

## 5. SOLICITATION REQUESTS / FINANCIAL ASSISTANCE

### How to Avail of the Service:

<b>Office or Division:</b>	OFFICE OF THE VICE MAYOR				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	Government to citizens				
<b>Who may avail:</b>	Those residents of the City of San Juan and other clients who are in need of financial assistance for activities and other concerns.				
<b>Availability of Service</b>	Tuesday – 8:00 a.m. to 5:00 p.m. (without noon break)				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Letter request					
Medical Abstract (for hospital assistance)					
Hospital Bill (for hospital assistance)					
Barangay Certificate of Residency/Indigency					
Valid Identification Card					
<b>Step</b>	<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Present the Document	Interview the client; Validate the letter/ document	NONE	5 mins	Executive Assistant I
2		Advise the client to wait for the text message/call of the office for the approval of their request	NONE	1 min	Executive Assistant I

**END OF TRANSACTION**