

## 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 Governr	ment of San Pedro		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Transmittal Lette	r (1 Original Copy,	Requesting	Client		
1 Photocopy)					
2. Additional Attach	ments to be taken	Requesting	Client		
up as an agenda (1	Original Set)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	Receive the	None	3 minutes	Private	
			0	Tilvato	
transmittal letter,	transmittal letter		·	Secretary I	
transmittal letter, along with	transmittal letter and agenda		o minatos		
	transmittan rottor		o minutos	Secretary I	
along with	and agenda		S	Secretary I Office of the	
along with pertinent	and agenda	None	15 minutes	Secretary I Office of the	
along with pertinent documents to be	and agenda documents.			Secretary I Office of the Vice-Mayor  Private Secretary I	
along with pertinent documents to be included in the	and agenda documents.  1.1 Review the submitted documents and			Secretary I Office of the Vice-Mayor  Private Secretary I Office of the	
along with pertinent documents to be included in the	and agenda documents.  1.1 Review the submitted documents and transmit to the			Secretary I Office of the Vice-Mayor  Private Secretary I	
along with pertinent documents to be included in the	and agenda documents.  1.1 Review the submitted documents and transmit to the City Vice-Mayor			Secretary I Office of the Vice-Mayor  Private Secretary I Office of the	
along with pertinent documents to be included in the	and agenda documents.  1.1 Review the submitted documents and transmit to the			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:					
Classification:	Simple				
Type of	G2G – Government to Government				
Transaction:					
Who may avail:	Departments of the	City Governr	ment of San Pedro		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Receiving Copy	or Transmittal	Requesting	Client		
Letter (1 Original C	opy, 1 Photocopy)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Receive the	None	3 minutes	Private	
transmittal letter	transmittal letter	Secretary I			
or receiving copy	and agenda	Office of the			
of letter that	documents.			Vice-Mayor	
require the					
signature of the	1.1 Review the	None	15 minutes		
Vice-Mayor.	submitted			Private	
	documents and			Secretary I	
	transmit to the			Office of the	
	City Vice-Mayor			Vice-Mayor	
	for endorsement.				
	TOTAL:	None	18 Minutes		



# Office of the Vice-Mayor External Services



#### 1. Receiving of correspondences, request letters, checks and other similar documents

Clerical and administrative functions of the City Vice-Mayor's Office that processes requests that require signature.

Office of the City Vice-Mayor

Division:	,				
Classification:	Complex				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	All				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Request Letter (7 Photocopy)	1. Request Letter (1 original copy, 1		Requesting Client		
2. Valid I.D. (1 Pho	toconyl	Requesting	Client		
For medical assist	tance:	requesting	Oliciti		
Medical Certifica		Hospital			
Photocopy)	ic of Aboliaci (1	rioopitai			
For burial assistar	nce:				
Death Certificate	(1 Photocopy)	Local Civil F	Registrar's Office		
CLIENT STEPS	AGENCÝ ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit	1. Receive the	None	3 minutes	Local	
correspondences,	correspondences,			Legislative Aide	
request letters,	request letters,	Office of the			
checks	checks and other	Vice-Mayor			
and other similar	similar documents				
documents to the	and indicate the				
Office	date and time.				
of the Vice Mayor					
Secretariat	2 Dragge and	None	1E dovo	Local	
2. Wait for the	2. Process and release the	None	15 days	Local	
request to be processed	release the request.			Legislative Aide Office of the	
processed	request.			Vice Mayor	
	TOTAL:	None	15 Days and 3 Minutes	VIOC Mayor	

## Note:

Office or

• Processing time can also vary depending on the nature of the request and availability of resources.



### 2. Providing copies of Resolutions and Ordinances

The Office of the Vice-Mayor can furnish copies of resolutions and ordinances passed by the City Council to clients that need them.

Office or Division:	Office of the City Vice-Mayor			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:	0::: (0 D			
Who may avail:	Citizens of San Ped	ro		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
1. Request Letter (	1 Original copy, 1	copy, 1 Requesting Client		
Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter.	1.1 Receive request letter.	None	1 minutes	Private Secretary I Office of the
	1.2 Endorse request to the Sangguniang Panlungsod Secretariat.		2 minutes	Vice-Mayor
	TOTAL:	None	3 Minutes	



## 3. Scheduling of Appointments

The Office of the Vice-Mayor can schedule the City Vice-Mayor for appointments requested by the constituents of the City of San Pedro.

Office or Division:	Office of the City Vice-Mayor				
Classification:	Simple				
Type of	G2C - Government	G2C – Government to Citizen			
Transaction:					
Who may avail:	Citizens of San Pec	lro			
CHECKLIST OF	REQUIREMENTS	REQUIREMENTS WHERE TO SECURE			
Letter of Invitation     Photocopy)	on (1 Original Copy, Requesting Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit letter of invitation.	Receive request letter and advise client on availability of the Vice-Mayor.	None	1 day	Private Secretary I Office of the Vice-Mayor	
	TOTAL:	None	1 Day		



## 4. Availing of Various Assistance

The Office of the Vice-Mayor can provide and approve requests for assistance for requests of various natures. This includes Financial, Medical, Burial, and Motor Vehicle Assistance.

Office or Division:	Office of the City Vice-Mayor				
Classification:	Complex				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Citizens of San Ped	dro			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
<ol> <li>Letter of Invitation</li> </ol>	n (1 original copy,	Requesting	Client		
1 Photocopy)					
For medical assist					
<ol> <li>Medical Certificate or Abstract (1</li> </ol>		Hospital			
Photocopy)					
For burial assistar					
	Death Certificate (1 Photocopy)		Local Civil Registrar's Office		
For motor vehicle					
<ol> <li>Request slip (1 Original Copy, 1</li> </ol>		Office of the Mayor			
Photocopy)	1.071101/			7777	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit request	1. Receive	None	5 days	Private	
letter along with	request letter and			Secretary I	
pertinent	process the			Office of the	
attachments.	request.			Vice-Mayor	
	TOTAL: None 5 Days				