



Office of the Sangguniang Panlungsod Secretariat External Services



1. Copy of Resolutions/City Ordinances and/or certifications.

Requesting/furnishing certified copy/copies of resolutions/city ordinances approved and enacted by the Sangguniang-Panlungsod Council and a certification to affirm the validity of the records requested.

Office or Division:	Sangguniang-Panlungsod Secretariat Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen – G2C; Government to Government – G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 Original Copy, 1 Photocopy)		Requesting Client		
2. Request Slip (1 Original Copy)		Sangguniang Panlungsod Secretariat Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter-request or fill-out the Request Slip	1. Provide the requesting party the log book to log the request and endorse them to the record custodian.	None	2 minutes	Clerk IV Or Senior Administrative Asst. I SP Secretariat Office
	1.1 Research/verify the records on file for the requested document and endorse the letter-request or Request Slip to the Board Secretary/SP Secretary for notation/review.	None	5 minutes	Clerk IV SP Secretariat Office



	<p>1.2 Instruct Record Custodian for the document/s requested.</p> <p><i>* For Certified Copy – Sign and certify the document/s requested</i></p>	None	3 minutes	SP Secretariat SP Secretariat Office
	<p>1.3 Ready the said documents requested.</p> <p><i>*If the requesting party is/or from a government office, no Secretary's Fee will be paid.</i></p>	None	5 minutes	Clerk IV SP Secretariat Office
2. Pay the required fees at the City Treasury Office (For Certified Copy)	2. Receive payment and issue Official Receipt.	Secretary's Fee Php 100.00 per page	5 minutes	Revenue Collection Clerk Treasury Office
3. Return to the Record Custodian and present the Original Receipt (O.R.) (For Certified Copy)	3. The Record Custodian will get the O.R. Number only and the date issued for recording purposes before releasing the documents requested (photocopied and/or certified copy of resolutions, ordinances and/or certification.)	None	3 minutes	Clerk IV SP Secretariat Office
	TOTAL:	Secretary's Fee Php 100.00 per page	21 Minutes	



2. Filing of Complaint against Barangay Officials

Requiring the Complainant for a notarized sworn statement or affidavit on filing a complaint against Barangay Officials.

Office or Division:	Sangguniang-Panlungsod Secretariat Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized sworn statement or affidavit (5 Original Copies, 10 Photocopies)		Complainant		
2. Certificate of Non-Forum Shopping (1 Original Copy)		Complainant		
3. Evidences of the complaint		Complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements.	1. Check the documents and have it received by the receiving person and to be docketed by the Record Custodian and issue Order of Payment.	None	7 minutes	<i>SP Secretary or Clerk IV or Senior Admin. Asst. I</i> SP Secretariat Office
2. Pay the required Filing Fee at the City Treasury Office showing the Order of Payment.	2. Receive payment and issue official receipt	Php 500.00	5 minutes	<i>Revenue Collection Clerk</i> Treasury Office
3. Present the Official Receipt	3. Photocopy Official Receipt for recording purposes.	None	2 minutes	<i>Clerk IV</i> SP Secretariat Office
	TOTAL:	Php 500.00	14 Minutes	