

# OFFICE OF THE CITY VICE MAYOR

2/F New Justice Hall Bldg., Sta. Elena, Marikina City  
 City Vice Mayor Jose Fabian I. Cadiz, M.D  
 Tel. No.: 645-6407 Fax No.: 647-3119



## Service Offered:

Financial Assistance or Medical Assistance, Burial Assistance, Solicitation, Educational Assistance, Referral Letters/ Endorsement/ Recommendation.

	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
1	Clients submits documents to front desk personnel for assessment and evaluation thereof;	Desk# 9 Ms. Rodina Cruz (OVM)	2F New Justice Hall Bldg., Sta. Elena, Marikina City	5 mins. ( if documents are complete)
2	If the documents are complete and in order, they are referred to the Vice Mayor for persual and consideration;	Desk# 9 Ms. Rodina Cruz (OVM)	2F New Justice Hall Bldg., Sta. Elena, Marikina City	Immediately
3	Vice Mayor puts notation or instruction thereon;	Desk # 1 Ms. Gladys Reas (OVM)	2F New Justice Hall Bldg., Sta. Elena, Marikina City	1 day
4	If the request is financial/ medical assistance or solicitation, vouchers thereof shall be prepared by the Receiving/Recording personnel	Desk# 9 Ms. Rodina Cruz (OVM)	2F New Justice Hall Bldg., Sta. Elena, Marikina City	5 mins.
5	There after, the same shall be submitted to GSO for bar code;	Liaison Officer: Ms. Josefina Lecciones, Ms. Mary Rose Dela Cruz (OVM)	General Service Office, Marikina City Hall	30 mins. to 1 hr.
6	Upon receipt there from, the documents shall be recorded by the Office Finance/Budget Officer;	Desk # 5 & 6 Mrs. Milagros Feliciano, Mr. Michael John Villaresto (OVM)	2F New Justice Hall Bldg., Sta. Elena, Marikina City	30 mins.
7	Finally, the documents shall be submitted to the City Budget Office	Ms. Zenaida Santos, City Budget Officer	City Budget Office, Marikina City Hall	For funding
8	Client may inquire the status of assistance to the Assistance Personnel (follow-up desk) Table # 8	Desk #8 Ms. Melissa Joy Dela Cruz (OVM)	2F New Justice Hall Bldg., Sta. Elena, Marikina City	10 mins.

## Requirements:

### Financial/Medical Assistance

- Letter Address to Hon. Vice Mayor Jose Fabian I. Cadiz, M.D
- Original Copy of Social Case Study Report from CSWD
- Original Barangay Certificate
- Xerox Copy of Medical Abstract or Doctor's Prescription
- Xerox Copy of Voter's ID (Incase there is no voter's ID, Client has to present Xerox copy of Verification Slip from Comelec plus one (1) valid I.D (SSS, Postal, Driver's License, PhilHealth)

### Burial Assistance

- Letter Address to Hon. Vice Mayor Jose Fabian I. Cadiz, M.D
- Original Copy of Social Case Study Reports form CSWD
- Original Barangay Clearance
- Xerox copy of Death Certificate
- Xerox Copy of Funeral Contract
- Xerox Copy of Voter's ID (Incase there is no voter's ID, Client has to present Xerox copy of Verification Slip from Comelec plus one (1) valid I.D (SSS, Postal, Driver's License, PhilHealth)

### Solicitation (Homeowners Association, Community Association, Non-Government Organizations, People's Organization, Cooperatives)

- Letter Address to Hon. Vice Mayor Jose Fabian I. Cadiz, M.D
- Original Barangay Certificate
- Xerox Copy of Certification from Community Relation Office
- Xerox copy of project Proposal (stating the goal or mission of the project)
- Xerox Copy of Voter's ID (Incase there is no voter's ID, Client has to present Xerox copy of Verification Slip from Comelec plus one (1) valid I.D (SSS, Postal, Driver's License, PhilHealth)

### Educational Assistance

- Letter Adressed to Hon. Vice Mayor Jose Fabian I. Cadiz, M.D.
- Certificate of Registration/ Enrollment
- Original Barangay Clearance
- Xerox Copy of ID (Voter's ID/ School ID)

---

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.

# OFFICE OF THE CITY VICE MAYOR

2/F New Justice Hall Bldg., Sta. Elena, Marikina City  
 City Vice Mayor Jose Fabian I. Cadiz, M.D  
 Tel. No.: 645-6407 Fax No.: 647-3119



## Service Offered:

Community Medical Mission, Wheelchair/Crutches/Walker/Crane Distribution, Free Cataract Screening and Surgery, Handog Ngiti - a Cleft Lip and Cleft Palate Operation (Smile Train Project), Dalaw kay Lolo, Lola at Batang K, Kalinga sa may Kapansanan (Prosthesis), Request for Ordinance/Resolutions, Drug Symposium Request, Request for Tents, Mascot Appearance (Anti-Drug Campaign), Request for Legal Consultation, Referrals and Recommendation and Clinic Referrals.

Services	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
Community Medical Mission	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz, MD (pls. indicate target location, time, beneficiary, et al.)</li> </ul>	DESK #11 Mrs. Mildred Dela Paz (OVM) Mrs. Lourdes Mobles (OVM) Mr. Billiarido Bautista (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	As per approval
Wheelchair Crutches Walker Cane Distribution	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz, MD</li> <li>Pls. attached Picture of the Beneficiary (whole body picture)</li> </ul>	DESK #11 Mrs. Mildred DV. Dela Paz (OVM) Ms. Katherine Pajigal (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	As per availability of the wheelchair and other walking aids.
Free Cataract Screening and Surgery	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz, MD</li> <li>Fill up Registration form.</li> <li>Open for Philhealth Card Holder Member and Non-Philhealth Patient.</li> </ul>	DESK #11 Mrs. Mildred DV. Dela Paz (OVM) Ms. Katherine Pajigal (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	30 minutes to 1 hour
Handog Ngiti Cleft Lip and Cleft Palate Operation Smile Train Project	<ul style="list-style-type: none"> <li>Fill up Registration Form.</li> <li>Wait for the Certificate issue by the Intake Officer.</li> </ul>	DESK #11 Mrs. Mildred DV. Dela Paz (OVM) Ms. Katherine Pajigal (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	30 minutes to 1 hour

Dalaw kay Lolo, Lola at Batang K.	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD</li> <li>The OVM-Medical Team will set a schedule for visitation.</li> </ul>	DESK #11 Mr. Billiaro Bautista (OVM) Mrs. Lourdes Mobles (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	1 day
Kalinga sa may Kapansanan (Prosthesis)	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD</li> <li>Wait for the referral letter to be submitted to Philippine General Hospital (PGH) Orthopedic Department.</li> </ul>	DESK #11 Mrs. Mildred DV. Dela Paz (OVM) Ms. Katherine Pajigal (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	15 minutes to 30 minutes
Request for Ordinance / Resolution	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD</li> </ul>	DESK #15 Mr. John Paul A. Medina (MCCITC)	2/F Justice Hall Building, Sta. Elena, Marikina City	15 minutes to 30 minutes
Drug Symposium Request	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD (pls. indicate the location and time)</li> </ul>	DESK #3 Mr. Ramil Villareal (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	30 minutes
Mascot Appearance (Anti-Drug Campaign)	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD (pls. indicate the location and time)</li> </ul>	DESK #3 Mr. Ramil Villareal (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	10 minutes
Request for Tents	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD (pls. indicates the location, time and occasion).</li> </ul>	DESK #13 Mr. Eduardo Abueg (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	15 minutes
Request for Legal Consultation	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD</li> </ul>	DESK #7 Mr. Sergio Alteza III (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	1 hour
Referrals and Recommendation	<ul style="list-style-type: none"> <li>Request Letter address to Vice Mayor Jose Fabian I. Cadiz,MD (pls. bring your latest resume)</li> </ul>	DESK #3 AND #7 Mr. Sergio Alteza III (OVM) Mr. Ramil Villareal (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	10 minutes
Schedules / Appointments	<ul style="list-style-type: none"> <li>Request Letter / Invitations address to Vice Mayor Jose Fabian I. Cadiz,MD</li> </ul>	DESK #10 Ms. Rachael Cruz	2/F Justice Hall Building, Sta. Elena, Marikina City	5 minutes

OFFICE OF THE CITY VICE MAYOR

Clinic Referrals and Concerns other than listed above	<ul style="list-style-type: none"><li>• Request Letter address to Vice Mayor Jose Fabian I. Cadiz, MD</li><li>• Wait for the referral letter to be submitted to the clinic.</li></ul>	DESK #2 Mr. Joey Ramos (OVM)	2/F Justice Hall Building, Sta. Elena, Marikina City	10 minutes
---	---	------------------------------------	--	------------

---

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.