



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 Division:	Office of the City Vice-Mayor			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Departments of the City Government of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Transmittal Letter (1 Original Copy, 1 Photocopy)		Requesting Client		
2. Additional Attachments to be taken up as an agenda (1 Original Set)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit transmittal letter, along with pertinent documents to be included in the agenda.	1. Receive the transmittal letter and agenda documents.	None	3 minutes	<i>Private Secretary I</i> Office of the Vice-Mayor
	1.1 Review the submitted documents and transmit to the City Vice-Mayor for endorsement.	None	15 minutes	<i>Private Secretary I</i> Office of the Vice-Mayor
TOTAL:		None	18 Minutes	



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 Division:	Office of the City Vice-Mayor			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Departments of the City Government of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 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 signature of the Vice-Mayor.	1. Receive the transmittal letter and agenda documents.	None	3 minutes	<i>Private Secretary I</i> Office of the Vice-Mayor
	1.1 Review the submitted documents and transmit to the City Vice-Mayor for endorsement.	None	15 minutes	<i>Private Secretary I</i> Office of the Vice-Mayor
TOTAL:		None	18 Minutes	