

# OFFICE OF THE SANGGUNIANG BAYAN SECRETARY



- 1. Review & Approval of Sangguniang Barangay Ordinances and Resolutions**
- 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**
- 5. Letters Addressed to the Sangguniang Bayan Furnishing Copy/ies of Documents or Requests for Authority or Other Acts Pursuant to the Powers ot the Sangguniang Bayan Under the LGC of 1991**



## OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

### Service Information

### Review & Approval of Sangguniang Barangay Ordinances and Resolutions

<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>DOCUMENTS FOR REVIEW</b>		<b>REQUIREMENTS</b>		
Barangay Resolution Barangay Ordinance		1. Resolution/Ordinance must be submitted in 15 copies 2. It must be submitted on or before Wednesday morning to ensure that it will be included in the Order of Business for the SB Weekly Session		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of Barangay Resolutions and Ordinances for review	Receiving and Review of submitted resolutions and ordinances for inclusion the weekly sessions	none	15 minutes	Leah A. Rosell Records Officer I  Mary Ann Po Casual
	Inclusion in the order of business of the Sangguniang Bayan	none	2 days	Atty. Jose Maria C. Gastardo - Sanggunian Secretary
	Review of documents and other concerns upon referral to a committee	none	1 week	Committee to whom the item was referred to
	Action based on the recommendation rendered by the committee	none	2 weeks	SB Members acting as a collegial body (during session)
	Releasing of Resolution indicating the action taken by the SB Members	none	3 weeks	Leah A. Rosell Records Officer I  Catherine Lorenzo Private Secretary I



## OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

### 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>				
<p>15 copies each of the following documents:</p> <ol style="list-style-type: none"> <li>1. Letter Application</li> <li>2. Duly Accomplished Form for Accreditation</li> <li>3. Board Resolution</li> <li>4. Certificate of Registration (Ex. DOLE, SEC)</li> <li>5. List of Current Officers and Members</li> <li>6. CY (Past Year) Annual Accomplishment Report</li> <li>7. CY (Past Year) Financial Statement</li> <li>8. Profile indicating the purposes and objectives of the organization</li> <li>9. Copy of the minutes of the meeting of the organization</li> <li>10. By-laws/Articles of Incorporation, if any</li> </ol>				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
Submission of letter application for accreditation of NGO's, PO's or similar Aggrupation	Receiving and review of the supporting documents attached therein	none	15 - 30 minutes (review of submitted docs)	Leah A. Rosell Records Officer I  Mary Ann Po Casual
	Inclusion in the order of business of the Sangguniang Bayan	none	2 days	Atty. Jose Maria C. Gastardo - Sanggunian Secretary
	Review of documents and other concerns	none	1 week	SB Committee on Accreditation
	Approval/adoption or denial of application for Accreditation of NGO's & PO's	none	2 weeks	SB Members acting as a collegial body (during session)
Claiming of approved Certificate of Accreditation	Releasing of Certificate of Accreditation	none	3 weeks	Leah A. Rosell Records Officer I  Catherine Lorenzo Private Secretary I



# OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

## 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>	Tricycle for Hire Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Barangay Clearance</li> <li>3. Police Clearance</li> <li>4. Residence Certificate (Cedula)</li> <li>5. Certificate of Registration (CR) with (OR) or proof ownership/Deed of Sale/ Dealers Certificate, etc.</li> <li>6. Mayor's Permit</li> <li>7. Pictures of Tricycle</li> <li>8. Photo Copy of Driver's License</li> <li>9. 1 long white folder</li> <li>10. Official Receipts (Franchise Fee Payment)</li> </ol>		<p>Office of the Sangguniang Bayan Barangay where operator resides or travel route Daanbantayan PNP Office Municipal Treasurer's Office Land Transportation Office</p> <p>Operator Operator Operator Municipal Treasurer's Office (prior to release of Certificate of Franchise for recording)</p>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of application for Franchise to Operate Tricycle for Hire with supporting documents	Receive and Review Application for Franchise to Operate Tricycle for hire with the supporting documents attached therein	none	15 - 30 minutes (review of documents)	Leah A. Rosell Records Officer I  Mary Anne Po Casual
	Inclusion in the order of business of the Sangguniang Bayan	none	2 days	Atty. Jose Maria C. Gastardo - Sanggunian Secretary
	Review of documents and other concerns	none	1 week	SB Committee on Transportation
	Approval or denial of application for Franchise to Operate Tricycle for Hire	none	2 weeks	SB Members acting as a collegial body (during session)
Claiming of approved Certificate of Franchise	Releasing of Certificate of Franchise	none	3 weeks	Leah A. Rosell Records Officer I  Catherine Lorenzo Private Secretary I



# OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

## Service Information

### ISSUANCE OF CERTIFIED TRUE COPY OF SB RESOLUTION/ ORDINANCES 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> <ol style="list-style-type: none"> <li>1. Letter request for the issuance of a certified true copy of a document/s indicating therein the purpose for which the document/s will be used.</li> <li>2. Official Receipt issued by the Municipal Treasurer's Office indicating the payment of fees for the issuance of a Certified True Copy of Documents.</li> </ol>				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of letter requesting for a certified true copy of certain documents	Receives and records in the logbook the letter-request	none	10 minutes	Leah A. Rosell Records Officer I  Mary Ann Po Casual
	Referral of request to the SB Secretary for comment/approval		5 minutes	Leah A. Rosell Records Officer I
	Preparation of certified true copies of documents requested and to be released upon payment of applicable fees due thereon with the office of the Municipal Treasurer	none	15 minutes	Leah A. Rosell Records Officer I  Catherine Lorenzo Private Secretary I
	Signing of Certified True Copy	none	5 minutes	Atty. Jose Maria C. Gastardo Sanggunian Secretary
Claiming of signed certified true copy of document	Releasing of signed certified true copy of SB document	none	5 minutes	Leah A. Rosell Records Officer I



## OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

### Service Information

### LETTERS ADDRESSED TO THE SANGGUNIANG BAYAN FURNISHING COPY/IES OF DOCUMENTS OR REQUESTS FOR AUTHORITY OR OTHER ACTS PURSUANT TO THE POWERS OF THE SANGGUNIANG BAYAN UNDER THE LGC OF 1991

<b>Office or Division</b>	SANGGUNIANG BAYAN SECRETARY			
<b>Classification</b>				
<b>Type of Transaction</b>	G2C – Government to Citizen/Departments or Agencies			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>				
<ol style="list-style-type: none"> <li>1. Letter request for authority indicating therein the purpose for such authority with accompanying draft resolutions or MOU or MOA or other documents in 15 copies</li> <li>2. Submission of Annual, Supplemental Budgets, AIP LDIP and other Plans and PPA's in 15 copies</li> <li>3. Letter request for actions pursuant to the legislative function of the Sangguniang Bayan under the CLUP, or the Building Code, or National Laws and Local Ordinances indicating therein the purpose for such request with accompanying draft resolutions or other documents in 15 copies</li> <li>4. Furnishing copies to the Sangguniang Bayan by the Executive Department or other Government Agencies of Books and Documents in 15 copies.</li> <li>5. Notices and the like analogous to the forgoing in 15 copies</li> </ol>				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of letter request for authority or other actions	Receives and records in the logbook the letter-request	none	10 minutes	Leah A. Rosell Records Officer I  Mary Ann Po Casual
Submission of Annual, Supplemental Budgets, AIP LDIP and other Plans and PPA's; Furnishing of Books (CLUP) and other documents	Receives and records in the logbook the documents received	none	5 minutes	Leah A. Rosell Records Officer I  Mary Ann Po Casual
Serving of Notices of Meetings and other Activities	Receives and records in the logbook the notices, etc.	none	15 minutes	Leah A. Rosell Records Officer I  Mary Ann Po Casual