

# Office of the Vice-Mayor External Services



## 1. Receiving of correspondences, request letters, checks and other similar documents

Clerical and administrative functions of the City Vice-Mayor's Office that processes requests that require signature.

Office or Division:	Office of the City Vice-Mayor				
Classification:	Complex				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	All				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Request Letter (1 original copy, 1		Requesting Client			
Photocopy)	Photocopy)				
2. Valid I.D. (1 Phot	1 3 /	Requesting	Client		
For medical assist					
1. Medical Certifica	te or Abstract (1	Hospital			
Photocopy)					
For burial assistance:					
Death Certificate	\ 13/		Registrar's Office		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Receive the	None	3 minutes	Local	
correspondences,	correspondences,			Legislative Aide	
request letters,	request letters,			Office of the	
checks	checks and other			Vice-Mayor	
and other similar	similar documents				
documents to the	and indicate the				
Office	date and time.				
of the Vice Mayor					
Secretariat	0 D	NI	45 -1	Local	
2. Wait for the	2. Process and	None	15 days	Local	
request to be	release the			Legislative Aide Office of the	
processed	request.				
	TOTAL:	None	15 Days and 2	Vice Mayor	
	IOIAL:	None	15 Days and 3 Minutes		

#### Note:

 Processing time can also vary depending on the nature of the request and availability of resources.





### 2. Providing copies of Resolutions and Ordinances

The Office of the Vice-Mayor can furnish copies of resolutions and ordinances passed by the City Council to clients that need them.

Office or Division:	Office of the City Vice-Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			
Request Letter (1 Original copy, 1 Photocopy)		Requesting Client		
	AGENCY	FEES TO	DDOCECCINC	DEDOON
CLIENT STEPS	ACTIONS	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter.	ACTIONS  1.1 Receive request letter.		TIME 1 minutes	RESPONSIBLE  Private  Secretary I  Office of the
1. Submit request	ACTIONS 1.1 Receive	BE PAID	TIME	RESPONSIBLE  Private  Secretary I



### 3. Scheduling of Appointments

The Office of the Vice-Mayor can schedule the City Vice-Mayor for appointments requested by the constituents of the City of San Pedro.

Office or	Office of the City Vice-Mayor			
Division:				
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Citizens of San Pedro			
CHECKLIST OF	T OF REQUIREMENTS WHERE TO SECURE			
1. Letter of Invitation	Letter of Invitation (1 Original Copy, Requesting Client			
1 Photocopy)	otocopy)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of	1. Receive	None	1 day	Private
invitation.	request letter and			Secretary I
	advise client on			Office of the
	availability of the			Vice-Mayor
	Vice-Mayor.			



### 4. Availing of Various Assistance

The Office of the Vice-Mayor can provide and approve requests for assistance for requests of various natures. This includes Financial, Medical, Burial, and Motor Vehicle Assistance.

Office or	Office of the City Vice-Mayor				
Division:					
Classification:	Complex				
Type of	G2C - Government	G2C – Government to Citizen			
Transaction:					
Who may avail:	Citizens of San Pedro				
	REQUIREMENTS WHERE TO SECURE				
1. Letter of Invitation (1 original copy,		Requesting Client			
1 Photocopy)					
For medical assistance:					
Medical Certificate or Abstract (1		Hospital			
Photocopy)					
For burial assistance:					
Death Certificate (1 Photocopy)		Local Civil Registrar's Office			
For motor vehicle assistance:					
1. Request slip (1 Original Copy, 1		Office of the Mayor			
Photocopy)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit request	1. Receive	None	5 days	Private	
letter along with	request letter and			Secretary I	
pertinent	process the			Office of the	
attachments.	request.			Vice-Mayor	
	TOTAL:	None	5 Days		