Duties and Functions: Approve ordinances and pass resolutions necessary for an efficient and effective municipal government and exercise such powers and perform such other duties and functions as may be prescribed by law or ordinances.

SERVICE SCHEDULE: MONDAY TO FRIDAY – 8:00 AM TO 5:00 PM

1. **REVIEW OF APPROPRIATION ORDINANCE (AO) OF COMPONENT BARANGAYS OF THE MUNICIPALITY BY THE SANGGUNIAN BAYAN (BARANGAY ANNUAL BUDGET).**

About the Service:

The Sangguniang Bayan has the power to review barangay ordinances authorizing the annual appropriations in order to ensure that the provisions of the Local Government Code are complied with.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**Component Barangays of the Municipality:**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Appropriation Ordinance Binded (2 original, 16 copies) Attachments: Transmittal Letter: Budget Message Appropriation Ordinance (with Dry Seal of the Barangay) BBP Form No. 1 – Budget of Expenditures and Sources of Financing BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results BBP Form No. 2-A-1– List of Projects Chargeable Against the 20% Development Fund BBP Form No. 2-A-2 – 5% BDRRMF - 5% Calamity Fund **ATTACHMENT: (Integral Parts of the Ordinance)** **Note:** Separate from each other Plantilla of Personnel Statement of Indebtedness Annual Investment Plan AIP Resolution Barangay Disaster Risk Reduction and Management Plan Barangay Council for the Protection of Children Barangay Nutrition Action Plan Barangay Gender and Development Plan Barangay Senior/PWD Plan . Procurement Plan	Punong Barangay/ Barangay Secretary

. Kapasiyahan 20% Dev. Plan . Kapasiyahan 5% Calamity Fund . Kapasiyahan 1% Senior/PWD . Kapasiyahan 5% GAD . Certification of Review/Endorsement from DILG	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Within 10 days from its approval the Sangguniang Barangay shall furnish SB copies of their Annual Budget. Sign in the Client logbook and submit all the documents to SB Secretariat.	Receives and check the completeness of the documents. If incomplete, return documents and advice the client to complete all documents and attachments. If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	For
Wait for notification	Include the matter in the Calendar of Business Referred to the concerned Committee	NONE	1 Session Day	SB Secretary, Committee on Finance, Presiding Officer
Attend Committee Meeting/Hearing	Conduct Committee Meeting/Hearing		1 hour	SB Secretary, Committee on Finance Presiding Officer
	Presiding Officer		1 session day	Committee on Finance
	Include Measure for second Reading and Final Reading		1 session day	Committee on Finance
	Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary and Presiding Officer
	Upon receipt from the Office of the VMO, record the same in the logbook and inform the client		5 minutes	SB Staff
Upon notification, return to SB office and receive copy of	Ask the client to sign the receiving copy affixing the time and		5 minutes	

resolution	date then release copy of Resolution to the client.			
END OF TRANSACTION		**NONE**	**Maximum of 60 days pursuant to Sec. 333 of RA 7160.**	

2. REVIEW OF APPROPRIATION ORDINANCE (AO) OF COMPONENT BARANGAYS OF THE MUNICIPALITY BY THE SANGGUNIAN BAYAN (BARANGAY SUPPLEMENTAL BUDGET).

About the Service:

The Sangguniang Bayan has the power to review barangay ordinances authorizing the supplemental appropriations in order to ensure that the provisions of the Local Government Code are complied with.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**Component Barangays of the Municipality:**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Transmittal Letter:	Punongbarangay/ Barangay Secretary
Appropriation Ordinance for Supplemental Budget (2 original,16 copies)	Punongbarangay/ Barangay Secretary
Supplemental Annual Investment Program duly approved by the Sangguniang Barangay through Resolution if PPAs are not included in the AIP (18 copies)	Punongbarangay/ Barangay Secretary
Certification of Availability of Funds	Barangay Treasurer/Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Sign in the Client logbook and submit all the documents to SB Secretariat	Receives and check the completeness of the documents. If incomplete, return documents and advice the client to complete all documents and attachments. If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	SB Staff / SB Secretary
Wait for notification	Include the matter in the Calendar of Business Referred to the concerned Committee	NONE	1 Session Day	SB Secretary, Committee on Finance, Presiding Officer
Attend Committee Meeting/Hearing	Conduct Committee Meeting/Hearing		1 hour	SB Secretary, Committee on Finance Presiding Officer
	Presiding Officer		1 session day	Committee on Finance

	Include Measure for second Reading and Final Reading		1 session day	Committee on Finance
	Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary and Presiding Officer
	Upon receipt from the Office of the Vice Mayor, record the same in the logbook and inform the client		5 minutes	SB Staff
Upon notification, return to SB office and receive copy of resolution	Ask the client to sign the receiving copy affixing the time and date then release copy of Resolution to the client.		5 minutes	
END OF TRANSACTION		**NONE**	**Maximum of 60 days pursuant to Sec. 333 of RA 7160**.	

3. REVIEW OF SANGGUNIANG KABATAAN ANNUAL BUDGET OF THE MUNICIPALITY BY THE SANGGUNIAN BAYAN (SK ANNUAL BUDGET).

About the Service:

The Sangguniang Bayan has the power to review Sangguniang Kabataan ordinances authorizing the annual appropriations in order to ensure that the provisions of the Local Government Code are complied with.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**Component Sangguniang Kabataan of the Municipality:**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Transmittal Letter:	SK Chairman/ SK Secretary
Annual Budget Binded (2 original, 16 copies) Attachments: Budget Message Local Finance Committee Endorsement Letter/Transmittal Letter Resolution Approving the Annual Budget Minutes of the Meeting Budget Plan Resolution Approving ABYIP Annual Barangay Youth Investment Plan Resolution for CBYDP CBYDP Plan	SK Chairman/ SK Secretary

Proof of Financial Independency (Bank Account)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSONS RESPONSIBLE**
Within 10 days from its approval the Sangguniang Kabataan shall furnish SB copies of their Annual Budget. Sign in the Client logbook and submit all the documents to SB Secretariat.	Receives and check the completeness of the documents. If incomplete, return documents and advice the client to complete all documents and attachments. If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	SB Staff / SB Secretary
Wait for notification	Include the matter in the Calendar of Business Referred to the concerned Committee	NONE	1 Session Day	SB Secretary, Committee on Finance, Presiding Officer
Attend Committee Meeting/Hearing	Conduct Committee Meeting/Hearing		1 hour	SB Secretary, Committee on Finance Presiding Officer
	Presiding Officer		1 session day	Committee on Finance
	Include Measure for second Reading and Final Reading		1 session day	Committee on Finance
	Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary and Presiding Officer
	Upon receipt from the Office of the Vice Mayor, record the same in the logbook and inform the client		5 minutes	SB Staff
Upon notification, return to SB office and receive copy of resolution	Ask the client to sign the receiving copy		5 minutes	

	affixing the time and date then release copy of Resolution to the client.			
END OF TRANSACTION		**NONE**	**Maximum of 60 days pursuant to Sec. 333 of RA 7160.**	

4. REVIEW OF SANGGUNIANG KABATAAN SUPPLEMENTAL BUDGET OF THE MUNICIPALITY BY THE SANGGUNIAN BAYAN (SANGGUNIANG KABATAAN SUPPLEMENTAL BUDGET).

About the Service:

The Sangguniang Bayan has the power to review Sangguniang Kabataan ordinances authorizing the supplemental appropriations in order to ensure that the provisions of the Local Government Code are complied with.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**Component Sangguniang Kabataan of the Municipality:**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Supplemental Budget (2 original,16 copies)	SK Chairman/ SK Secretary
Review of Local Finance Committee Certification from the concerned Barangay Treasurer for the availability of funds Sources of funds Approved Annual Barangay Youth Investment Program (ABYIP) SK Annual Budget with reference to SK Comprehension Barangay Youth Development Plan. SK Annual Budget with reference to SK Comprehension Barangay Youth Development Plan. SK Annual Budget with reference to SK Comprehension Barangay Youth Development Plan.	SK Chairman/ SK Secretary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Sign in the Client logbook and submit all the documents to SB Secretariat	Receives and check the completeness of the documents. If incomplete, return documents and advice the client to complete all documents and attachments. If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	SB Staff / SB Secretary

Wait for notification	Include the matter in the Calendar of Business Referred to the concerned Committee	NONE	1 Session Day	SB Secretary, Committee on Finance, Presiding Officer
Attend Committee Meeting/Hearing	Conduct Committee Meeting/Hearing		1 hour	SB Secretary, Committee on Finance Presiding Officer
	Presiding Officer		1 session day	Committee on Finance
	Include Measure for second Reading and Final Reading		1 session day	Committee on Finance
	Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary and Presiding Officer
	Upon receipt from the Office of the Vice Mayor, record the same in the logbook and inform the client		5 minutes	SB Staff
Upon notification, return to SB office and receive copy of resolution	Ask the client to sign the receiving copy affixing the time and date then release copy of Resolution to the client.		5 minutes	
END OF TRANSACTION		**NONE**	**Maximum of 60 days pursuant to Sec. 333 of RA 7160**.	

5. REVIEW OF BARANGAY ORDINANCES PURSUANT TO SECTION 57 OF RA 7160.

About the Service:

Within ten (10) days after its enactment, the sangguniang barangay shall furnish copies of all barangay ordinances to the sangguniang bayan concerned for review as to whether the ordinance is consistent with law and city or municipal ordinances.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**Component Barangays of the Municipality:**

CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
Transmittal Letter:	Punongbarangay/ Barangay Secretary
Copies of the approved Ordinance with attachments (3 original,12 copies) Minutes and Attendance of Public Hearing or consultation	Punongbarangay/ Barangay Secretary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Sign in the Client logbook and submit all the documents to SB Secretariat	Receives and check the completeness of the documents. If incomplete, return documents and advice the client to complete all documents and attachments. If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	SB Staff / SB Secretary
Wait for notification	Include the matter in the Calendar of Business Referred to the concerned Committee	NONE	1 Session Day	SB Secretary, Committee on Rules, Presiding Officer
Attend Committee Meeting/Hearing	Conduct Committee Meeting/Hearing		1 hour	SB Secretary, Concerned Committee
	Render Committee Report		1 session day	Concerned Committee
	Include Measure for second Reading and Final Reading		1 session day	Concerned Committee
	Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary and Presiding Officer
	Upon receipt from the Office of the VMO, record the same in the logbook and inform the client		5 minutes	SB Staff
Upon notification, return to SB office and receive	Ask the client to sign the receiving		5 minutes	

copy of resolution	copy affixing the time and date then release copy of Resolution to the client.			
END OF TRANSACTION		**NONE**	**Maximum of 30 days pursuant to Sec. 57 of RA 7160**.	

6. APPLICATION FOR RECLASSIFICATION OF LANDS (Sec. 20 of RA 7160)

Enactment of Ordinance on Reclassification of Land within the territorial jurisdiction of the Municipality (Sec. 447 par 2(viii))

About the Service:

Reclassification of lot from its current usage to other usage is done to conform with zoning and land use laws, rules and regulations.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**All persons, natural or juridical:**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Endorsement Letter from the Municipal Mayor Letter request by the owner requesting for reclassification of land (4 original, 12 copies) with the following attachments:	Office of the Municipal Mayor Applicant/ Land owner
Certified True Copy of the Transfer Certificate of Title (TCT) registered in the name of applicant from the register of Deeds. In case property is not registered in the name of the applicant, submit duly notarized: Deed of Sale and Certificate of Authorized Registration (CAR) from BIR, or Deed of donation, or Contract of Lease, or Authorization to use the land or Affidavit of Consent In case lot is not yet subdivided among co-owners/heirs, submit Lot Plan & Subdivision Plan signed by Geodetic Engineer Notarized deed of assignment Duly notarized affidavit of consent from co-owners/heirs DAR Clearance/Certification if TCT was issued by DAR In case of corporation, submit: SEC registration Updated GIS Sheet Notarized Corporate Secretary's Certificate	Register of Deeds Applicant/ Land owner
Project Description Vicinity Map drawn to scale signed and sealed by Engineer/ Architect Copy of current tax declaration	Applicant Applicant Municipal Assessor’s Office
Copy of current tax receipt	Municipal Treasurer’s Office
Certification from the Department of Agriculture or Affidavit of Undertaking	Department of Agriculture (Regional Office) Department of Environment and Natural

Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable.	Resources Office
Certification of non- tenancy from BARC Chairman Barangay Resolution endorsing the reclassification of land/ interposing no objection to the project. Barangay Clearance or Certification from the Barangay Chairman	Barangay Agrarian Reform Council Chairman Sangguniang Barangay of the concerned Barangay Barangay Chairperson of the concerned Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
The Office of the Mayor forwards the letter of endorsement to the Sangguniang Bayan with the documentary requirements	Receive and check the documents and affix the date, time and signature of the receiving personnel.	NONE	15 minutes	SB Staff / SB Secretary
	Include the matter in the Calendar of Business Referred to the concerned Committee (1st reading)	NONE	1 Session Day	SB Secretary, Committee on Rules, Presiding Officer
Clients attend committee meeting/ hearing	Conduct Committee Meeting/Hearing		1-2 hour	Committee on Housing and Utilization, SB Secretary
Attend Public Hearing and present project to the Public	Conduct of Public Hearing		1-2 hour	Presiding Officer, Committee Members and other SB Members, SB Secretary
	Renders Committee Report		1 session day	Concerned Committee
	Include proposed measure for second reading for proper deliberation of the body		1 Session Day	Committee on Housing and Utilization, All SB Members, Presiding Officer, SB Secretary
	Include measure for 3rd and final reading		1 Session Day	All SB Members, Presiding Officer, SB Secretary
	Finalization of the approved copies of ordinances		1-2 hour	SB Secretary
	Signing of Approved Copies of Resolution and Ordinance		1-2 days depending on the availability of the signatories	SB Members and presiding Office
	Transmit copies of the Resolution		10 minutes	SB Secretary/

	and Ordinance to the Office of the Mayor for Final Approval			SB Staff
	Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang Panlalawigan for review		1 day	SB Secretary/ SB Staff
END OF TRANSACTION		**NONE**	**Maximum of 3 months from the receipt therein Sec. 20 of RA 7160**	

7. APPROVAL OF DEVELOPMENT PERMIT

About the Service:

Approval of subdivision plans for residential, commercial, or industrial purposes and other development purposes in consonance with national laws and local enactments.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**All persons, natural or juridical:**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Endorsement Letter from the Municipal Mayor Letter request by the owner requesting for approval of development permit (4 original, 12 copies) with the following attachments: Project Description Certified True Copies of TCT	Office of the Municipal Mayor Applicant/ Land owner
Certified Copies of Tax Declaration (Current) Tax Clearance (current)	
Copy of SB Reclassification Ordinance (if applicable) Copy of Sang. Panlalawigan Approval of SB Ordinance (if applicable)	
DAR Conversion Order Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage Preliminary Approval and Locational Clearance	
Zoning Clearance Site Development Plan signed by a licensed Engineer Vicinity Map	
Topographic Plan All other requirements Pursuant to BP 220 and PD 957 for subdivision projects	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
The Office of the Mayor forwards the letter of	Receive and check the	NONE	15 minutes	SB Staff / SB Secretary

endorsement to the Sangguniang Bayan with the documentary requirements	documents and affix the date, time and signature of the receiving personnel.			
	Include the matter in the Calendar of Business Referred to the concerned Committee (1st reading)	NONE	1 Session Day	SB Secretary, Committee on Rules, Presiding Officer
Clients attend committee meeting/ hearing	Conduct Committee Meeting/Hearing		1-2 hour	Committee on Housing and Utilization, SB Secretary
Attend Public Hearing and present project to the Public	Conduct of Public Hearing		1-2 hour	Presiding Officer, Committee Members and other SB Members, SB Secretary
	Renders Committee Report		1 session day	Concerned Committee
	Include proposed measure for second reading for proper deliberation of the body		1 Session Day	Committee on Housing and Utilization, All SB Members, Presiding Officer, SB Secretary
	Include measure for 3rd and final reading		1 Session Day	All SB Members, Presiding Officer, SB Secretary
	Finalization of the approved copies of ordinances		1-2 hour	SB Secretary
	Signing of Approved Copies of Resolution and Ordinance		1-2 days depending on the availability of the signatories	SB Members and presiding Office
	Transmit copies of the Resolution and Ordinance to the Office of the Mayor for Final Approval		10 minutes	SB Secretary/ SB Staff
	Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang		1 day	SB Secretary/ SB Staff

	Panlalawigan for review			
END OF TRANSACTION		**NONE**	**Maximum of 30 days from the receipt therein pursuant to sec. 447 (2)(x) of RA 7160.**	

8. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOS)

About the Service:

The Office of the Sangguniang Bayan grants Accreditation to a Civil Society Organization (CSO) after meeting all the set criteria and requirements for membership in the Local Special Bodies of the LGU.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**All registered associations and organizations in the Municipality of Calumpit.**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Letter of Application Duly Accomplished Application Form or Accreditation Duly Approved Board Resolution manifesting a decision to seek accreditation.	Applicant seeking accreditation Sangguniang Bayan Office Applicant seeking accreditation
Certificate of Registration (SEC / DOLE / CDA, or other agencies whatever is applicable) Brief Profile, proof of existence and operation in the Municipality for at least 1 year	From the provincial or regional office of the applicable agency Applicant seeking accreditation
Barangay Certificate Copy of Constitution and By-laws or Article of Incorporation Program of activities planned for the year following the date of application or accreditation Financial Statement at the minimum, signed by the Executive Officers of the Organization	From the Office of the Punong Barangay of their respective barangay Applicant seeking accreditation Applicant seeking accreditation Applicant seeking accreditation
Annual Accomplishment Report	Applicant seeking accreditation
List of current officers and members of good standing	Applicant seeking accreditation

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Sign in the client logbook and then secure list of requirements from the service provider and accomplish all the needed requirements.	Provide the applicant/ client the list of requirements and instruct / advise the client to accomplish required documents.	NONE	5 minutes	SB Secretariat
Submit Letter of	Receives	NONE	10 minutes	SB Secretariat

Application and duly accomplished application form together with all the required documents.	application and check the completeness of requirements and affix the date, time and signature of the receiving personnel.			
	Include the matter in the Calendar of Business Referred to the concerned Committee (1st reading)	NONE	1 session day	SB Secretary, Committee on Rules, Presiding Officer
Clients attend committee meeting/ hearing	Conduct of Committee Hearing	NONE	1-2 hour	Committee on Social Welfare
	Renders Committee Report	NONE	1 session day	Committee on Social Welfare
	Include proposed measure for second reading for proper deliberation of the body and final reading.	NONE	1 Session Day	Committee on Social Welfare, All SB Members, Presiding Officer, SB Secretary
	Signing of Approved Copies of Resolution		1-2 days depending on the availability of the signatories	SB Secretary and Presiding Officer.
	Upon receipt from the Office of the Vice Mayor, record the same in the logbook and inform the client		5 minutes	SB Staff
Upon notification, client should proceed to SB Office to secure copy of he approved Resolution & Certificate of Accreditation.	Instruct the Client to sign in the logbook and provide payment slip to first time applicants. Prepare copy of resolution and the duly signed certificate of accreditation.		10 minutes	SB Secretariat
END OF TRANSACTION		**NONE**	**Maximum of 30 working days from the receipt therein.**	

9. ISSUANCE OF REQUESTED COPIES OF OFFICIAL RECORDS, DOCUMENTS (RESOLUTION & ORDINANCES).

About the Service:

The Office of the Sangguniang Bayan is the repository of official records and documents on matters relating to the performance of the legislative functions of the Sanggunian such as the enacted ordinances, adopted or approved resolutions, and minutes of the meeting or session.

Office or Division:	**Sangguniang Bayan Office:**
Classification:	**Highly Technical:**
Type of Transaction:	**G2G – Government to Government:**
Who may avail?	**All persons, natural and juridical**
CHECKLIST OF REQUIREMENTS:	**WHERE TO SECURE:**
Properly accomplish the request form indicating therein the following information: Name Address Documents Requested Number of Copies Purpose	Sangguniang Bayan Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Sign in the Client Logbook & fill out the request form for particular document; purpose & no. of copies.	Receive the request form and search for the requested document. Check the document then issue Payment Slip	NONE	10 minutes	SB Secretariat
Proceed to the Municipal Treasury Office for the payment of required fee(s).	Accept payment and issue the Official Receipt.	Php10.00 /page for copies of documents	10 minutes	Revenue Collection Clerk Municipal Treasury Office
	Photocopy and put stamp on the requested documents	NONE	5 mintues	SB Secretariat
Return to SB Office, present the Official receipt	Check the O.R and record the request in the logbook with O.R. Number	NONE	1-2 minutes	SB Secretariat
Receive the requested document.	Release the duly signed certified true copy/ies of the document	NONE	1 minute	SB Secretariat
END OF TRANSACTION		**NONE**	**Maximum of 30 minutes.**	