

SERVICES

A. EXTERNAL SERVICES

1. Issuance of certified photocopy of Resolutions, Municipal Ordinances and records of public in character.

The Sangguniang Bayan, as the legislative body of the Municipality, enacts Municipal Ordinances and approves Resolutions for the general welfare of the municipality. All enactments are public documents and as such, they are made available to the public upon submission of letter request.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity			
Who may avail:	Any Interested Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request stating the specific number or title of Municipal Ordinance and/or Resolution and for what purposes it will be used. <i>Two (2) originals</i>				
2. Official Receipt		Office of the Municipal Treasurer		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the letter-request at the Office of the Sangguniang Bayan.	1.1 Receive the letter-request from the Client.	None	1 minute	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
	1.2 Retrieve document from file.	None	5 minutes	Marly A. Delos Santos Aida G. Sandoval
	1.3 Photocopy the document.	None	3 minutes	Marly A. Delos Santos Aida G. Sandoval
	1.4 Certify the copy of the document.	None	2 minutes	Medicine C. Asis
2. Secure order of payment.	2.1 Issue order of payment to the Client.	None	2 minutes	Medicine C. Asis
3. Pay the required fees at the Office of the Municipal Treasurer. Make sure to secure Official Receipt that will be issued upon payment.	3.1 Issue Official Receipt to the Client.	P50.00 each page P10.00 additional page	2 minutes	MTO Personnel
4. Return to the Office of the Sangguniang Bayan and present the Official Receipt and claim the requested documents.	4.1 Check the Official Receipt.	None	1 minute	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
	4.2 Issue the requested document to the Client.	None	1 minute	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
TOTAL:		None	18 minutes	

Notes:

- In some cases, whenever necessary, letter-request for certified copies of Resolutions and/or Municipal Ordinances are subject for approval of the Sangguniang Bayan during Session.
- Legal Basis
 - Art. 122 (a)(3)(v) Rules and Regulations Implementing the Local Government Code of 1991.

- Section 4A.01. Imposition of Fees, Chapter IV. Service Fees, Municipal Revenue Code 2014.
- Section 4A.02. Exemption, Chapter IV. Service Fees, Municipal Revenue Code 2014.

2. Applying for Accreditation of Non-Government Organizations (NGOs) and Private Organization (Pos)

This empowers the Sangguniang Bayan to process and grant accreditation to NGOs and POs within the municipality.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	1. Non-Government Organization (NGOs) 2. Private Organizations (POs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form for Accreditation. <i>Two (2) originals</i>		Office of the Secretary to the Sangguniang Bayan		
2. Board Resolution. <i>One (1) original</i>		Concerned Organization/CSO		
3. Certificate of Registration Issued by _____. <i>One (1) photocopy</i>		Any of the following Registering or Accrediting Agency: <ul style="list-style-type: none"> ▪ Securities and Exchange Commission (SEC) ▪ Cooperative Development Authority (CDA) ▪ Department of Labor and Employment (DOLE) ▪ Department of Social Welfare and Development (DSWD) ▪ Department of Health (DOH) ▪ Department of Agriculture (DA) ▪ Department of Agrarian Reform (DAR) ▪ Department of Education (DepEd) ▪ Department of the Interior and Local Government (DILG) ▪ National Commission on Indigenous Peoples (NCIP) ▪ National Housing Authority (NHA) ▪ Insurance Commission (IC) ▪ Philippine Regulatory Commission (PRC) ▪ Housing and Land Use Regulatory Board (HLURB) 		
4. List of Current Officers and Members. <i>One (1) original</i>		Concerned Organization/CSO		
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 people’s interest through its membership in a local special body, after satisfying all the requirements and its criteria, as stated in DILG Memorandum Circular No. 2019-72 dated May 22, 2019, and after securing a Certificate of Accreditation from the concerned Sanggunian. <i>One (1) original.</i>		Concerned Organization/CSO		
6. CY _____ Annual Accomplishment Report. <i>One (1) original</i>		Concerned Organization/CSO		
7. CY _____ Financial Statement. <i>One (1) original.</i>		Concerned Organization/CSO		
8. Profile indicating the purposes and objectives of our organization. <i>One (1) original.</i>		Concerned Organization/CSO		
9. Copy of the Minutes of the CY _____ Meeting of the organization; and <i>One (1) original</i>		Concerned Organization/CSO		
10. For CSOs applying to be members of the Local School or Health Board: Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector. <i>One (1) original</i>		Concerned Organization/CSO		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the letter specifically requesting an accreditation from the Sangguniang Bayan	1.1 Receive and check the completeness of the required documents.	None	5 minutes	Marly A. Delos Santos Aida G. Sandoval

together with the required documents as stated in the checklist.	1.2 Reading and Referral of letter during Session of the Sangguniang Bayan.	None	2 minutes	Medicine C. Asis Medicine C. Asis Rufino Rene Q. Marquita
	1.3 Inform the concerned NGOs/POs of the scheduled committee meeting.	None	2 minutes	Medicine C. Asis
2. Attend committee meetings on the scheduled dates.	2.1 Conduct Committee Meeting	None	1 day	Committee on Cooperatives, Associations and Other Organizations
	2.2 Recommend approval of the CSO Accreditation.	None		
	2.3 Approval of CSO Accreditation during Session	None	1 day	Sangguniang Bayan Members
3. Receive Resolution approving the Accreditation.	3.1 Issue the approved resolution for accreditation.	None	3 minutes	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
TOTAL:		None	2 days 12 minutes	

Accreditation for NGOs and POs is subject for study and deliberation through Committee Meetings of the Concerned Committee and approval (Resolution) in the Session of the Sangguniang Bayan. (Internal Rules of Procedure of the Sangguniang Bayan).

Notes:

1. *Legal Basis*

- *Art. 64 (a)(b)(c) and Regulations Implementing the Local Government Code of 1991*
- *DILG Memorandum Circular*

3. Issuance of Resolution approving Barangay Budget (Annual or Supplemental)

This Resolution is needed by the Barangay to disburse their respective budgets.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	1. Municipal Budget Officer 2. Barangay Treasurer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Budget. <i>Four (4) originals</i>		Concerned Barangay		
2. Endorsement Letter. <i>Four (4) originals</i>		Local Finance Committee		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Barangay Budget with Endorsement from the Local Finance Committee.	1.1 Receive Barangay Budget with Endorsement from the Local Finance Committee.	None	2 minutes	Marly A. Delos Santos Aida G. Sandoval
	1.2 Reading and Referral of Endorsement of Barangay Budget during Session of the Sangguniang Bayan.	None	2 minutes	Medicine C. Asis Rufino Rene Q. Marquita
	1.3 Inform the concerned Barangay Official of the scheduled committee meeting.	None	2 minutes	Medicine C. Asis
2. Attend committee meetings on the scheduled dates.	2.1 Conduct Committee Meeting.	None	1 day	Committee on Finance, Budget and Appropriation
	2.2 Recommend approval of Barangay Budget.	None		

	2.3 Approval of Barangay Budget during Session.	None	1 day	Sangguniang Bayan Members
3. Receive Resolution approving the Barangay Budget	3.1 Issue the approved Resolution for Barangay Budget.	None	3 minutes	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
TOTAL:		None	2 days 9 minutes	

Approval of Barangay Budget is subject for study and deliberation through Committee Meetings of the Concerned Committee and approval (Resolution) in the Session of the Sangguniang Bayan. (Internal Rules of Procedure of the Sangguniang Bayan).

B. INTERNAL SERVICES

1. Issuance of certified photocopy of Resolutions, Ordinances and records of public in character

The Sangguniang Bayan, as the legislative body of the municipality, enacts Municipal Ordinances and approves Resolutions for the general welfare of the municipality. All enactments are public documents and as such, they are made available to the public upon submission of letter request.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	1. Another Government Agency 2. Government Employee or Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request stating the specific number or title of Municipal Ordinance and/or Resolution and for what purposes it will be used. <i>Two (2) originals</i>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit the letter-request at the Office of the Sangguniang Bayan.	Receive the letter-request from the Client.	None	1 minute	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
	Retrieve document from file.	None	5 minutes	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
	Photocopy the document.	None	3 minutes	Marly A. Delos Santos Aida G. Sandoval
	Certify the copy of the document.	None	2 minutes	Medicine C. Asis

2. Receive the requested document.	Issue the requested document to the Client.	None	3 minutes	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
3. Present/submit the letter-request at the Office of the Sangguniang Bayan.	Receive the letter-request from the Client.	None	1 minute	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
TOTAL:		None	11minutes	

Notes:

1. *Legal Basis*

- *Art. 122 (a)(3)(v) Rules and Regulations Implementing the Local Government Code of 1991.*
- *Section 4A.02. Exemption, Chapter IV. Service Fees, Municipal Revenue Code 2014.*

2. Issuance of Resolution approving Project Profiles, Activity Designs or Program of Works.

- As stated in the General Provision of Annual Budget:
 - a. Lump-sum Appropriations for Programs/Projects/ Activities in different offices must have a detailed list of plans or activities or in lieu is a Project Profile/Activity Design/Program of Works which should be prepared and submitted to the Sangguniang Bayan for approval.
 - b. Major changes in the Project Profile/Activity Design/Program of Works such as additional line items for expenses will require an approved Sangguniang Bayan Resolution. Minor changes which can be considered as augmentation between line items of expenses, and other petty changes need not be returned to the Sangguniang Bayan for another approval.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Another Officials in the Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For New Project Profile, Activity Design or Program of Works, <i>Six (6) originals.</i>		Concerned Offices		
2. For Revision of Project Profile, Activity Design or Program of Works, <i>Six (6) originals (Proposed) and six (6) photocopy (Old)</i>				
3. Endorsement Letter. <i>Three (3) originals</i>		Office of the Municipal Mayor		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Project Profile, Activity Design or Program of Works with Endorsement from the Local Chief Executive.	1.1 Receive the Project Profile, Activity Design or Program of Works with Endorsement from the Local Chief Executive.	None	2 minutes	Marly A. Delos Santos Aida G. Sandoval
	1.2 Reading and Referral of the Endorsement in the Session of the Sangguniang Bayan.	None	2 minutes	Medicine C. Asis Rufino Rene Q. Marquita
	1.3 Inform the concerned Offices of the scheduled committee meeting.	None	2 minutes	Medicine C. Asis
2. Attend committee meetings on the scheduled dates.	2.1 Conduct Committee Meeting	None	1 day	Committee on Finance, Budget and Appropriation
	2.2 Recommend approval of the Project Profile, Activity Design or Program of Works.	None		Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis

	2.3 Approval of Project Profile, Activity Design or Program of Works in the Session of the Sangguniang Bayan.	None	1 day	Sangguniang Bayan Members
3. Receive Resolution approving the Project Profile, Activity Design or Program of Works.	3.1 Issue the approved resolution for Project Profile, Activity Design or Program of Works	None	3 minutes	Marly A. Delos Santos Aida G. Sandoval Medicine C. Asis
TOTAL:		None	2 days 9 minutes	

Approval of Project Profile, Activity Designs or Program of Works (Proposed or Revised) is subject for study and deliberation through Committee Meetings of the Concerned Committee and approval (Resolution) in the Session of the Sangguniang Bayan. (Internal Rules of Procedure of the Sangguniang Bayan).