

OFFICE OF THE SANGGUNIANG BAYAN

| SERVICE NAME: CERTIFICATION OF NO-PENDING ADMINISTRATIVE CASE to elected Barangay Officials | | | | |
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| Classification: Simple | | | | |
| Type of Transaction: G2G | | | | |
| Who may avail: Elected Barangay Officials | | | | |
| CHECKLIST OF REQUIREMENT | | WHERE TO SECURE | | |
| NONE | | Office of the Secretary to the Sanggunian | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Filing of request for certification that the concerned has no pending administrative case filed before the sanggunian | 1. Check the records 1.1 Start the processing | <i>None</i> | <i>2 minute</i> | Daisy T. Ragadio Secretary to the Sanggunian Or Imelda B. Legrama Senior Administrative Assistant II |
| | 2. Prepare and sign the Certification | <i>None</i> | <i>3 minutes</i> | Daisy T. Ragadio Secretary to the Sanggunian |
| | 3. Affix the Official Seal Of the Sanggunian | <i>None</i> | <i>1 minute</i> | Daisy T. Ragadio Secretary to the Sanggunian |
| TOTAL | | | 6 minutes | |
| -End of Transaction- | | | | |

| SERVICE NAME: REVIEW OF BARANGAY ORDINANCES/RESOLUTIONS | |
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| Classification: Highly Technical | |
| Type of Transaction: G2G | |
| Who may avail: the Sangguniang Barangays | |
| CHECKLIST OF REQUIREMENT | WHERE TO SECURE |
| 1. Request of the Sangguniang | - Barangay Council concerned |

| Barangay FOR REVIEW of their Barangay Ordinance or Resolution | | | | |
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| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for review of ordinances or resolutions of the barangay | 1. Receive the documents submitted | <i>None</i> | <i>2 minutes</i> | Roderick C. Bactad Administrative Assistant Or |
| | 1.2. Endorse to the Presiding Officer for referral to the concerned working committee of the Sangguniang Bayan during the Regular Session | <i>None</i> | <i>5 minutes</i> | Imelda B. Legrama Senior Administrative Assistant II Or Daisy T. Ragadio Secretary to the Sanggunian |
| | 1.3. During the session, referral of the Barangay Ordinance/Resolution to the Committee on Ordinances and Resolutions and/or the Committee on Finance for Tax Ordinances | <i>None</i> | <i>Within 7 days</i> | Vice Mayor Lugil S. Ragadio |
| 2. attend committee meetings called for by the sanggunian | 2. Conduct Meeting of the Committee | None | To be scheduled by the concerned committee | Committee on Ordinances and Resolutions and/or Committee on Finance |
| | 2.1. Rendering of Committee Report | None | During the SB Regular Session | Committee on Ordinances and Resolutions and/or Committee on Finance |
| | 2.2. Adoption of Resolution declaring the resolution or ordinance valid | None | 15 Minutes | Committee on Ordinances and Resolutions and/or Committee on Finance Vice Mayor Lugil S. |

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| | purposes 1.1 Start the processing | | <i>30 minutes</i> | Senior Administrative Assistant II |
| 2. If applicable, pay the required fee | 2. if applicable, ask the clients to pay the required fee as prescribed by Sec. 4A.01 of the Municipal Revenue Code | <i>P100.00 per page (Sec. 4A.01)</i> | <i>3 minutes</i> | Office of the Municipal Treasurer |
| 3. Present the OFFICIAL RECEIPT if applicable | 3. Release the document requested, Affixed with the Official Seal Of the Sanggunian | <i>None</i> | <i>2 minutes</i> | Daisy T. Ragadio Secretary to the Sanggunian |
| TOTAL | | | <i>38 minutes</i> | |
| -End of Transaction- | | | | |

| SERVICE NAME: MOTORIZED TRICYCLE OPERATORS PERMIT (MTO) DROPPING ORDER | | | | |
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| Classification: Simple | | | | |
| Type of Transaction: G2C | | | | |
| Who may avail: All Motorized Tricycle Operators/Driver | | | | |
| CHECKLIST OF REQUIREMENT | | WHERE TO SECURE | | |
| 1. Community tax certificate 2. Copy of the last MTO | | Municipal Treasurer's Office From the Owner | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Filing of request for Dropping Order 1.1. Submit documents required to the receiving clerk or employee-in-charge and the reason for dropping | 1. Receives and Evaluate the documents submitted - If complete, require client to pay - If incomplete, require client to secure the needed requirement | None | 2 minutes | Roderick C. Bactad Administrative Assistant Or Imelda B. Legrama Senior Administrative Assistant II |
| 2. Payment of Fees At the Municipal Treasurer's Office | 2. Payment is received at the Office of the Municipal Treasurer | P55.00 | 5 minutes | Revenue Collection Officer of the Office of the Municipal Treasurer |
| 3. Submit the Official Receipt to the employee-in-charge of the Sangguniang Bayan | 3. SB Staff prepares the Dropping Order | None | 5 minutes | Roderick C. Bactad Administrative Assistant Or Imelda B. Legrama Senior Administrative Assistant II |
| | 3.1. Approval of the Dropping Order | None | 2 minutes | Vice Mayor Lugil S. Ragadio |
| 4. Receives the | 4. Release of the | None | 2 minutes | Roderick C. |

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| Dropping Order | Dropping Order | | | Bactad Administrative Assistant Or Imelda B. Legrama Senior Administrative Assistant II |
| TOTAL | | | 16 minutes | |
| -End of Transaction- | | | | |