

SB SECRETARIAT

**EXTERNAL SERVICES
SUBMISSION OF REQUESTS**

**1. APPLICATION FOR ACCREDITATION OF CIVIL
SOCIETY ORGANIZATIONS**

Office or Division:	Office of the SB Secretariat			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	Civil Society Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent and other documentary requirements (please see Annex A)		Client		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits the letter of intent, together with the documentary requirements;	Receives and reviews the submitted application;	None	5 minutes	Receiving Clerk, SB Secretariat Office
	Endorses the Application for Accreditation to the Vice Mayor, Chairman of the Committee on CSOs & NGOs;		3 minutes	Outgoing Clerk, SB Secretariat Office
	Reviews the submitted application and calls for a meeting if necessary;		1 day	Municipal Vice Mayor
	Receives the transmitted application from the Office of the Vice Mayor;		3 minutes	Receiving Clerk, SB Secretariat Office
	Calendars the Proposed Resolution Accrediting the CSO-Applicant;		1 minute	SB Secretary
	Approves the Resolution		60 minutes <i>(during Session of the</i>	Sangguniang Bayan

	Accrediting the CSO-Applicant; Transcribes the Resolution Accrediting the CSO-Applicant; and Transmits the copy of the Resolution to persons/offices concerned;		<i>Sangguniang Bayan)</i> 30 minutes 30 minutes	Legislative Staff, SB Sec Office SB Secretariat Staff, SB Sec Office
TOTAL			1 day, 2 hours, 12 mins.	
End of transaction				

2. APPLICATION FOR RECLASSIFICATION OF LAND

Office or Division:	Office of the SB Secretariat			
Classification:	Technical			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	Any walk-in Applicants/clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent and other documentary requirements (please see Annex B)		Client		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submits the letter of intent, together with the documentary requirements	Receives and reviews the submitted application;	P1,000.00 <i>(upon submission of the documentary Requirements)</i>	5 minutes	Receiving Clerk, SB Secretariat Office
	Calendars the Application to the next Regular Session;		3 minutes	SB Secretary
	Refers the Application to the Committee on Housing &		<i>Note: Payments shall be made to the Office of</i>	60 minutes <i>(during Session of the</i>

	<p>Land Use for review and action with the request that a Committee Report be rendered within fifteen (15) days from the date of referral;</p> <p>Calendars the proposed Ordinance/ Resolution approving the request;</p> <p>Approves the Ordinance/ Resolution approving the request;</p> <p>Transcribes the Ordinance/ Resolution approving the request;</p> <p>Transmits the copy of the Resolution to persons/offices concerned;</p>	<p><i>the Mun. Treas. with Official Receipts</i></p>	<p><i>Sangguniang Bayan)</i></p> <p>3 minutes</p> <p>60 minutes <i>(during Session of the Sangguniang Bayan)</i></p> <p>30 minutes</p> <p>30 minutes</p>	<p>SB Secretary</p> <p>Sangguniang Bayan</p> <p>Legislative Staff</p> <p>SB Secretariat Staff, SB Sec Office</p>
TOTAL			3 hours and 11minutes	
End of transaction				

3. REQUEST FOR RECORDS AND CERTIFIED COPIES

Office or Division:	Office of the SB Secretariat
Classification:	Simple

Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	Any walk-in Applicants/clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter stating the document needed and purpose of request		Client		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Submits the letter-request stating the purpose for the same;</p> <p>2. Requests for Certified copies of Records;</p> <p>3. Pays the certification fee at the Treasurer's Office and presents its Official Receipt to the SB Sec. office for the release of the document</p>	<p>Receives the Letter-request;</p>	P100.00	1 minute	Receiving Clerk, SB Secretariat Office
	<p>Evaluates the request;</p>		1 minute	Records personnel, SB Sec Office
	<p>Researches the record requested for;</p>		5 minutes <i>(depending on the record requested)</i>	Records personnel, SB Sec Office
	<p>Reproduces the Requested document;</p>	P100.00	2 minutes <i>(depending on the no. of pages)</i>	Clerical Aide, SB Sec Office
	<p>Certifies the machine copies of the documents;</p> <p>Releases the requested document upon presentation of the OR</p>		2 minutes <i>(depending on the no. of pages)</i>	SB Secretary
			1 minute	Records personnel, SB Sec Office
		<p><i>Note: Payments shall be made to the Office of the Mun. Treas. with Official Receipts</i></p>		
TOTAL			12minutes	
End of transaction				

INTERNAL SERVICES LEGISLATIVE PROCESSES

1. RECEIPT OF COMMUNICATIONS AND ACCOMMODATION OF REQUESTS FOR THE SANGGUNIANG BAYAN'S REGULAR/SPECIAL SESSIONS

Office or Division:	Office of the SB Secretariat			
Classification:	simple			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	Office of the Mayor/clients/Barangay Councils			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Transmittal Letters/ Barangay Ordinances & Resolutions/			Client	
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmits the communication to the Office of the Secretariat;	Receives the transmittal from the Office of the Vice Mayor;	none	1 minute	Receiving Clerk, SB Secretariat Office
2. Submits the Barangay Ordinance;	Receives the Barangay Ordinance;		1 minute	Records personnel, SB Sec Office
	Enlists/includes the Barangay Ordinance in the Notice for the Next Regular Session;		1 minute	Clerical Aide, SB Sec Office
TOTAL			3 minutes	
End of transaction				

2. FURNISHING OF NOTICE FOR THE NEXT REGULAR SESSION AND MINUTES OF THE PREVIOUS SESSION FOR PERUSAL

Office or Division:	Office of the SB Secretariat
Classification:	simple
Type of Transaction:	G2G- Government to Government

Who may avail:	Sangguniang Bayan of Daraga			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notice for the Next Session and Minutes of the Previous Session for perusal		SB Secretariat Office		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Awaits for the transmittal of the Notice for the Next Regular Session and Minutes of the Previous Session	Transmits copies of the Notice for the Next Regular and Minutes of the Previous Session for perusal;	none	5 minutes	Clerical Aide, SB Secretariat Office
TOTAL			5 minutes	
End of transaction				

3. CONDUCT OF REGULAR/SPECIAL SESSION

Office or Division:	Office of the SB Secretariat			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Sangguniang Bayan of Daraga			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Legislative Measures/Matters for Action		SB Secretariat Office		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attends the Regular/Special Session	Prepares the SB Session Hall for the Regular/Special Session	none	5 minutes	Legislative Aide, SB Sec. Office
	Records the proceedings		1 minute	SB Secretary and Stenographer
	Approves the considered matters during the Regular/Special		30 minutes <i>(depending on the duration of the Session)</i>	Presiding Officer

	Sessions, unless otherwise referred Transmits the referred matter to the respective committee		1 minute	Records personnel, SB Sec Office
TOTAL			37 minutes	
End of transaction				

4. TRANSCRIPTION OF APPROVED ORDINANCES AND RESOLUTIONS

Office or Division:	Office of the SB Secretariat			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Sangguniang Bayan of Daraga			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Ordinances/Resolutions		SB Secretariat Office		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Approves proposed Ordinances and Resolutions	Transcribes the approved Ordinances/ Resolutions	none	60 minutes	Legislative Staff, SB Sec Office
	Affixes the Signatures to the Approved Ordinances/ Resolutions		1 day	SB Secretary, SB Member as Author, Vice Mayor, Mayor, <i>(in case of an ordinance or resolution involving plans and finances)</i>
	Transmits the Approved Ordinances/ Resolutions to persons/offices concerned		1 day	Legislative Aide, SB Sec Office
	Delivers communications/ invitations to resource persons for the conduct of		1 day	Legislative Aide, SB Sec Office
	the Committee Meeting/hearing			
TOTAL			2 days and 60 minutes	
End of transaction				

5. CONDUCT OF COMMITTEE MEETINGS/ PUBLIC HEARINGS

Office or Division:	Office of the SB Secretariat			
Classification:	simple			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	Sanggunian Bayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referrals and Invitations		Office of the SB Secretary		
CLIENT'S STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Attends the Committee Meeting/Hearing called for by the Sangguniang Bayan	Prepares the venue for the Committee Meeting/Hearing	none	5 minutes	Legislative Aide, SB Sec Office
	Records the proceedings of the Committee Meetings/Hearings		30 minutes <i>(depending on the duration of the Meeting/Hearing)</i>	Legislative Staff, SB Sec Office
	Prepares the Minutes of the Committee Meeting/Public Hearing			Legislative Staff, SB Sec Office
	Issues the Certification of the conduct of Public Hearing			SB Secretary
TOTAL			35 minutes	
End of transaction				

6. PRODUCTION AND FILING/CODIFICATION OF FINAL COPIES OF RECORDS

Office or Division:	Office of the SB Secretariat			
Classification:	technical			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Ordinances/Resolutions Minutes and Journals of Proceedings		Office of the SB Secretary		
CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

	<p>Prepares and reproduces the final copies of the approved Ordinances, Resolutions, Minutes of the Meetings and Journals of Proceedings</p> <p>Scans the final copies of the approved Ordinances, Resolutions, and codifies and uploads the same to the SB Council Portal</p>	none	<p>5 minutes</p> <p>10 Minutes</p>	<p>SB Secretariat Office as a whole</p> <p>Legislative Staff, SB Sec. Office</p>
TOTAL			15 minutes	
End of transaction				