



Issuance of Endorsement or Recommendation for Employment

Recommendation for Employment for jobseekers.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS *1 photocopy each of the following			WHERE TO SECURE	
1. Bio-data or resume, schools' credentials, addressee of the hiring company			Client	
2. Community Tax Certificate or CEDULA			Municipal Treasury Office	
3. Barangay Clearance			Barangay Hall	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request	1. Wait for the advice of the person responsible to confirm the schedule	None	10 minutes after verification	<i>Administrative Aide</i> Office of the Mayor
TOTAL		None	10 minutes	