



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	



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			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original copy, 1 Photocopy)		Requesting Client		
2. Valid I.D. (1 Photocopy)		Requesting Client		
For medical assistance:				
1. Medical Certificate or Abstract (1 Photocopy)		Hospital		
For burial assistance:				
1. Death Certificate (1 Photocopy)		Local Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit correspondences, request letters, checks and other similar documents to the Office of the Vice Mayor Secretariat	1. Receive the correspondences, request letters, checks and other similar documents and indicate the date and time.	None	3 minutes	Local Legislative Aide Office of the Vice-Mayor
2. Wait for the request to be processed	2. Process and release the request.	None	15 days	Local Legislative Aide Office of the Vice Mayor
	TOTAL:	None	15 Days and 3 Minutes	

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 Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter.	1.1 Receive request letter.	None	1 minutes	<i>Private Secretary /</i> Office of the Vice-Mayor
	1.2 Endorse request to the Sangguniang Panlungsod Secretariat.		2 minutes	
	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 Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Invitation (1 Original Copy, 1 Photocopy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of invitation.	1. Receive request letter and advise client on availability of the Vice-Mayor.	None	1 day	<i>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 Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Invitation (1 original copy, 1 Photocopy)		Requesting Client		
For medical assistance:				
1. Medical Certificate or Abstract (1 Photocopy)		Hospital		
For burial assistance:				
1. Death Certificate (1 Photocopy)		Local Civil Registrar's Office		
For motor vehicle assistance:				
1. Request slip (1 Original Copy, 1 Photocopy)		Office of the Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter along with pertinent attachments.	1. Receive request letter and process the request.	None	5 days	Private Secretary / Office of the Vice-Mayor
	TOTAL:	None	5 Days	