

Issuance of Certificate of Indigency/Endorsement for Assistance

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Individuals seeking medical assistance and other related services

What are the requirements:

- Barangay Clearance
- Social Case Study Report from the Office of the Municipal Social Welfare and Dev't.

Total Processing Time:

- 20 minutes

How to avail the service:

Step	Applicant/Client	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the requirements to BPLS	Receive the documents and evaluate Prepare the Certificate/Endorsement	2 minutes 16 minutes	None	Femy Armada or Amelou Astoveza
2	Receive the duly signed Certificate/Endorsement	Issue the Certificate/Endorsement	2 minutes		Femy Armada or Amelou Astoveza