

Office of the Vice-Mayor Internal Services





1. Receiving and Review of Documents for Agenda

The City Vice-Mayor's Office receives documents from the departments that require to be taken up in the agenda of the City Council that require their motion to adopt.

Office or	Office of the City Vice-Mayor					
Division:						
Classification:	Simple					
Type of	G2G – Government to Government					
Transaction:						
Who may avail:	Departments of the City Government of San Pedro					
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE				
1. Transmittal Letter (1 Original Copy,		Requesting Client				
1 Photocopy)						
2. Additional Attach	ments to be taken	Requesting Client				
up as an agenda (1	as an agenda (1 Original Set)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Submit	1. Receive the	None None	3 minutes	Private		
1. Submit transmittal letter,						
	1. Receive the			Private		
transmittal letter,	Receive the transmittal letter			Private Secretary I		
transmittal letter, along with	Receive the transmittal letter and agenda			Private Secretary I Office of the		
transmittal letter, along with pertinent	Receive the transmittal letter and agenda			Private Secretary I Office of the		
transmittal letter, along with pertinent documents to be included in the	Receive the transmittal letter and agenda documents.	None	3 minutes	Private Secretary I Office of the Vice-Mayor		
transmittal letter, along with pertinent documents to be	Receive the transmittal letter and agenda documents. Review the	None	3 minutes	Private Secretary I Office of the Vice-Mayor Private		
transmittal letter, along with pertinent documents to be included in the	Receive the transmittal letter and agenda documents. Review the submitted	None	3 minutes	Private Secretary I Office of the Vice-Mayor Private Secretary I Office of the		
transmittal letter, along with pertinent documents to be included in the	Receive the transmittal letter and agenda documents. Review the submitted documents and transmit to the	None	3 minutes	Private Secretary I Office of the Vice-Mayor Private Secretary I		
transmittal letter, along with pertinent documents to be included in the	Receive the transmittal letter and agenda documents. Review the submitted documents and	None	3 minutes	Private Secretary I Office of the Vice-Mayor Private Secretary I Office of the		



2. Routing of Documents

The City Vice-Mayor's Office receives requests from departments that require the signature or note of the Vice-Mayor for appropriate action.

Office or	Office of the City Vice-Mayor					
Division:	Office of the Oity vice-iviayor					
Classification:	Simple					
Type of	G2G – Government to Government					
Transaction:						
Who may avail:	Departments of the City Government of San Pedro					
	REQUIREMENTS	WHERE TO SECURE				
Receiving Copy or Transmittal Letter (1 Original Copy, 1 Photocopy)		Requesting Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit transmittal letter or receiving copy of letter that require the	Receive the transmittal letter and agenda documents.	None	3 minutes	Private Secretary I Office of the Vice-Mayor		
signature of the Vice-Mayor.	1.1 Review the submitted documents and transmit to the City Vice-Mayor for endorsement.	None	15 minutes	Private Secretary I Office of the Vice-Mayor		
	TOTAL:	None	18 Minutes			