

**OFFICE OF THE SANGGUNIANG BAYAN
CITIZEN'S CHARTER**

SERVICE : ISSUANCE OF COPY/IES OF SANGGUNIANG BAYAN DOCUMENTS

AVAILABILITY OF THE SERVICE : Monday to Friday (8:00AM – 5:00PM)
No noon break

REQUIREMENTS : NONE

FEES : Php 100.00 Certified True Copy
: Php 100.00 Certification
: Php 150.00 records verification fee
(per Chapter V, Article 26, Section 103 (10) of the Expanded Revenue Code)

HOW TO AVAIL OF THE SERVICE:

Step by Step Procedure		Duration/Processing Time	Person Responsible
Client	Service Provider		
Submit the accomplished request form indicating therein the following information: a. Name b. Address c. Document Requested d. Purpose	1. Search the documents requested	5 minutes	Robelyn L. Barrios Gema V. Gamolo Reneil B. Delos Santos
	2. Issue notice (Certified true copy/certification/records verification) and advise client to pay at the Municipal Treasury Office	2 minutes	
Pay the corresponding fee to the Treasurer's Office	-	-	Municipal Treasury Personnel
Present the official receipt to claim requested documents	Issue copy of the requested document/s duly certified by the Secretary to the Sanggunian or by the Records Officer or its alternate	5 minutes	Ian Louie V. Bajade, JD Robelyn L. Barrios Gema V. Gamolo Reneil B. Delos Santos
TOTAL RESPONSE TIME		12 minutes (Excluding the time element of the Issuance of Official Receipt by the Treasurer's Office)	

**OFFICE OF THE SANGGUNIANG BAYAN
CITIZEN'S CHARTER**

SERVIC : **FACILITATION OF DOCUMENTS FOR LEGISLATIVE ACTION**

AVAILABILITY OF THE SERVICE : Monday to Friday (8:00AM – 5:00PM)
No noon break

REQUIREMENTS : NONE

HOW TO AVAIL OF THE SERVICE:

	Step by Step Procedure	Duration/Processing Time	Person Responsible
Client	Service Provider		
Submit documents to Receiving Section	Verify the completeness of submitted documents	5 minutes	Wenefredo B. Becina
	Received and assigned Tracking Number	5 minutes	Wenefredo B. Becina
	Calendar the documents for the deliberation during the plenary session	5 minutes	Duenabel M. Belceña Reneil Delos Santos
	Discussion during the plenary session	Every Monday	Sangguniang Bayan
	If the document is complete and approved: Prepare the SB Resolution and have it signed by the ff: a. SB Secretary b. Presiding Officer	1 day (Depending on the availability of the signatories)	Reneil Delos Santos Ian Louie V. Bajade
	If the documents need further study and deliberation under the Committee: Prepare Referral	5 minutes	Gema V. Gamolo Ian Louie V. Bajade
	Review and deliberation of the subject matter by the Committee	Maximum of 30 working days (Pursuant to Section 18 of IRP of the 10 th Sangguniang Bayan)	Committee assigned
	Calendar the Committee Report for adoption during the plenary session	5 minutes	Duenabel M. Belceña Reneil B. Delos Santos
	If the Committee Report is adopted: Prepare the SB Resolution/Ordinance and have it signed by the ff: a. SB Secretary b. Presiding Officer c. Municipal Mayor	1 day (depending on the availability of the signatories)	Reneil Delos Santos Ian Louie V. Bajade
	Endorse copy of the Committee Report/SB Resolution/Ordinance	5 minutes	Gema V. Gamolo

			Robelyn L. Barrios
Total Response Time		Maximum of 30 working days	

**OFFICE OF THE SANGGUNIANG BAYAN
CITIZEN'S CHARTER**

- SERVICE : ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS (NGOs) and People's Organizations (Pos)**
- AVAILABILITY OF THE SERVICE : Monday to Friday (8:00AM – 5:00PM)**
No noon break
- REQUIREMENTS :**
- a. Letter of application;
 - b. Duly accomplished Application for Accreditation;
 - c. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
 - d. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
 - e. List of current officers and members
Additional Requirements for CSOs in Operation for at least one (1) year
 - f. Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda
 - g. Annual Accomplishment Report for the immediately preceding year
 - h. Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds
- FEES : NONE**

HOW TO AVAIL OF THE SERVICE:

Step by Step Procedure		Duration/Processing Time	Person Responsible
Client	Service Provider		
Submit review and recommendation from the MPDC with duly accomplished application form and other requirements	Verify the completeness of submitted documents	5 minutes	Wenefredo B. Becina Gema V. Gamolo
	Calendar the application for deliberation during the plenary session	5 minutes	Duenabel M. Belceña Reneil Delos Santos
	Discussion during the plenary session	Every Monday	Sangguniang Bayan
	If the application is complete and approved: Prepare the Certificate of Accreditation and SB Resolution and have it signed by the ff.:	1 day (Depending on the availability of the signatories)	Reneil Delos Santos Ian Louie V. Bajade

	a. SB Secretary b. Presiding Officer		
	If the application needs further study and deliberation under the Committee: Prepare Referral	5 minutes	Gema V. Gamolo Robelyn L. Barrios
	Review and deliberation of the application by the Committee	Maximum of 30 working days (Pursuant to Section 18 of IRP of the 10 th Sangguniang Bayan)	Committee assigned
	Calendar the Committee Report for adoption during the plenary session	5 minutes	Duenabel M. Belceña Reneil B. Delos Santos
	If the Committee Report is adopted: Prepare the Certificate of Accreditation and SB Resolution and have it signed by the ff: a. SB Secretary b. Presiding Officer	1 day (depending on the availability of the signatories)	Reneil Delos Santos Ian Louie V. Bajade
Get copy of the SB Resolution and Certificate of Accreditation	Endorse copy of the Certificate of accreditation and SB Resolution	5 minutes	Gema V. Gamolo Robelyn L. Barrios
Total Response Time		Maximum of 30 working days	