



5. Issuance of Recommendation (For Employment)

Recommendation is a document in which the writer assesses the qualities, characteristics, and capabilities of a person being recommended in terms of that individual's ability to perform a particular task.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Residence such as Barangay Clearance/Police Clearance/NBI Clearance		Barangay Hall/Police Station/NBI Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	Give the logbook to the client	None	2 minutes	Dan Dean C. Dael Information Desk Clerk
2. Submit the required documents to the responsible frontline service personnel for verification	2.1.Check and forward to the Secretary of the Mayor for appropriate action	None	10 minutes	Gellie B. Marquez General Clerk Jocelyn M. Valencia AdA 1/Sec to the Mayor
	2.2.Prepare endorsement letter and forward it to the Mayor for signature			
	2.3.Signs the Recommendation Letter	None	5 minute	Hon. Ma. Caridad P. Clacio-Municipal Mayor
3. Receive Recommendation Letter	3.1.Releases of Recommendation Letter	None	2 minutes	Gellie B. Marquez General Clerk Jocelyn M. Valencia AdA 1/Sec to the Mayor
TOTAL		NONE	19 minutes	