



OFFICE OF THE SANGGUNIANG BAYAN
Internal Services



1. Preparation and Issuance of Certified True Copies of Municipal Ordinances, Resolutions and Minutes of Deliberation and Other Documents from the Sangguniang Bayan

OFFICE / DIVISION	Office of the Sangguniang Bayan			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Request			Requesting individual/party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of letter request to the receiving clerk/personnel	Acceptance of request (The SB Secretary/VM approves the work on request)		2 minutes	<i>Nemia Monzones</i>
(Client waits while personnel looks for document/s requested)	Research for documents needed		10-15 minutes/ copy or documents	<i>Nenita Flores</i>
Client proceeds to the office of the Municipal Treasurer to pay the necessary fees	Issuance of Official Receipt	P 50.00/ copy	5-10 minutes	<i>Business and Other Fees Division Staff</i>
Proceed to the Sangguniang Bayan Office to present the official receipt.	Release certified copies of the documents.		1 minute	<i>Nemia Monzones Nenita D. Flores</i>
TOTAL:		P 50.00	15 minutes	