



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



## 1. Request Copy of Ordinance, Resolutions and other Pertinent Documents

Service Information: Resolutions and Ordinances are given to the public, whoever would need a copy. It is usually requested by citizens who would need a resolution of the Sangguniang bayan allowing them to put up a business in the municipality, citizens recognition, approval of barangay related resolutions and ordinances, request resolution and all other services provided for and mandated by Republic act 7160. Ordinances are most of the time requested by barangay officials, departments and other related agencies for them to implement in their respective jurisdictions.

<b>Office or Division:</b>	Office of the Secretary to the Sangguniang Bayan			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens (G2C)/Government to Business (G2B)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter if applicable		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in client logbook	Receives and checks the submitted valid government ID and prepares the needed document	None	5-10 minutes	Luzviminda E. Uson Admin. Officer III



## 2. Request Copy of Certification (Appearance, Posting)

Service Information: Requested by individuals who would need a certificate of appearance to be presented to their respective companies, and certificate of posting for companies and agencies needing such certificate

<b>Office or Division:</b>	Office of the Secretary to the Sangguniang Bayan			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens (G2C)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter if applicable		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in client logbook	Receives and checks the submitted valid government ID	100.00- Secretary's fee 30.00- doc stamps	5-10 minutes	Luzviminda E. Uson Admin. Officer III