

# OFFICE OF THE SANGGUNIANG BAYAN SECRETARY



1. Review & Approval of Barangay Resolutions/Ordinances by the Sangguniang Bayan
2. Review & Approval of Application for Accreditation of Different NGO's, PO's or similar Aggrupation by the Sangguniang Bayan
3. Review & Approval of Application for Franchise to Operate Tricycle for Hire by the Sangguniang Bayan
4. Issuance of Certified True Copy of SB Resolution/Ordinance and Franchises



# OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

## Service Information

### Review & Approval of Barangay Resolutions/Ordinances by the Sangguniang Bayan

<b>Office or Division</b>	SANGGUNIANG BAYAN SECRETARY			
<b>Classification</b>				
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Barangay Resolution Ordinance			Different Barangays	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Barangay Resolutions Ordinances for review	1. Acceptance of resolutions and ordinances for inclusion the weekly sessions	none	5 minutes	1..Leah A. Rosell Administrative Aide VI Mary Ann Po Job Order
2. Waiting of inclusion in the order of the Sangguniang Bayan	2. Inclusion in the order of business of the Sangguniang Bayan	none	2 days	2. Atty. Jose Maria C. Gastardo - Sanggunian Secretary
3. Waiting to inform/notify all concerned of the action taken by the Sangguniang Bayan	3.Inform/notify all concerned of the Action taken by the Sangguniang Bayan	none	5 minutes	3.Loreta M. Marikit Administrative Aide I Sapphire Conde Casual
4. Follow-up on action taken by SB on barangay. Resolution /ordinance	Inquire from the SB SEC STAFF	none	5 minutes	1.Leah A. Rosell Administrative Aide VI 2.Loreta M. Marikit Administrative Aide I 4.Sapphire K. Conde Casual
5. Waiting for the adoption/approval of Barangay Resolution /Ordinance.	Approval/adoption of Barangay Resolution/Ordinance	none	5 minutes	SB Members Committee Chairmans
6. Receiving of the Barangay Resolution /Ordinance	Releasing of Barangay Resolution/ordinances	none	5 minutes	1.Leah A. Rosell Administrative Aide VI 2. Sapphire A. Conde Casual





## Service Information

Review & Approval of Application for Accreditation of Different NGO's, PO's or similar Aggrupation by the Sangguniang Bayan

<b>Office or Division</b>	SANGGUNIANG BAYAN SECRETARY			
<b>Classification</b>				
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>				
Letter Application	List of current Officers & members			
Duly accomplished form for Accreditation	CY (past year) Annual Accomplishment report			
Board Resolution	CY (past year) Financial Statement			
Certificate of Registration (Ex. DOLE, SEC.)	Profile indicating the purpose & objectives of the org.			
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application for accreditation of NGO's, PO's or similar Aggrupation	1. Filing of letter of Application for Accreditation with the supporting documents attached therein	none	5 minutes	1..Leah A. Rosell Administrative Aide VI Mary Ann Po Job Order
2. Waiting of inclusion in the order of the Sangguniang Bayan	2. Inclusion in the order of business of the Sangguniang Bayan	none	2 days	2. Atty. Jose Maria C. Gastardo - Sanggunian Secretary
3. Waiting to inform/notify all concerned of the action taken by the Sangguniang Bayan	3. Inform/notify all concerned of the Action taken by the Sangguniang Bayan	none	5 minutes	3. Loreta M. Marikit Administrative Aide I Sapphire Conde Casual
4. Follow-up on action taken by SB on application of accreditation for NGO;s PO;s or similar aggrupation	Inquire from the SB SEC STAFF	none	5 minutes	1. Leah A. Rosell Administrative Aide VI 2. Loreta M. Marikit Administrative Aide I 4. Sapphire K. Conde Casual
5. Waiting for the adoption/approval of Application for Accreditation of NGO;s PO;s	Approval/adoption of Application for Accreditation of NGO;s PO's	none	5 minutes	SB Members Committee Chairmans
6. Receiving of Application for Accreditation of NGO's PO;s	Releasing of Accredited NGO;s PO;s	none	5 minutes	1. Leah A. Rosell Administrative Aide VI 2. Sapphire A. Conde Casual





## Service Information

### Review & Approval of Application for Franchise to Operate Tricycle for Hire by the Sangguniang Bayan

<b>Office or Division</b>	SANGGUNIANG BAYAN SECRETARY			
<b>Classification</b>				
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Application form, Barangay Clearance,			Office of the Sangguniang Bayan	
Police clearance, residence certificate,				
Certificate of registration CR with OR or proof				
Of ownership, deed of sale/dealers, Mayor's				
Permit, Official receipts, Pictures of Tricycle,				
Photocopy of Drivers License				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application for Franchise to Operate Tricycle for Hire	1. Filing of letter of Application for Franchise to Operate Tricycle for hire with the supporting documents attached therein	none	5 minutes	1..Leah A. Rosell Administrative Aide VI Mary Ann Po Job Order
2. Waiting of inclusion in the order of the Sangguniang Bayan	2. Inclusion in the order of business of the Sangguniang Bayan	none	2 days	2. Atty. Jose Maria C. Gastardo - Sanggunian Secretary
3. Waiting to inform/notify all concerned of the action taken by the Sangguniang Bayan	3. Inform/notify all concerned of the Action taken by the Sangguniang Bayan	none	5 minutes	3. Loreta M. Marikit Administrative Aide I Sapphire Conde Casual
4. Follow-up on action taken by SB on application of application for Franchise to Operate Tricycle for Hire	Inquire from the SB SEC STAFF	none	5 minutes	1. Leah A. Rosell Administrative Aide VI 2. Loreta M. Marikit Administrative Aide I 4. Sapphire K. Conde Casual
5. Waiting for the adoption/approval of Application for Franchise to Operate Tricycle for Hire	Approval/adoption of Application for Franchise to Operate Tricycle For Hire	none	5 minutes	SB Members Committee Chairmans
6. Receiving of Application for Franchise to Operate Tricycle for Hire	Releasing of Franchise to the Different Tricycle Drivers	none	5 minutes	1. Leah A. Rosell Administrative Aide VI 2. Sapphire A. Conde Casual



## Service Information

### ISSUANCE OF CERTIFIED TRUE COPY OF SB RESOLUTION/ORDINANCE AND FRANCHISES



<b>Office or Division</b>	SANGGUNIANG BAYAN SECRETARY			
<b>Classification</b>				
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>				
Formal written request stating the specific	Payment of fees at the Municipal Treasurer's Office			
Purpose for which the requested documents				
Will be used				
Presentation of doc. To claim franchise cert.	.			
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Issuance of certified true copy of SB Resolution/Ordinance and franchise	1. Receives and records in the logbook the letter-request	none	5 minutes	1..Leah A. Rosell Administrative Aide VI Sapphire Conde Casual
2. Waiting for the. Referral of request to the SB Secretary for comment/approval	2. Referral of request to the SB Secretary for comment/approval		5 minutes	2. Atty. Jose Maria C. Gastardo - Sanggunian Secretary
. 3. Waiting for the	3. Issuance of certified true copies of documents requested and certificate of franchise to be released upon payment of application fees due thereon with the office of the Municipal Treasurer	none	5 minutes	3.Leah A. Rosell Administrative Aide VI Loreta M. Marikit Administrative Aide I Sapphire Conde Casual
. Follow-up on action taken by SB Secretary	Inquire from the SB SEC STAFF	none	5 minutes	1.Leah A. Rosell Administrative Aide VI 2.Loreta M. Marikit Administrative Aide I 4.Sapphire K. Conde Casual
5. Waiting for the approval for the issuance of certified true copy of SB Resolution/Ordinance	Approval for the issuance of certified true copy of SB Resolution/Ordinance	none	5 minutes	Atty. Jose Maria C,Gastardo Sanggunian Secretary
6. Receiving of resolution/ordinance for the issuance of certified true copy of SB Resolution/Ordinance	Releasing of resolution/ordinance with certified true copy from SB Office	none	5 minutes	1.Leah A. Rosell Administrative Aide VI 2. Sapphire A. Conde Casual



