's Office
	1.1 Segregate incoming documents and prepare summary.	None	3 minutes	<i>Private Secretary Or Administrative Officer IV Or Executive Assistant IV</i> City Mayor's Office
	1.2 Review, sign and make the appropriate marginal note on the request and its related documents.	None	1 day	<i>City Mayor Or Executive Assistant IV</i> City Mayor's Office
	1.3 Encode the outgoing documents and forward it to the respective department or office.	None	3 minutes	<i>Clerk</i> City Mayor's Office
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 8 Minutes</b>	



## 2. Approval on Financial Assistance – Php 5,000 and above

The City Social Welfare and Development Office (CSWDO) handles various financial assistance. Requests (medical, burial and other kind of assistance) of the City amounting to Php 5,000.00 and above. Before releasing it to the beneficiary, they must first seek approval from the Office of the City Mayor.

<b>Office or Division:</b>	Office of the City Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Departments of the City Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Medical Abstract/Medical Certificate (1 Original Copy)		Hospital where the client is admitted		
2. Certificate of Indigency (1 Original Copy)		Barangay Hall where the client resides		
3. Funeral Contract (1 Original or Certified True Copy)		Funeral Parlor		
4. Death Certificate (1 Certified True Copy) – in case of Burial Assistance		City Civil Registrar’s Office (CCRO)		
5. Voter’s Certification (1 Original Copy)		COMELEC San Pedro		
6. Valid Government Issued I.D. (1 Photocopy)		Any government agency that issues valid identification.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit financial assistance request with the attached case study signed by the CSWDO Head and other supporting documents.	1. Check, receive and encode the Financial, Medical or Burial Assistance and endorse to the City Mayor for approval.	None	5 minutes	Clerk City Mayor’s Office
	1.1 Review, approve and indicate the amount of financial assistance to be given.	None	3 minutes	
	1.2 Encode the approved Financial Assistance and forward to the City	None	1 day	City Mayor Or Executive Assistant IV City Mayor’s Office
			3 minutes	Clerk City Mayor’s Office



	Budget Office for Obligation Request (OBR) preparation.			
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 8 Minutes</b>	