



# **OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN**

## **External Services**



## 58. Request of True Copies of Ordinance/Resolution

This service certifies photocopied resolutions and ordinances to be authentic and copied from the original documents.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Municipal Departments, NGO's, CSO's & General Public			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request duly approved by the Secretary to the Sangguniang Bayan (SB Sec).		To be provided by the client.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present letter indicating the purpose of request to the SB Sec Office.	1.1 Staff receives the letter and forwards it to the SB Sec.	None	1 minute	Emilia P. Lozada
	1.2 SB Sec approves the request.	None	2 minutes	Vincent Paul H. Meñez
2. Client waits for the requested copy.	2.1 SB Sec office staff retrieves the requested documents from file.	None	5 minutes	Hanah F. Lopez
	2.2 SB Sec certifies the photocopied document.	100.00	1 minute	Vincent Paul H. Meñez
3. Client signs in the log book and accepts the document.	3.1 Recording of document in the log book.	None	1 minute	Emilia P. Lozada
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	



## 59. Accreditation of Civil Society & Non-Government Organizations

This service issues resolutions on the accreditation of recognized organizations.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Non-Government Organizations & Civil Society Organizations			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Application Form		To be provided by the client.		
2. Constitution and by-laws (photocopy)				
3. List of Officers and Members				
4. Current Financial Statements duly accomplished.				
5. Certificate of Registration				
6. profile indicating the purpose and objective of the organization				
7. Board Resolution expressing the intention of the NGO to be accredited.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/NGO representative submits application form with attached complete documents.	1.1 Assessment and evaluation on the correctness and authenticity of documents.	None	5 minutes	Hanah F. Lopez
2. Client waits for the result of the review of the Sangguniang Bayan	2.1 Request is forwarded to the SB Sec for inclusion during regular session.	None	3 sessions (3 readings at 1 reading per week)	Vincent Paul H. Meñez/ Sangguniang Bayan Members
	2.2 Preparation of the duly adopted Resolution for the adoption or accreditation of NGO/CSO.	None		Vincent Paul H. Meñez



	2.3 Transmittal of the approved resolution to the Office of the Vice Mayor for approval.  2.4 The Vice Mayor approves and signs the resolution.	None		Hanah F. Lopez  Vincent Paul H. Meñez
3. Client receives the accreditation of CSO/NGO.	3.1 Release of document to client.	None	1 minute	Emilia P. Lozada
<b>TOTAL:</b>		<b>None</b>	<b>3 weeks &amp; 6 minutes</b>	