

**SANGGUNIANG PANLUNGSOD**  
**OFFICE**  
**External Services**

## 1. Issuance of Certified True Copies of Approved Resolution and Ordinance

These are the approved resolution and ordinances or city laws adopted/enacted by the legislative body to be requested by the outside residents and private companies for their information and guidance.

<b>Office or Division:</b>	Sangguniang Panlungsod Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter  <b>Representative</b> One (1) Valid ID original and one photocopy		Company/ Personal  Company I.D, SSS, Passport, Postal, Driver's License Employee represented		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter	1. Received Request Letter	None	5 minutes	Admin Officer III or Admin Aide VI Sangguniang Panlungsod
	2. Issuance of order of payment	None	5 minutes	
	3. Research Resolution/ Ordinance	None	15 to 30 minutes (It depend upon the availability of the documents)	

2. Payment	4. Received Payment 5. Issuance of Official Receipt	Php130.00	20 minutes	LRCO1 Treasurer's Office
3. Submit Official Receipt to Sangguniang Panlungsod	6. Accept & Verify Official Receipt 7. Approval of Request	None None	10 minutes 5 minutes	Admin Officer III or Admin Aide VI Sangguniang Panlungsod
4. Acceptance of Res/Ord.  5. Sign on the Logbook	8. Release of Resolution/ Ordinance to be certified and signed by the SP Secretary or Local Legislative Staff Officer V  9. Assist the client	None None	15 minutes 5 minutes	SP Secretary or Local Legislative Staff Officer V Sangguniang Panlungsod  Admin Officer III or Admin Aide VI Sangguniang Panlungsod
<b>TOTAL:</b>		<b>Php130.00</b>	<b>1 hour &amp; 20 minutes</b>	

## 2. Issuance of Certification for Civil Society Organization (CSO)

The Civil Society Organization can register their association to the Sangguniang Panlungsod for accreditation.

<b>Office or Division:</b>	Sangguniang Panlungsod Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizens	
<b>Who may avail:</b>	Citizen	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Application Form 1. Board Resolution	Sangguniang Panlungsod Association/Organization	

<ol style="list-style-type: none"> <li>2. Certificate of Registration issued by concerned office</li> <li>3. List of current officers and members</li> <li>4. Original Sworn Statement stating that the CSO is an independent, non-partisan organization</li> <li>5. CY___ Annual Accomplishment Report</li> <li>6. CY___ Financial Statement</li> <li>7. Profile indicating the purpose and objectives of the organization; and</li> <li>8. For CSOs applying to be members of the Local School or Health Board; Photocopy of profile of at least three (3) individuals in the organization that will verify their involvement in the health or education sector.</li> </ol>				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Form and other requirements	1. Receive application form	None	5 minutes	Sangguniang Panlungsod Admin Officer III or Admin Aide VI
	2. Prepare Certification to be signed by the City Vice-Mayor	None	20 working days (The application form are collected in monthly basis)	
2. Acceptance of CSO Certification	3. Releasing of CSO Certification	None	15 minutes	SP Secretary or Admin Officer III
<b>TOTAL:</b>		<b>None</b>	<b>20 working days and 20 minutes</b>	

**SANGGUNIANG PANLUNGSOD**  
**OFFICE**  
**Internal Services**

## 1. Issuance of Certified True copies of Approved Resolution and Ordinance

These are the approved resolution and ordinances or city laws adopted/enacted by the legislative body to be requested by the LGU different offices/Barangay Officials and other National Government Agencies for their information and guidance.

<b>Office or Division:</b>	Sangguniang Panlungsod Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		LGU Different Offices Barangay Officials National Government Agencies		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter	1. Receive request Letter	None	5 minutes	Elvira B. Bonete Admin Officer III
	2. Research Res/Ord	None	1 hour	Jannah Mejico Admin Aide VI
2. Acceptance of Res/Ord.	3. Release of Resolution/ Ordinance to be Certified and signed by the SP Secretary	None	15 minutes	Rosemarie R. Basuil SP Secretary  Elvira B. Bonete Admin Officer III
3. Sign on the Logbook	4. Assist the client	None	5 minutes	Jannah Mejico Admin Aide VI
<b>TOTAL:</b>		<b>None</b>	<b>1 hour and 25 Minutes</b>	