



Office of the Sangguniang Bayan External Services

OFFICE OR DIVISION	SANGGUNIANG BAYAN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Individuals, Private Organizations, NGOs, and Other Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accreditation of Non-Governmental Organizations (NGO's) and People's Organization (PO's)	NGOs, POs, Private Sectors

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. INQUIRE FOR ACCREDITATION OF ORGANIZATIONS</p> <p>1. Duly accomplish Application Form for Accreditation; 2. Board Resolution; 3. Certificate of Registration issued by _____; 4. List of Current Officers and Members; 5. Original Sworn Statement stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in DILG Memorandum Circular No. _____ dated, and after securing a Certification of Accreditation form the concerned Sanggunian; 6. CY _____ Annual Accomplishment Report; 7. CY _____ Financial Statement; 8. Profile indicating the purposes and objectives of our organization; 9. Copy of the Minutes of the CY _____ Meeting of the Organization; and 10. <u>For CSOs applying to be members of the Local School or Health Board:</u> Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector.</p>	<p>Explain to the client the requirements and give application form</p>	<p>None</p>	<p>2-5 minutes</p>	<p>Local Legislative Staff Officer V</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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2. SUBMISSION OF APPLICATION AND REQUIREMENTS	Receive application and check the requirements	None	10 minutes	Secretary to the Sanggunian
	Processing accreditation Upon instruction of the Committee Chair on Rules, include in the Calendar of Business.	None	Depends upon the schedule of session and its approval.	Local Legislative Staff Officer V
	Preparing accreditation papers Prepare the Certificate or Resolution of Accreditation	None	After approval	Administrative Aide VI
	Issuance of accreditation papers Issue Certificate or resolution of Accreditation	None	2-5 minutes	Administrative Aide VI

**Office of the Sangguniang Bayan
Internal Services**

OFFICE OR DIVISION	SANGGUNIANG BAYAN
CLASSIFICATION	Simple
TYPE OF CLASSIFICATION	G2G – Government to Government
WHO MAY AVAIL	Individuals and Other Government Agencies

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Ordinances and Resolutions		Barangay Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Approval / Affirmation of Ordinances and Resolutions - Three (3) Copies of Barangay Ordinance or Resolution - Three (3) copies of Supporting Documents (if any)	Receive, validate and endorse to the Office of the Secretary to the Sanggunian for Calendar	None	5 minutes	Local Legislative Staff Officer V

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare Resolution/Ordinance for Agenda Upon instruction of Committee Chair on Rules, record the same for inclusion in the agenda	None	5 minutes	Local Legislative Staff Officer V
	For review and deliberation of the Sangguniang Bayan during the Session	None	1 – 3 Sessions of the Sangguniang Bayan	Local Legislative Staff Officer V

	<p>Review, Deliberation and Approval</p> <p>If the ordinance or resolution is approved, prepare the documents to be signed by the Presiding Officer and Secretary to the Sanggunian and or Sangguniang Bayan Members</p> <p>*If disapproved or lack of requirements, notify or return the measure to the Punong Barangay or other concerned</p>			
	<p>Issuance of Ordinance/Resolution</p> <p>Forward the documents to concerned person or agency</p>	None	5 minutes	Local Legislative Staff Officer V

External / Internal Services

SUBMISSION OF VERIFIED ADMINISTRATIVE COMPLAINT

OFFICE OR DIVISION	Office of the Sangguniang Bayan	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
WHO MAY AVAIL	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Filing of Verified Administrative Complaint:</p> <ol style="list-style-type: none"> 1. Submit Twelve (12) copies with six (6) original copies of the verified complaint 2. Submit Verification and Certification of Non-Forum Shopping 		Client/s, proponent/s, Complainants

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Sanggunian Bayan and submit the verified complaint accompanied by verification and certification of non-forum shopping	Check the documents	None	25 Minutes	Secretary to the Sanggunian
	Review the documents			Local Legislative Staff Officer V

	Record the documents			
	Give received copy to the client			
	Issue Summons	None	Within Seven (7) days after the complaint is filed	Investigating Authority
	Terminate the Formal Investigation	None	Within Ninety (90) days from the start of the investigation	Investigating Authority
	Submission of Memoranda / Position Papers by the parties may be allowed	None	Within Fifteen (15) days from the termination of Formal Investigation	Investigating Authority

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submission of Investigation Report and Transmission of Records to the Disciplining Authority	None	Within Fifteen (15) days from the conclusion of the Formal Investigation	Investigating Authority

	Rendition of Decision	None	Within Thirty (30) days after receipt of the Investigation Report and Records of Proceedings	Disciplining Authority Local Legislative Staff Officer V
File Administrative Appeal	Receive the Administrative Appeal	None	Within Thirty (30) days from receipt of a copy of the decision	Disciplining Authority

Office of the Sangguniang Bayan Secretary
External / Internal Services

1. Provision of approved resolutions and ordinances, certifications, and any other related legislative documents

The services are intended to inform the clients on the resolutions and ordinances approved and testify particular actions made by the Municipal Council, such as among others: calendar of measures, committee action and others.

OFFICE OR DIVISION	Office of the Secretary to the Sanggunian – Records Division	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
WHO MAY AVAIL	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>3. Issuance of Certification from any SB Records, Documents and Legislative Acts and Certified True Copies of Official Documents</p> <ul style="list-style-type: none"> - Request Form (Original Copy) 		Receiving Desk – Administrative Aide VI Office of the Secretary to the Sanggunian 2nd Floor, Municipal Hall, Barangay Purisima, Tago, Surigao del Sur

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-out of request form	1. Check what document is requested and verify the existence of the document, if available or not.	None	5 Minutes	Administrative Aide VI Secretary to the Sanggunian

<p>2. Proceed to Office of the Municipal Treasurer for payment.</p>	<p>2. Retrieval and photocopy of document.</p>	<p>P50.00 for Certification from any SB Records, Documents and Legislative Acts</p> <p>P25.00 for Certified True Copies of Official Documents</p>	<p>15 Minutes</p>	<p>Administrative Aide VI</p>
<p>3. Sign the logbook and get the certification or certified true copy document</p>	<p>3. Release the document to the requesting party.</p>	<p>None</p>	<p>2 Minutes</p>	<p>Administrative Aide VI</p>



Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF TAGO
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Office of the Sangguniang Bayan

REQUEST FORM

REQUESTER	
Name / Name of Office/Company	: _____
Address / Office/Company Address	: _____
Contact Number	: _____
REQUEST COPY/IES	
<input type="checkbox"/> Resolutions	<input type="checkbox"/> Ordinances
<input type="checkbox"/> Certifications	<input type="checkbox"/> Letters and Communications
<input type="checkbox"/> Memorandum	
Other Legislative Documents	: _____
<input type="checkbox"/> Number of Copies	PURPOSE: _____
_____	_____
Signature	Date Requested
REMARKS :	
PAYMENT RECEIPT	
Paid under O.R. Number	: _____
Issued on	: _____

**Office of the Sangguniang Bayan Secretary
Internal Services**

OFFICE OR DIVISION	Office of the Secretary to the Sanggunian			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Inclusion of requests in the Calendar of Business requirements</p> <ul style="list-style-type: none"> - Four (4) copies of the letter request with two (2) original copies and attached the Indorsement letter from the Municipal Mayor or Vice Mayor or Municipal Council Members and the supporting documents - Twenty (20) copies with ten (10) original copies of all documents, for requests requiring affirmation from the Sangguniang Panlalawigan. 		Client/s or proponent/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submit the required number of copies of documents to the Receiving Desk</p>	<p>1. Check the documents and verify its completeness.</p>	<p>None</p>	<p>10 Minutes</p>	<p>Administrative Aide VI Local Legislative Staff Officer V Secretary to the Sanggunian</p>
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