

OFFICE OF THE VICE MAYOR

EXTERNAL SERVICES

1. ACCOMODATING INQUIRIES OF PUNONG BARANGAYS

Service:	ACCOMODATING INQUIRIES OF PUNONG BARANGAYS			
Brief Description:	Accommodating inquiries of Punong Barangays regarding local legislations.			
Office Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Punong Barangays			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Intent (1 original, 1 machine copy)			Concerned Punong Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter of Intent	1. Receives and reviews submitted letter of intent	None	3 MINUTES	<i>Vice Mayor's Office Staff</i>
2. Discusses the concern relative to local legislation	2. Analyze/processes inquires for possible remedy	None	5-10 MINUTES (depending on the inquiry)	<i>Vice Mayor's Office Staff</i>
TOTAL		None	10-15 MINUTES	

End of transaction			
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2. ACCOMMODATES/RECEIVES COMPLAINTS AGAINST ERRING BARANGAY OFFICIALS

Service:	ACCOMMODATES/RECEIVES COMPLAINTS AGAINST ERRING BARANGAY OFFICIALS			
Brief Description:	Receives complaints concerning erring Barangay Officials pursuant to Section 61 paragraph (c) of RA 7160 also known as the Local Government Code of 1991.			
Office or Division:	Office of the Vice Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Verified Compliant as alleging the cause/causes of action as per Section 61 paragraph (c) of RA 7160 also known as the Local Government Code of 1991 (1 original, 1 machine copy)		Complainant		
Supporting Documents (if any)		Complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the verified complaint and other supporting documents for initial assessment and evaluation	1.1. Receives the complaint and supporting documents	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.2 Reviews the submitted documents and assesses the same.	None	1 DAY	<i>Vice Mayor's Office Staff</i>
	1.3. Transmits the complaint to the SB Secretary for inclusion in the Regular/Special Session	None	1 DAY	<i>Vice Mayor's Office Staff</i>
	1.4. Referral of the complaint to the appropriate committee	None	1 DAY	<i>Vice Mayor</i>
TOTAL		None	3 WORKING DAYS (maximum)	
End of transaction				

INTERNAL SERVICES

1. LEGISLATIVE ACTION

Service:	1. LEGISLATIVE ACTION
Brief Description:	Acts on matters referred by the Office of the Mayor, as certified urgent
Office or Division:	Office of the Vice Mayor
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government
Who may avail:	Mayor's office and/or other Local Department
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Transmittal Letter (1 original, 1 copy)	Mayor's Office

Supporting documents		Mayor's office and/or other Local Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmittal of communication / request and other supporting documents from Mayor's Office for immediate	1.1. Receives transmittal letter and other supporting documents	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.2. Determines if request is for referral, or endorsement to the SB Members or for immediate action	None	5-10 MINUTES	<i>Vice Mayor's Office Staff</i>
	1.3. Prepares communication (if necessary)	None	3 MINUTES	<i>Vice Mayor's Office Staff</i>
	1.4. Releases communication to the person/s or office concerned	None	3 MINUTES	<i>Vice Mayor's Office Staff</i>
TOTAL		None	15-20 MINUTES	
End of transaction				

2. RECEIVING COMMUNICATION FROM THE MAYOR'S OFFICE

Service:	RECEIVING COMMUNICATION FROM THE MAYOR'S OFFICE	
Brief Description:	Receives other communication/request from the Office of the Mayor and other offices.	
Office or Division:	Office of the Vice Mayor	
Classification:	Simple	
Type of Transaction:	G2G- Government to Government	
Who may avail:	Mayor's Office/Other Offices concerned	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Communication and other supporting documents		Mayor's office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits communication and other supporting documents	1.1. Receives submitted communication and supporting other documents	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.2. Determines if the received communication is for referral, memo, endorsement or immediate action	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.3. Transmits communication to the SB Secretariat's Office , as necessary	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
TOTAL		None	3 MINUTES	
End of transaction				

3. RECEIPT OF BARANGAY BUDGETS AND OTHER COMMUNICATION

Service:	RECEIPT OF BARANGAY BUDGETS AND OTHER COMMUNICATION			
Brief Description:	Receives Barangay Budgets and other incoming communication from the Municipal Budget Office, to be included in the Regular/Special Session of the Sangguniang Bayan.			
Office or Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Municipal Budget Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay budgets and communications		Municipal Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.Submits Barangay Budget and other supporting documents	1.1. Receives Barangay budget and other supporting documents	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.2. Transmits Barangay budget to the SB Secretariat's Office for inclusion in the next Regular Session	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.3. Referral to the Committee of Finance and Appropriation	None	1 MINUTE	<i>Vice Mayor</i>
TOTAL		None	3 MINUTES	
End of transaction				

4. ENDORSEMENT OF COMMUNICATION TO THE SANGGUNIANG BAYAN MEMBERS

Service:	ENDORSEMENT OF COMMUNICATION TO THE SANGGUNIANG BAYAN MEMBERS			
Brief Description:	Endorses communication or matters to the Sangguniang Bayan Members.			
Office or Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Office concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter/communication (1 original, copy)		Office concerned		
Supporting documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits the letter/communication and other supporting documents	1.1. Receives letter/communication.	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.2. Transmittal of the letter / communication to the SB Secretary for inclusion in the Regular/Special Session	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.3. Referral of letter / communication to the appropriate committee	None	1 MINUTE	<i>Vice Mayor</i>
TOTAL		None	3 MINUTES	
End of transaction				

5. TRANSMITS MISCELLANEOUS COMMUNICATION TO THE SANGGUNING BAYAN AND SB SECRETARY

Service:	TRANSMITS MISCELLANEOUS COMMUNICATION TO THE SANGGUNING BAYAN AND SB SECRETARY			
Brief Description:	Transmits miscellaneous communication to the Sangguniang Bayan Members and to the SB Secretary.			
Office or Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Person/s or Office concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter or communication (1 original, 1 copy)		Person/s or Office concerned		
Supporting documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits letter or communication and supporting documents (if applicable)	1.1 Receives the letter or communication	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.2. Transmittal of the letter or communication to the Sangguniang member or the SB Secretary as the case may be to be	None	1 MINUTES	<i>Vice Mayor's Office Staff</i>
TOTAL		None	2 MINUTES	
End of transaction				

6. APPROVAL OF APPLICATION FOR ACCREDITATION OF THE CIVIL SOCIETY

ORGANIZATION (CSO)

Service:	APPROVAL OF APPLICATION FOR ACCREDITATION OF THE CIVIL SOCIETY ORGANIZATION (CSO)			
Brief Description:	Reviews and approved application for accreditation of Civil Society Organization (CSO)			
Office or Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Civil Society Organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Application (1 original, 1 receive copy) and other supporting documents (if applicable)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits all the necessary requirements to the office of the secretary of the Sanggunian	1.1. Receives letter of application & supporting documents transmitted by the Secretary of the Sanggunian.	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.2 Review and checks submitted documentary requirements.	None	1 MINUTES	<i>Vice Mayor's Office Staff</i>
	1.3. Prepares and submitted application to the Vice Mayor for perusal	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.4. Transmittal to the SB Secretary for inclusion in the Regular / Special Session for approval	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	1.5. Awarding of the certificate of accreditation and of the resolution	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
TOTAL		None	5 MINUTES	
End of transaction				

7. PASSAGE OF RESOLUTION AND ORDINANCE

Service:	PASSAGE OF RESOLUTION AND ORDINANCE
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Brief Description:	Signing of the approved resolution and ordinances by the Sangguniang Bayan.			
Office or Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	SB Secretary			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resolution/Ordinance subject for approval		Sangguniang Bayan Members		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the resolution / ordinance subject for signature	1. Receives the resolution / ordinance	None	1 MINUTE	<i>Vice Mayor's Office Staff</i>
	2. Prepares received Resolution / ordinance to the Vice Mayor for signature	None	1 MINUTES	<i>Vice Mayor's Office Staff</i>
	3. Affixing of signature to the approved Resolution /ordinance	None	1 MINUTES	<i>Vice Mayor</i>
	4. Transmittal to the SB Secretary	None	1 MINUTES	<i>Vice Mayor's Office Staff</i>
TOTAL		None	4 MINUTES	
End of transaction				

SB LEGISLATION

EXTERNAL SERVICES

1. SOLICITATION

Receives solicitation letter from Diff. Barangays of the Municipality of Daraga

Office or Division:	Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Constituents/Organization of Diff. Barangay of the Municipality of Daraga			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Letter Addressed to the Sangguniang Bayan		Requesting Person/Organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit letter request	1. Receives letter request	None	1 MINUTE	<i>Sangguniang Bayan Staff</i>
	2. Acts on the request	None	1-2 WORKING DAYS (depending on the nature of request)	<i>Sangguniang Bayan Staff</i>
TOTAL		None	1-2 WORKING DAYS	
End of transaction				

2. RECEIPT OF COMMUNICATION FROM THE OFFICE OF THE VICE MAYOR

Receives communication from the Office of the Vice Mayor and other municipal offices.

Office or Division:	Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C- Government to Government			
Who may avail:	Office of the Vice Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter/ communication		Person/Office Concerned		
Supporting documents		Person/Office Concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter/ communication and other supporting documents	1. Receives letter/ communication and other	None	1 MINUTE	<i>Sangguniang Bayan Staff</i>

	supporting documents			
	2. Endorses the received letter to the Sangguniang Bayan Members	None	1 MINUTE	<i>Sangguniang Bayan Staff</i>
	3. Response, Actions, and Remarks	None	3 WORKING DAYS (depending on the nature of request)	<i>Sangguniang Bayan Members</i>
TOTAL		None	3-5 WORKING DAYS	
End of transaction				

3. ISSUANCE OF MUNICIPAL ORDINANCE/RESOLUTION FOR LAND RECLASSIFICATION

Issues resolution and/or ordinance for Land Reclassification.

Office or Division:	Office of Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	All clients applying for reclassification of certain lots within the jurisdiction of the Municipality of Daraga			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application letter addressed to the Sangguniang Bayan requesting for reclassification		Office of the SB Sectary		
Proof of ownership of land, TCT/OCT and other documents establishing ownership duly certified by Register of Deeds within 30 days prior to filing application.		Person Concerned/Office Concerned		
Supporting Documents		Person Concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Filing of Letter/Request for Reclassification to the Sangguniang Bayan</p>	<p>1. Receives & include matters in the Agenda for the 1st reading in the regular session</p> <p>2. Refers to the Committee on Housing</p>	<p>None</p> <p>None</p>	<p>1 MINUTE</p> <p>1 MINUTE</p>	<p><i>Sangguniang Bayan/Vice Mayor's Office</i></p> <p><i>Vice Mayor</i></p>
<p>2. Submission of Documentary Requirement</p>	<p>3. Reviews/evaluates the completeness of the submitted documents</p> <p>4. Conducts Committee Meeting</p> <ul style="list-style-type: none"> • Conducts an Ocular Inspection Conducting • Public Hearing Include matters for 2nd reading in the Regular Session for approval <p>5. Submits proposed Ordinance/Resolution</p> <p>6. Reads/approves for Final Reading</p> <p>7. Signs the final copy of the approved ordinance/resolution.</p> <p>8. Transcription of the final copy of the Ordinance/Resolution</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>5 MINUTES</p> <p>1 DAY</p> <p>1 DAY (if necessary)</p> <p>1 DAY (if necessary)</p> <p>1 DAY OR LESS</p> <p>5 MINUTES (within the Regular Session)</p> <p>1 DAY</p>	<p><i>Secretary of the Sanggunian/Staff</i></p> <p><i>SB Committee Concerned & Members</i></p> <p><i>SB Committee Concerned & Members</i></p> <p><i>SB Committee Concerned & Members</i></p> <p><i>SB Committee Concerned & Members</i></p> <p><i>Secretary of the Sanggunian/Staff</i></p> <p><i>Sponsor and Presiding Officer</i></p>

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	9. Issuance/ release/transmittal of the Resolution/Ordinance to the office/person concerned	None	1 DAY	Secretary of the Sanggunian/Staff
		None	2 MINUTES	Secretary to the Sanggunian/Staff
TOTAL			7-15 WORKING DAYS	
End of transaction				

4. ISSUANCE OF MOTORIZED TRIYCLE FRANCHISE AND OTHER FRANCHISES

Issues resolution and/or ordinance for Motorized Tricycle franchise and other franchises.

Office or Division:		Office of Sangguniang Bayan		
Classification:		Highly Technical		
Type of Transaction:		G2C- Government to Citizens		
Who may avail:		Any person applying for franchise		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent; Re: Application for Tricycle Franchise and other franchises		Person Concerned		
Supporting Documents		Person Concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Filing of Letter/Request for Tricycle and other franchise	1. Receives & include matters in the Agenda for the 1st reading in the regular session	None	1 MINUTE	<i>Sangguniang Bayan/Vice Mayor's Office</i>
	2. Refers to the Committee concerned	None	1 MINUTE	<i>Vice Mayor</i>
2. Submission of Documentary Requirement	3. Reviews/evaluates the completeness of the documents	None	5 MINUTES	<i>Secretary of the Sanggunian/Staff</i>
	4. Conducts Committee Meeting	None	1 DAY	<i>SB Committee Concerned & Members</i>
	5. Submits proposed Ordinance/Resolution			
	6. Read/approves for Final Reading	None	1 DAY OR LESS	<i>SB Committee Concerned & Members</i>
	7. Signs the final copy of the approved Ordinance/Resolution	None	5 MINUTES (within the Regular Session)	<i>Secretary of the Sanggunian/Staff</i>
	8. Transcription of the final copy of the Ordinance/Resolution	None	1 DAY	<i>Sponsor and Presiding Officer</i>
	9. Issuance/release/transmittal of the Resolution/Ordinance to the office/person concerned	None	1 DAY	<i>Secretary of the Sanggunian/Staff</i>
		None	2 MINUTES	<i>Secretary to the Sanggunian/Staff</i>
	TOTAL			7-15 WORKING DAYS
End of transaction				

5. APPROVAL OF ORDINANCE/RESOLUTION

Approves proposed ordinance/resolutions.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Person/Office Concerned			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Copy of Barangay Ordinance /Resolution			Person/Office Concerned	
Supporting Documents			Person/Office Concerned	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Copy of Barangay Ordinance/Resolution and Supporting Documents	1. Receives Barangay Ordinance/resolution for inclusion in the Regular Session	None	2-5 MINUTES	<i>Secretary of the Sanggunian/Staff</i>
	2. Referral to the committee concerned	None	1 MINUTE	<i>Vice Mayor</i>
	3. Approval/Denial of the Ordinance	None	7-15 WORKING DAYS	<i>SB Committee Concerned & Members</i>
TOTAL		None	7-15 working days	
End of transaction				