



## Office of the Vice Mayor External Services

<b>OFFICE OR DIVISION</b>	Municipal Vice Mayor
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen
<b>WHO MAY AVAIL</b>	Individuals, Private Organizations, NGOs, and Other Government Agencies

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Original copy of the document and attachments (if any), with the receiving copy returned to the person	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Receiving of official documents, communications correspondences, notices, letters, invitations from individuals, private organizations or other government agencies (aside from the Offices with the Municipal Government of Tago)</b>	Preliminary review of the document and stamp the same with the date and time of receipt	None	5 minutes	Local Legislative Staff Officer V
	Forward to the Office of the Municipal Vice Mayor for schedule and proper endorsement	None	60 minutes	Administrative Aide VI
	Inform the client of the action taken	None	24 hours	Local Legislative Staff Officer V

## Internal Services

<b>OFFICE OR DIVISION</b>	Municipal Vice Mayor			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF CLASSIFICATION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL</b>	Offices within the Municipal Government of Tago			
<b>Checklist of Requirements:</b>  Original copy of the document and attachments (if any), with the receiving copy returned to the person			<b>Where to secure</b>  Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Receiving of official documents, communications, correspondences, notices, letters, and invitations from the offices within the Municipal Government of Tago</b>	Preliminary review of the document and stamp the same with the date and time of receipt	None	5 minutes	Local Legislative Staff Officer V
	Forward to the Office of the Municipal Vice Mayor for schedule and proper endorsement	None	60 minutes	Administrative Aide VI

## Internal Services

<b>OFFICE OR DIVISION</b>	Office of the Vice Mayor			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF CLASSIFICATION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL</b>	Personnel, Job Order Contracts, and Consultants under the Legislative Department			
<b>Checklist of Requirements:</b>  Request letter/Filled up form with attachments (if any), with the receiving copy returned to the person			<b>Where to secure</b>  Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Personnel Related Transactions, including Issuance of Certificate of Acceptance, Checks, Obligation Requests, Application for Leave of Absence, for Travel Authority, for Travel Order, and Acceptance of Resignation Letter</b>	Preliminary review of the document and stamp the same with the date and time of receipt	None	24 hours	Secretary to the Sanggunian  Local Legislative Staff Officer V
	Forward to the Office of the Municipal Vice Mayor for proper action	None	24 hours	Administrative Aide VI

## Internal Services

<b>OFFICE OR DIVISION</b>	Office of the Vice Mayor			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF CLASSIFICATION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL</b>	Employees under the Legislative Department			
<b>Checklist of Requirements:</b>			<b>Where to secure</b>	
Submission of Purchase Request Form with attachments (if any), with the receiving copy returned to the person			Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Receiving of Purchase Requests</b>	Preliminary review of the document and stamp the same with the date and time of receipt	None	24 hours	Administrative Aide VI
	Forward to the Office of the Municipal Vice Mayor for proper action	None	24 hours	Local Legislative Staff Officer V

## External / Internal Services

<b>OFFICE OR DIVISION</b>	Office of the Vice Mayor			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF CLASSIFICATION</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>WHO MAY AVAIL</b>	Individuals, Businesses, Government Offices			
<b>Checklist of Requirements:</b>			<b>Where to secure</b>	
Original copy with attachments (if any), with the receiving copy returned to the person				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Receiving of Complaints or other Matters that require Sangguniang Bayan Action</b>	Receiving of documents and Forward to the Legislative Office	None	2 minutes	Secretary to the Sanggunian Local Legislative Staff Officer V
	Check/Review the documents	None	60 minutes	Secretary to the Sanggunian
	Record the documents			Local Legislative Staff Officer V
	Give received copy to the client			Administrative Aide VI

## External / Internal Services

<b>OFFICE OR DIVISION</b>	Office of the Vice Mayor			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF CLASSIFICATION</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>WHO MAY AVAIL</b>	Individuals, Businesses, Government Offices			
<b>Checklist of Requirements:</b> Request letter with attachments (if any), with the receiving copy returned to the person			<b>Where to secure</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Request for Certified True Copies of Municipal/Appropriation Ordinances or Resolutions</b>	Receiving of request letter and forward to the Legislative Office	None	2 minutes	Secretary to the Sanggunian Administrative Aide VI
	Review of the requests	None	60 minutes	Secretary to the Sanggunian

**Office of the Vice Mayor  
Internal Services**

<b>OFFICE OR DIVISION</b>	Office of the Vice Mayor			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF CLASSIFICATION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL</b>	Office of the Secretary to the Sanggunian			
<b>Checklist of Requirements:</b>				<b>Where to secure</b>
Cover letter with the final draft of the legislative measure, with the receiving copy returned to the person				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Receiving of Approved Legislative Measures for Signature</b>	Receiving of the final draft of the legislative measures approved by the Sangguniang Bayan	None	2 minutes	Receiving personnel from the Office of the Municipal Vice Mayor
	Review of the Legislative actions	None	24 hours	Municipal Vice Mayor Staff
	If there are no amendments, the same shall be forwarded to the Vice Mayor for signature			
	If there are amendments, the concerned councilor/s shall be contacted and the same shall be returned to the Office of the Secretary to the Sanggunian with the directive to amend the same			