Sangguniang Panlungsod
External Services

1. Request for Approved Resolutions and Ordinances

The services are intended to inform the clients on the resolutions and ordinances approved and testify to particular actions made by the city council, such as among others.

Office or Division:	Office of the Secretary to the Sanggunian
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Any Valid I.D	Client
Request Form	Office of the Secretary to the Sanggunian

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill out the request form and submit with valid I.D. at the Records Section 1.1 Receive order of payment and proceed to the City Treasurer's Office for payment	1. Receive the request form along with the valid I.D. and verify the existence of the document requested Conditional steps: • If document requested is not available or non-existent, inform the client as to the status of the request 1.1 Issue order of payment and direct client to the City	None	5 Minutes 5 Minutes	*Administrative Officer II* Office of the Secretary to the Sanggunian - Records Section

	Treasurer's Office for payment 1.2 Prepare the requested documents		5 Minutes	
2. Go to the City Treasurer's Office and secure a priority number at the queing machine 2.1 wait for the number to be called and pay the assigned fee *Make sure to secure Official Receipt that will be issued upon payment	2. Provide priority number 2.1 call the priority number from the queuing machine 2.2 Accept Payment based on the order of payment 2.3 Issue the Official Receipt	See table of fees attached as Annex A	35 Minutes	*Revenue Collection Clerk III* City Treasurer's Office
3. Return to the Sangguniang Panlungsod Office and present the Official Receipt 3.1 Receive the requested document 3.2 Sign the logbook	3. Verify Official Receipt 3.1 Release the requested document to the client 3.2 Advise the client to sign the logbook	None	5 Minutes	*Administrative Officer II* OSS - Records Section
	TOTAL:	**None**	**55 inutes**	

2. Issuance of Certification of Approved Resolutions, Ordinances and other Related Legislative Documents

Certification for an approved resolution/ordinance and other related legislative documents is issued to the transacting public/government agency or office, upon request, after payment of the corresponding Secretary's fees.

Office or Division:	Office of the Secretary to the Sanggunian
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Any Valid I.D	Client
Request Letter	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete documentary requirements at Records Section 1.1 Receive order of payment *Make sure to secure Order of Payment that will be issued	1. Receive and verify documentary requirements Conditional steps: *If the document requested is not available or non-existent, inform the client as to the status of the request 1.1 Issue order of payment and direct the client to the City Treasurer's Office for payment	None	5 Minutes 5 Minutes	*Administrative Officer II* Office of the Secretary to the Sanggunian - Records Section

	1.2 Prepare the documents		5 Minutes	
2. Go to the City Treasurer's Office and secure a priority number at the queing machine 2.1 wait for the number to be called and pay the assigned fee *Make sure to secure Official Receipt that will be issued upon payment	2. Provide priority number 2.1 Accept Payment based on the order of payment 2.2 Issue the Official Receipt	See table of fees attached as Annex A	5 Minutes 35 Minutes	*Revenue Collection Clerk III* City Treasurer's Office
3. Return to the Sangguniang Panlungsod Office and present the Official Receipt 3.1 Receive the requested document 3.2 Sign the logbook	3. Verify Official Receipt 3.1 Release the requested document to the client 3.2 Advise the client to sign the logbook	None	5 Minutes	*Administrative Officer II* OSS - Records Section
	TOTAL:	**None**	**1 Hour**	

Annex A

A. Computer printed P35.00/page and for every additional copy PHP5.00
B. Copy to be furnished is imprinted P25.00/ page and additional page PHP10 per page
C. Seal of office PHP35.00 additional page P5.00 per page
D. Certified photocopy PHP20.00 per page
E. Preparing Affidavits or any document PHP15.00 per page
F. For administering oath PHP35.00 per document
G. For Local Codes: 100 pages or less-PHP300.00
More than 100 but no more than 300 pages PHP400.00
More than 300 pages PHP500.00
H. Downloading of copies thru electronic means: 50 pages or less-PHP75.00 more than 50 but not more than 150 pages PHP100.00 more than 150 pages - PHP150.00
I. Verification fee PHP100.00 per document
J. Clearances, certification issued by other offices not otherwise provided in this code PHP100.00
K. Maps/plans PHP200.00

50% reduction of fees shall be imposed on students requesting which of the above documents
G2G – None

3. Issuance of Accreditation of Civil Society Organization with the City of Panabo

Issuance of certificate of accreditation to Civil Society Organizations (CSO's).

Office or Division:	Office of the Secretary to the Sanggunian
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Any Valid I.D	Client
Request Letter	Client
Approved Resolution	Office of the Secretary to the Sanggunian

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete documentary requirements at Records Section	1.Receive and verify documentary requirements 1.1 Check what document is requested and verify the existence of the document, if available or not. 1.2 Prepare the documents	None	5 Minutes 15 Minutes	*Local Legislative Staff Officer II / Administrative Officer II* Journal and Minutes Section - Office of the Secretary to the Sanggunian
2. Make sure to sign the logbook upon receipt of the document.	2. Release the requested document to the client	None	1 Minutes	*Local Legislative Staff Officer II / Administrative Officer II* Journal and Minutes Section - Office of the Secretary to the Sanggunian
	TOTAL:	**None**	**21 Minutes**	