

1. MEDICAL REQUESTS (MEDICAL EQUIPMENT)

How to Avail of the Service:

Office or Division:	OFFICE OF THE VICE MAYOR			
Classification:	Simple			
Type of Transaction:	Government to citizens			
Who may avail:	Residents of the City of San Juan who are in need of medical equipment. (i.e. Blood Pressure Apparatus, Nebulizer, Glucometer) for their health conditions.			
Availability of Service	Monday to Friday – 8:00 a.m. to 5:00 p.m. (without noon break)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID				
Residency/Indigency				
Letter Request				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the requirements	Validates the identity, residence, and other requirements of the applicant.		2 mins	Administrative Aide
Surrenders the requirements to the Officer-in-charge	Inputs the request in the logbook for pending requests		3 mins	Administrative Aide
Return on Fridays to receive the assistance	Distribute assistance to qualified indigents		5 min	Administrative Aide

END OF TRANSACTION