VICE MAYOR’S OFFICE

SERVICE CATEGORY

VICE MAYOR'S OFFICE

1. TRICYCLE FRANCHISE APPLICATION AND RENEWAL

OFFICE / DIVISION:	Vice Mayor's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Citizens; G2B - Government to Business; G2G - Government to Government
WHO MAY AVAIL:	Franchise holder, franchise applicant

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. For old and new tricycle franchise: -copy of barangay clearance (original and 1 photocopy) -copy of official receipt (O.R,for old franchise holder)(1 photocopy) - certificate of registration (C.R) with signature of owner 91 photocopy) - copy of Certificate of orientation (original copy) - Authority to follow up documents (for absence owners) - Inspection Month of the MTFRB -Professional Driver's License of tricycle driver with the restriction code 1 (1 photocopy) -MTFRB ID of franchise holder - Business permit (Old franchise holder) -Cedula - Active contact number	-Barangay concerned -MTFRB secretariat -MTFRB secretariat -MTFRB Secretariat

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of documents *Sign in the Client logbook and submit all the documents	1.Receive and assess the submitted documents *If incomplete, return documents and advice the	None	30 minutes	**MYLENE F. EBARDO,** Admin. Aide III **RUSSEL A. AGUSTIN,** Admin. Aide III

to MTFRB Secretariat	client to complete all documents and attachments If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.			
2. Wait for the time of inspection	2. Inspection of the tricycle thru taking pictures of all sides of the unit	None	20 minutes	**REXYLL AUGENE LANAWAN,** Admin. Aide III **ARNEL ISIDRO** Driver II
3. Payment	3. MTFRB staff will explain to the client about the fees	For renewal- Php 750.00 For new: 1st quarter- Php 2,435.00 2nd quarter - Php 2,335.00 3rd quarter - Php 2,235.00 4th quarter-	30 minutes	**Office of the Municipal treasurer**

		Php 2,135.00		
4.Wait for the schedule of release of the franchise	4. MTFRB staff will give the date and time for the release of franchise	None	20 minutes	**MYLENE F. EBARDO,** Admin. Aide III **RUSSEL A. AGUSTIN,** Admin. Aide III
TOTAL:			**1 hour and 40 minutes**	

2. ISSUANCE OF CERTIFICATIONS AND ENDORSEMENTS

OFFICE / DIVISION:	Vice Mayor's Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Citizens; G2B - Government to Business; G2G - Government to Government
WHO MAY AVAIL:	All persons, natural and juridical
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Properly accomplish the request form indicating therein the following information: a. Name b. Address c. Purpose of Certification	1. Office of the Vice Mayor

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in the Client Logbook & fill out the request form	1. Receive the request form for approval of the Vice Mayor If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	None	10 minutes	**VM Private Secretary**
2. Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Accept payment and issue the Official Receipt	Php 60.00/ page	15 minutes	**Revenue Collection Clerk Municipal Treasury Office**
3. Return to SB Office, present the Official receipt	3. Check the O.R and record the request in the logbook with O.R. Number	None	2 minutes	**VM Private Secretary**
4. Receive the requested certification	4. Release Certification with seal and signature	None	1 minute	**VM Private Secretary**
TOTAL:		**Php 60.00/ page**	**28 minutes**	

SANGGUNIANG BAYAN OFFICE

SERVICE CATEGORY

SANGGUNIANG BAYAN SERVICES

1. REVIEW OF APPROPRIATION ORDINANCE (AO) OF DIFFERENT BARANGAYS OF THE MUNICIPALITY BY THE SANGGUNIAN BAYAN (BARANGAY ANNUAL BUDGET).

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	Different Barangays of the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transmittal Letter	1. Punong Barangay/ Barangay Secretary
2. Appropriation Ordinance White folder (1 original, 4 copies) Attachments: 2.1. Budget Message 2.2. BBP Form No. 1 – Budget of Expenditures and Sources of Financing 2.3. BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results 2.4. BBP Form No. 2-A – List of Projects Chargeable Against the 20% Development Fund 2.5. BBP Form No. 3 - Plantilla of Personnel 2.6. BBP Form No. 4 - Statement of Indebtedness, if any 2.7. 20% Development Fund Plan and Budget with BDC Resolution and Sangguniang Barangay Resolution	2. Punong Barangay/ Barangay Secretary

2.8.10% SK Fund with Barangay Youth Investment Program , SK Resolution and Sangguniang Barangay Resolution 2.9. 5% BDRRMF Plan and Budget with BDRRM Council Resolution and Sangguniang Barangay Resolution Gender and Development (GAD) Plan and Budget with BGFPS Resolution and Sangguniang Barangay Resolution Barangay Council for the Protection of Children Fund Plan and Budget with BCPC Resolution and Sangguniang Barangay Resolution 2.10. Barangay Council for the Protection of Children Fund plan and Budget with BCPC Resolution and Sangguniang Barangay Resolution 2.11. Senior Citizen and Person with Disabilities (PWD) Plan and Budget with SCA and PWD Council Resolution and Sangguniang Barangay Resolution.	
3.1 Annual Investment Program approved through BDC Resolution and duly approved and adopted by the Sangguniang Barangay through Resolution with the list of PPAs. 3.2 (1 original, 4 photocopies)	3. Punong Barangay/ Barangay Secretary

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Within 10 days from its approval the Sangguniang Barangay shall furnish SB copies of their Annual Budget > Sign in the Client logbook and submit all the documents to SB Secretariat		None	20 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
2. Wait for notification	2. Include the matter in the Calendar of Business to be Referred to the appropriate Committee	None	1 session day	**IRENE MAURICIO-BURGOS,** SB Secretary, **HON.VOLTAIRE D. AVERA,** Committee on Rules, Privileges, and Good Governance **HON. CHRISTIAN T. ESPOSO,** Vice Mayor/ Presiding Officer
3. Attend Committee Meeting/ Hearing	3. Conduct Committee Meeting/ Hearing	None	1 hour	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,** Committee on Appropriation **VENUS KATE E. ISRAEL,** Clerk III

				ROSCOE REY A. VELASCO Administrative Aide III
	4. Render Committee Report	None	1 session day	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,** Committee on Appropriation
	5. Include measures for the second Reading	None	1 session day	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,** Committee on Appropriation
	6. Include measures for Third and Final Reading	None	1 session day	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,** Committee on Appropriation
	7. Excerpt and prepare copies of the Resolution for the signature of the Presiding Officer and /or SB Members	None	30 minutes to 1 hour	**IRENE MAURICIO-BURGOS,** SB Secretary

	8. Signing of Final Copies of Resolutions	None	2 to 3 days depending on the availability of the signatories	**IRENE MAURICIO-BURGOS,** SB Secretary **SB Members and Presiding Officer**
	9. Transmit the Resolution to the office of the Local Chief Executive for signing and approval	None	10 minutes	**IRENE MAURICIO-BURGOS,** SB Secretary **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
	10. LCE will sign/ approve the Resolution	None	Max. of 10 days	**HON. JEFFREY D. KHONGHUN** Municipal Mayor
	11. Upon receipt from the Office of the LCE, record the same in the logbook and release the copy to the concerned person/agency	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
4. Upon notification, return to SB office and receive a copy of the resolution	12. Ask the client to sign the receiving copy affixing the time and date then	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **ROSCOE REY A. VELASCO**

	release a copy of the Resolution to the Client or attach the receipt of the post office/courier for the mail			Administrative Aide III **DONAL A. BERNARDINO** Driver
TOTAL:		**None**	**Maximum of 60 days pursuant to Sec. 333 of RA 7160**	

2. REVIEW OF APPROPRIATION ORDINANCE (AO) OF ALL BARANGAYS OF THE MUNICIPALITY BY THE SANGGUNIAN BAYAN (BARANGAY SUPPLEMENTAL BUDGET).

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	Different Barangays of the Municipality

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Transmittal Letter	1. Punong barangay/ Barangay Secretary
2. Appropriation Ordinance for Supplemental Budget (1 original, 4 photocopies)	2. Punong barangay/ Barangay Secretary
3. Supplemental Annual Investment Program duly approved by the Sangguniang Barangay through Resolution if PPAs are not included in the AIP (1 original,4 photocopies)	3. Punong barangay/ Barangay Secretary
4. Certification of Availability of Funds	4. Barangay Treasurer/Municipal Treasurer

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client logbook and submit all the documents to SB Secretariat	1. Receive and Check the completeness of the documents	None	20 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
	If incomplete, return documents and advise the client to complete all documents and attachments. If documents are complete, receive documents and affix the date, time, and signature of the receiving personnel.	None		
2. Wait for notification	2. Include the matter in the Calendar of Business to be referred to the appropriate Committee	None	1 session day	**IRENE MAURICIO-BURGOS,** SB Secretary, **HON.VOLTAIRE D. AVERA,** Committee on

				Rules, Privileges, and Good Governance **HON. CHRISTIAN T. ESPOSO,** Presiding Officer
3. Attend Committee Meeting/Hearing	3. Conduct Committee Meeting/ Hearing	None	1 hour	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,** Committee on Appropriation **VENUS KATE E. ISRAEL,** Clerk III **ROSCOE REY A. VELASCO** Administrative Aide III
	4. Render Committee Report	None	1 session day	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,**

				Committee on Appropriation **VENUS KATE E. ISRAEL,** Clerk III **ROSCOE REY A. VELASCO** Administrative Aide III
	5. Include Measure for the second Reading	None	1 session day	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,** Committee on Appropriation **VENUS KATE E. ISRAEL,** Clerk III **ROSCOE REY A. VELASCO** Administrative Aide III
	6. Include measure for the Third and Final Reading	None	1 session day	**HON.YAM S. DADURAL,** Committee on Barangay Affairs and /or **HON. MA. CECILIA F. RAFANAN,**

				Committee on Appropriation **VENUS KATE E. ISRAEL,** Clerk III **ROSCOE REY A. VELASCO** Administrative Aide III
	7. Signing of Final Copies of Resolutions	None	2 to 3 days depending on the availability of the signatories	**IRENE MAURICIO-BURGOS,** SB Secretary, **SB Members and Presiding Officer**
	8. Transmit the Resolution to the office of the Local Chief Executive for signing and approval	None	10 minutes	**IRENE MAURICIO-BURGOS,** SB Secretary, **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
	9. LCE will sign/ approve the Resolution	None	Max. of 10 days	**HON.JEFFREY D. KHONGHUN** Municipal Mayor
	10 Upon receipt from the Office of the LCE, record the same in the logbook.	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I

	and release the copy to the concerned person/agency			
4. Upon notification, return to SB office and receive a copy of the resolution	11. Ask the client to sign the receiving copy affixing the time and date then release a copy of the Resolution to the Client or attach the receipt of the post office/courier for the mail	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **ROSCOE REY A. VELASCO** Administrative Aide III **DONAL A. BERNARDINO** Driver
TOTAL:		**None**	**Maximum of 60 days pursuant to Sec. 333 of RA 7160**	

3. REVIEW OF BARANGAY GENERAL ORDINANCES PURSUANT TO SECTION 57 OF RA 7160.

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	Different Barangays of the Municipality

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Transmittal Letter	1. Punong Barangay/ Barangay Secretary
2. Copies of the approved Ordinance with attachments (1 original, 4 photocopies)	2. Punong Barangay/ Barangay Secretary

*M-inutes A-ttendance P- ictures	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client logbook and submit all the documents to SB Secretariat	1. Receive and Check the completeness of the documents If incomplete, return documents and advise the client to complete all documents and attachments. If documents are complete, receive documents and affix the date, time, and signature of the receiving personnel.	None	20 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
2. Wait for notification	2. Include the matter in the Calendar of Business to be referred to the appropriate Committee	None	1 session day	**IRENE MAURICIO-BURGOS,** SB Secretary, **HON.VOLTAIRE D. AVERA,** Committee on Rules, Privileges,

				and Good Governance **HON. CHRISTIAN T. ESPOSO,** Vice Mayor/Presiding Officer
3. Attend Committee Meeting/Hearing	3. Conduct Committee Meeting/ Hearing	None	1 hour	**Concerned Committee**
	4. Render Committee Report	None	1 session day	**Concerned Committee**
	5. Include measure for the Second Reading	None	1 session day	**Concerned Committee**
	6. Include measure for the Third and Final Reading	None	1 session day	**Concerned Committee**
	7. Prepare copies of the Resolution for the signature of the presiding officer and SB Members	None	30 minutes to 1 hour	**IRENE MAURICIO-BURGOS,** SB Secretary
	8. Signing of Final Copies of Resolutions	None	2 to 3 days depending on the availability of the signatories	**IRENE MAURICIO-BURGOS,** SB Secretary, **HON.VOLTAIRE D. AVERA,**

				Committee on Rules, Privileges, and Good Governance **HON. CHRISTIAN T. ESPOSO,** Vice Mayor/Presiding Officer
	9. Transmit Resolution to the office of the Local Chief Executive for signing and approval	None	10 minutes	**IRENE MAURICIO-BURGOS,** SB Secretary, **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
	10 LCE will sign/ approve the Resolution	None	Max. of 10 days	**HON.JEFFREY D. KHONGHUN** Municipal Mayor
	11. Upon receipt from the Office of the LCE, record the same in the logbook and inform the client.	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
4. Upon notification, return to SB office and receive a copy of the resolution	12. Ask the client to sign the receiving copy affixing the time and date then release a copy of the	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **ROSCOE REY A. VELASCO**

	Resolution to the Client or attach the receipt of the post office and courier			Administrative Aide III **DONAL A. BERNARDINO** Driver
TOTAL:		**None**	**Maximum of 30 days pursuant to Sec. 333 of RA 7160**	

4. APPLICATION FOR RECLASSIFICATION OF LANDS (Sec. 20 of RA 7160)

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2C– Government to Citizens
WHO MAY AVAIL:	All persons, natural or juridical

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement Letter from the Municipal Mayor	1. Office of the Municipal Mayor
2. Letter request by the owner requesting for reclassification of land (1 original, 4 photocopies) with the following attachments: Certified True Copy of the Transfer Certificate of Title (TCT) registered in the name of the applicant from the registry of Deeds In case the property is not registered in the name of the applicant, submit duly notarized: * Deed of Sale and Certificate of Authorized Registration (CAR) from BIR, or * Deed of donation, or	2. Applicant/ Landowner Applicant/ Landowner

* Contract of Lease, or * Authorization to use the land or Affidavit of Consent In case the lot is not yet subdivided among co-owners/heirs, submit * Lot Plan & Subdivision Plan signed by Geodetic Engineer * Notarized deed of assignment * Duly notarized affidavit of consent from co-owners/heirs DAR Clearance/Certification if TCT was issued by DAR In the case of a corporation, submit: * SEC registration * Updated GIS Sheet * Notarized Corporate Secretary's Certificate	
3. Project Description	3. Applicant
4. Vicinity Map drawn to scale signed and sealed by Engineer/ Architect	4. Applicant
5. Copy of current tax declaration	5. Municipal Treasurer’s Office
6. Copy of current tax receipt	6. Municipal Treasurer’s Office
7. Certification from the Department of Agriculture or Affidavit of Undertaking	7. Department of Agriculture (Regional office)
8. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable.	8. Department of Environment and Natural Resources Office
9. Certification of non-tenancy from BARC Chairman	9. Barangay Agrarian Reform Council Chairman
10. Barangay Resolution endorsing the reclassification of land/ interposing no objection to the project.	10. Sangguniang Barangay of the concerned Barangay
11. Barangay Clearance or Certification from the Barangay Chairman	11. Barangay Chairperson of the Concerned Barangay

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The office of the Mayor transmit the letter of endorsement to the Sanggunian g Bayan with the documentary requirements	1. Receive and check the documents and affix the date and time of the receiving personnel.	None	15 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
	2. Include the matter in the Calendar of Business to be referred to the appropriate Committee	None	1 session day	**IRENE MAURICIO-BURGOS,** SB Secretary, **HON.VOLTAIRE D. AVERA,** Committee on Rules, Privileges, and Good Governance **HON. CHRISTIAN T. ESPOSO,** Vice Mayor/Presiding Officer
2. Clients attend committee meeting/ hearing	3. Conduct Committee Meeting/ Hearing	None	1-2 hours	**HON.ARTURO P. MANZANO** Committee on Urban Planning, housing and Resettlement and land Use **IRENE MAURICIO-BURGOS** SB Secretary **MARIBEL A. IMPERIAL** Records Officer
3. Attend Public Hearing and present	4. Conduct of Public Hearing	None	1-2 hours	**HON.ARTURO P. MANZANO** Committee on Urban Planning, housing and Resettlement and land Use **IRENE MAURICIO-BURGOS**

project to the Public				SB Secretary **MARIBEL A. IMPERIAL** Records Officer
	5. Renders Committee Report	None	1 session day	**HON.ARTURO P.MANZANO** Committee on Urban Planning, housing and Resettlement and land Use **IRENE MAURICIO-BURGOS** SB Secretary **MARIBEL A. IMPERIAL** Records Officer
	6. Include proposed measure for the second reading for proper deliberation of the body	None	1 session day	**HON.ARTURO P. MANZANO** Committee on Urban Planning, housing and Resettlement and land Use **IRENE MAURICIO-BURGOS** SB Secretary **MARIBEL A. IMPERIAL** Records Officer
	7. Include measure for the third and final reading	None	1 session day	**All SB Members, Presiding Officer, SB Secretary**
	8. Finalization of the approved copies of ordinances	None	1 – 2 Hours	**IRENE MAURICIO-BURGOS** SB Secretary
	9. Signing of Approved Copies of Resolution and Ordinance	None	1-2 days depending on the availability of the	**SB Members and Presiding Officer**

			signatories	
	10 Transmit copies of the Resolution and Ordinance to the Office of the Mayor for Final Approval	None	10 minutes	**IRENE MAURICIO-BURGOS,** SB Secretary, **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
	11. Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang Panlalawigan for review	None	1 day	**IRENE MAURICIO-BURGOS,** SB Secretary, **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
TOTAL:		**None**	**Maximum of 3 months from the receipt therein pursuant to Sec. 20 of RA 7160**	

5. APPROVAL OF DEVELOPMENT PERMIT

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2C– Government to Citizens

WHO MAY AVAIL:	All persons, natural or juridical
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Endorsement Letter from the Municipal Mayor	1. Office of the Municipal Mayor
2. Letter request by the owner requesting for reclassification of land (1 original, 4 photocopies) with the following attachments: >Project Description >Certified True Copies of TCT >Certified Copies of Tax Declaration (Current) >Tax Clearance (current) >Copy of SB Reclassification Ordinance (if applicable) >Copy of Sang. Panlalawigan Approval of SB Ordinance (if applicable) >DAR Conversion Order >Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage >Preliminary Approval and Locational Clearance >Zoning Clearance >Site Development Plan signed by a licensed Engineer >Vicinity Map >Topographic Plan >All other requirements Pursuant to BP 220 and PD 957 for subdivision projects	2. Applicant/ Land Owner

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. The office of the Mayor transmit the letter of endorsement to the Sangguniang Bayan with the documentary requirements	1. Receive and check the documents and affix the date, time the receiving personnel.	None	10 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
	2. Include the matter in the Calendar of Business to be referred to the appropriate Committee	None	1 session day	**IRENE MAURICIO-BURGOS,** SB Secretary, **HON.VOLTAIRE D. AVERA,** Committee on Rules, Privileges, and good governance **HON. CHRISTIAN T. ESPOSO**, Vice Mayor/Presiding Officer
2. Clients attend committee meeting/ hearing	3. Conduct Committee Meeting	None	1-2 hours	**HON.ARTURO P. MANZANO** Committee on Urban Planning, housing and Resettlement and land Use **HON. ALBERT R. TUGADI** Committee on Environmental Protection and Natural Resources

				IRENE MAURICIO-BURGOS SB Secretary **MARIBEL A. IMPERIAL** Records Officer I **ACES A. FAMULARCANO** Clerk II
3. Attend Public Hearing and present project to the Public	4. Conduct of Public Hearing	None	1-2 hours	**HON.ARTURO P. MANZANO** Committee on Urban Planning, housing and Resettlement and land Use **HON. ALBERT R. TUGADI** Committee on Environmental Protection and Natural Resources **IRENE MAURICIO-BURGOS** SB Secretary **MARIBEL A. IMPERIAL** Records Officer I **ACES A. FAMULARCANO**

				Clerk II
	5.Renders Committee Report	None	1 session day	**HON. ARTURO P. MANZANO** Committee on Urban Planning, housing and Resettlement and land Use **HON. ALBERT R. TUGADI** Committee on Environmental Protection and Natural Resources **IRENE MAURICIO-BURGOS** SB Secretary **MARIBEL A. IMPERIAL** Records Officer I **ACES A. FAMULARCANO** Clerk II
	6. Include proposed measure for second reading for proper deliberation of the body	None	1 session day	**Concerned Committee, All SB Members, Presiding Officer, SB Secretary**

	7. Include measure for 3rd and final reading	None	1 session day	**All SB Members, Presiding Officer, SB Secretary**
	8. Finalization of the approved copies of ordinances	None	1 – 2 Hours	**IRENE MAURICIO-BURGOS** SB Secretary
	9. Signing of Approved Copies of Resolution and Ordinance	None	1-2 days depending on the availability of the signatories	**SB Members and Presiding Officer**
	10 Transmit copies of the Resolution and Ordinance to the Office of the Mayor for Final Approval	None	10 minutes	**IRENE MAURICIO-BURGOS,** SB Secretary **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
	11. Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang Panlalawigan for review	None	1 day	**IRENE MAURICIO-BURGOS,** SB Secretary **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
TOTAL:		**None**	**Maximum of 30 days from the receipt therein pursuant to sec.**	

			447 (2)(x) of RA 7160	

6. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOS)

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2C– Government to Citizens
WHO MAY AVAIL:	All registered associations and organizations in the Municipality of Castillejos

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter of Application	1. Applicant seeking accreditation
2. Duly Accomplished Application Form for Accreditation	2. Sangguniang Bayan Office
3. Duly Approved Board Resolution manifesting a decision to seek accreditation	3. Applicant seeking accreditation
4. Certificate of Registration (SEC / DOLE / CDA, or other agencies whatever is applicable)	4. From the provincial or regional office of the applicable agency
5. Brief Profile, proof of existence and operation in the Municipality for at least 1 year	5. Applicant seeking accreditation
6. Barangay Certificate	6. From the Office of the Punong Barangay of their respective barangay
7. Copy of Constitution and By-laws or Article of Incorporation	7. Applicant seeking accreditation
8. Program of activities planned for the year following the date of application for accreditation	8. Applicant seeking accreditation
9. Financial Statement at the minimum, signed by the Executive Officers of the Organization	9. Applicant seeking accreditation
10. Annual Accomplishment Report	10. Applicant seeking accreditation

11. List of current officers and members of good standing		11. Applicant seeking accreditation		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the client logbook and then secure list of requirements from the service provider and accomplish all the needed requirements	1. Provide the applicant/ client the list of requirements and instruct / advise the client to accomplish required documents	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
2. Submit Letter of Application and duly accomplished application form together with all the required documents	2. Receives application and check the completeness of requirements and affix the date, time and signature of the receiving	None	10 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
	3. Include the matter in the Calendar of Business to be referred to the concerned Committee	None	1 session day	**IRENE MAURICIO-BURGOS,** SB Secretary **HON.VOLTAIRE D. AVERA,** Committee on Rules, Privileges, and good governance **HON. CHRISTIAN T. ESPOSO**

				Vice Mayor/Presiding Officer
3. Clients attend committee meeting/ hearing	4. Conduct Committee Meeting	None	1-2 hours	**HON. JORGE M. ABLAO** Committee on Cooperatives & Livelihood **JOJO G. ABAD** Administrative Aide III
	5.Renders Committee Report	None	1 session day	**HON. JORGE M. ABLAO** Committee on Cooperatives & Livelihood
	6. Include proposed measure for second reading for proper deliberation of the body	None	1 session day	**HON. JORGE M. ABLAO** Committee on Cooperatives & Livelihood
	7. Include measure for 3rd and final reading	None	1 session day	**HON. JORGE M. ABLAO,** Committee on Cooperatives & Livelihood **All SB Members,** **IRENE MAURICIO-BURGOS,** (SB Secretary),

				HON.VOLTAIRE D. AVERA, Committee on Rules, Privileges, and good governance **HON. CHRISTIAN T. ESPOSO,** Presiding Officer
	8. Finalization of the approved copies of ordinances	None	1 – 2 Hours	**IRENE MAURICIO-BURGOS,** SB Secretary
	9. Signing of Approved Copies of Resolution and Ordinance	None	1-2 days depending on the availability of the signatories	**SB Members and Presiding Officer**
	10 Transmit copies of the Resolution and Ordinance to the Office of the Mayor for Final Approval	None	10 minutes	**IRENE MAURICIO-BURGOS,** SB Secretary **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I
	11.Upon return of the approved resolution from the Office of the Mayor, notify the client to secure copy of	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I

	resolution and certificate of accreditation			**IMELDA R. ANTONIO** Admin Aide III
4. Upon notification, client should proceed to SB Office to secure copy of the approved Resolution & Certificate of Accreditation.	12. Instruct the Client to sign in the logbook and provide payment slip to first time applicants Prepare copy of resolution and the duly signed. certificate of accreditation	None	10 minutes	**IRENE MAURICIO-BURGOS,** SB Secretary **GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin Aide III
TOTAL:		**None**	**Maximum of 30 working days from the receipt therein**	

7. ISSUANCE OF REQUESTED COPIES OF OFFICIAL RECORDS, DOCUMENTS (RESOLUTION & ORDINANCES)

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C– Government to Citizens G2G-Government to Government
WHO MAY AVAIL:	All persons, natural and juridical
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Properly accomplish the request form indicating therein the following information: a. Name b. Address c. Documents Requested d. Number of Copies e. Purpose	1. Sangguniang Bayan Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook & fill out the request form for particular document; purpose & no. of copies	1. Receive the request form to be approved by the Presiding Officer/SB Secretary	None	10 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin Aide III
	2. Check the document then issue Payment Slip to the client	Php 60.00/page	20 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin Aide III
2. Proceed to the Municipal Treasury Office for the payment of required fee(s)	3. Accept payment and issue the Official Receipt	Php 60.00/page	10 minutes	**Revenue Collection Clerk Municipal Treasury Office**
	4. Photocopy and put stamp on the requested documents to be signed by the SB Secretary	None	5 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin Aide III **IRENE MAURICIO-BURGOS,** SB Secretary

3. Return to SB Office, present the Official receipt	5. Check the O.R and record the request in the logbook with O.R. Number	None	1-2 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
4. Receive the requested document	6. Release the duly signed certified true copy/ies of the document	None	1 minute	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
TOTAL:		**None**	**48 minutes**	

8. ISSUANCE OF CERTIFICATIONS

OFFICE / DIVISION:	Sangguniang Bayan Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C– Government to Citizens G2G-Government to Government
WHO MAY AVAIL:	All persons, natural and juridical

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Properly accomplish the request form indicating therein the following information: a. Name b. Address c. Purpose of Certification Purpose	1. Sangguniang Bayan Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Sign in the Client Logbook & fill out the request form	1. Receive the request form for approval of the Presiding officer /SB Secretary	None	10 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin Aide III
2. Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Accept payment and issue the Official Receipt	Php 60.00/page	15 minutes	**Revenue Collection Clerk Municipal Treasury Office**
3. Return to SB Office, present the Official receipt	3. Check the O.R and record the request in the logbook with O.R. Number	None	2 minutes	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
4. Receive the requested certification	4. Release Certification with seal and signature	None	1 minute	**GRACE JOY G. ORTIZ** Local Legislative Staff Employee I **IMELDA R. ANTONIO** Admin.Aide III
TOTAL:		**None**	**28 minutes**	