

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 Governm	ent		
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	Additional Attachments to be taken Requesting Client				
up as an agenda (1	da (1 Original Set)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Receive the	None	3 minutes	Private	
transmittal letter,	transmittal letter			Secretary I	
along with	and agenda			Office of the	
pertinent	documents.			Vice-Mayor	
documents to be					
included in the	1.1 Review the	None	15 minutes	Private	
agenda.	submitted			Secretary I	
	documents and			Office of the	
	transmit to the			Vice-Mayor	
	City Vice-Mayor				
	for endorsement.				
	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.

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Office or	Office of the City Vice-Mayor				
Division:					
Classification:	Simple				
Type of	G2G – Government	to Governm	ent		
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	Copy, 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 or Division:	Office of the City Vice-Mayor					
	Commission					
Classification:		Complex				
Type of	G2C – Government to Citizen					
Transaction:	AII					
Who may avail:	All	<u> </u>	\\(\(\)			
	REQUIREMENTS	D (:	WHERE TO SEC	URE		
1. Request Letter (1 original copy, 1	Requesting Client				
Photocopy)	,	5 "	011 1			
2. Valid I.D. (1 Pho		Requesting	Client			
For medical assist						
1. Medical Certifica	te or Abstract (1	Hospital				
	Photocopy)					
For burial assistar						
1. Death Certificate		Local Civil Registrar's Office				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTIONS	BE PAID	TIME	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. Wait for the	2. Process and	None	15 days	Local		
request to be	release the			Legislative Aide		
processed	request.			Office of the		
				Vice Mayor		
				,		
	TOTAL:	None	15 Days and 3 Minutes	j		

Note:

• 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:					
Who may avail:	Citizens of San Ped	lro			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Request Letter (1. Request Letter (1 Original 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	Office of the City Vice-Mayor				
Division:					
Classification:	Simple				
Type of	G2C - Government	to Citizen			
Transaction:					
Who may avail:	Citizens of San Pedro				
CHECKLIST OF	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. Letter of Invitatio	n (1 Original Copy,	Requesting Client			
1 Photocopy)					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit letter of	1. Receive	None	1 day	Private	
invitation.	request letter and		-	Secretary I	
	advise client on			Office of the	
	availability of the			Vice-Mayor	
	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	Office of the City Vice-Mayor				
Division:					
Classification:	Complex				
Type of	G2C - Government	to Citizen			
Transaction:					
Who may avail:	Citizens of San Peo	lro			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Letter of Invitatio	n (1 original copy,	Requesting	Client		
1 Photocopy)					
For medical assist	tance:				
1. Medical Certifica	ate or Abstract (1	Hospital			
Photocopy)					
For burial assistar	nce:				
1. Death Certificate	e (1 Photocopy)	Local Civil Registrar's Office			
For motor vehicle	assistance:				
1. Request slip (1 Original Copy, 1		Office of the Mayor			
Photocopy)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLILINI SILFS	ACTIONS	BE PAID	TIME	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		