

SANGGUNIANG PANLUNGSOD

External Services

1. Issuance of certified true copies of approved Resolution and Ordinance

These are the approved resolution and ordinances or city laws adopted/enacted by the legislative body to be requested by the outside residents and private companies for their information and guidance.

Office or Division:		Office of the Sangguniang Panlungsod		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter Representative One (1) Valid ID original and one photocopy		Company/ Personal Company I.D, SSS, Passport, Postal, Driver's License Employee represented		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	1. Received Request Letter	None	5 minutes	Ms. Elvira N. Bonete Local Legislative Staff Officer V or Ms. Jannah T. Mejico Admin Aide VI
	2. Issuance of order of payment	None	5 minutes	
	3. Research Resolution/ Ordinance	None	15 to 30 minutes (It depend upon the availability of the documents)	
2. Payment	4. Received Payment	Php130.00	20 minutes	LRCO1 Treasurer's Office
	5. Issuance of Official Receipt			

3. Submit Official Receipt to Sangguniang Panlungsod	6. Accept & Verify Official Receipt	None	10 minutes	Ms. Elvira N. Bonete Local Legislative Staff Officer V
	7. Approval of Request	None	5 minutes	
4. Acceptance of Res/Ord.	8. Release of Resolution/ Ordinance to be certified and signed by the SP Secretary or Local Legislative Staff Officer V	None	15 minutes	Ms. Rosemarie R. Basuil SP Secretary or Ms. Elvira N. Bonete Local Legislative Staff Officer V
5. Sign on the Logbook	9. Assist the client	None	5 minutes	
TOTAL:		Php130.00	1 hour & 20 minutes	

2. Issuance of Certification for Civil Society Organization (CSO)

The Civil Society Organization can register their association to the Sangguniang Panlungsod for accreditation.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form 1. Board Resolution 2. Certificate of Registration issued by concerned office 3. List of current officers and members 4. Original Sworn Statement stating that the CSO is an independent, non-partisan organization 5. CY___ Annual Accomplishment Report 6. CY___ Financial Statement 7. Profile indicating the purpose and objectives of the organization; and 8. For CSOs applying to be members of the Local School or Health Board; Photocopy of profile of at least three (3) individuals in the organization that will verify their involvement in the health or education sector.		Sangguniang Panlungsod Association/Organization		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and other requirements	1. Received application form	None	5 minutes	Ms. Jannah T. Mejico Admin Aide VI
	2. Prepare Certification to be signed by the City Vice-Mayor	None	20 working days (The application	

			form are collected in monthly basis)	
2. Acceptance of CSO Certification	3. Releasing of CSO Certification	None	15 minutes	Ms. Rosemarie R. Basuil SP Secretary or Ms. Jannah T. Mejico Admin Aide VI
TOTAL:		None	20 working days and 20 minutes	

SANGGUNIANG PANLUNGSOD

Internal Services

1. Issuance of certified true copies of approved Resolution and Ordinance

These are the approved resolution and ordinances or city laws adopted/enacted by the legislative body to be requested by the LGU different offices/Barangay Officials and other National Government Agencies for their information and guidance.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		LGU Different Offices Barangay Officials National Government Agencies		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	1. Receive request Letter 2. Research Res/Ord	None None	5 minutes 1 hour	Ms. Elvira B. Bonete Local Legislative Staff Officer V or Ms. Jannah Mejico Admin Aide VI
2. Acceptance of Res/Ord.	3. Release of Resolution/ Ordinance to be Certified and signed by the SP Secretary	None	15 minutes	Ms. Rosemarie R. Basuil SP Secretary or
3. Sign on the Logbook	4. Assist the client	None	5 minutes	Ms. Elvira N. Bonete Local Legislative Staff Officer V
TOTAL:		None	1 hour and 25 Minutes	