

2. Issuance of Certified Copies of Approved Resolutions, Ordinances and Other Legislative Document

Issue certified true copies of approved resolutions, ordinances and other legislative documents.

Office or Division:	Sangguniang Bayan/Vice Mayor's Office/ Office of the Secretary to the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, Government to Government			
Who may avail:	Government officials, employees and the Concerned General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Sangguniang Bayan Office		
Order of Payment		Sangguniang Bayan Office		
Official Receipt (1 original)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook and fill up the request form.	1.1 Receive request form.	None	5 minutes	<i>Administrative Aide I</i> Sangguniang Bayan Office
	1.2 Evaluation and approval of request and issuance of Order of Payment.	None	10 minutes	<i>Sangguniang Bayan Secretary</i> Office of the Secretary to the Sangguniang Bayan <i>Local Legislative Staff Officer IV</i> Vice Mayor's Office

				<i>Bookbinder IV</i> Sangguniang Bayan Office
2. Proceed to the Treasurer's Office for the payment of the required fees	2.1 Accept payment and issue Official Receipt	₱ 130.00 (per Sangguniang Bayan Ordinance No. 4, 2013)	15 minutes	<i>Revenue Collection Clerk</i> Municipal Treasurer's Office
	2.2 Search for the document, reproduce and put stamp on the requested document.	None	2 hours	<i>Bookbinder IV</i> Sangguniang Bayan Office <i>Administrative Aide I</i> Sangguniang Bayan Office <i>Sangguniang Bayan Secretary</i> Office of the Secretary to the Sangguniang Bayan <i>Local Legislative Staff Officer IV</i> Vice Mayor's Office
3. Return to Sangguniang Bayan Office, present the Official Receipt	3.1 Record the request with corresponding official receipt number.	None	3 minutes	<i>Bookbinder I</i> Sangguniang Bayan Office

				<i>Administrative Aide I</i> Sangguniang Bayan Office
4. Receive the requested Certified True Copy document.	4.1 Release the duly signed Certified True Copy document	None	1 minute	<i>Bookbinder IV</i> Sangguniang Bayan Office <i>Administrative Aide I</i> Sangguniang Bayan Office
5. Accomplish the Client Satisfaction Survey and drop in the Feedbox Box.	5.1 Request client to accomplish Client Satisfaction Survey (CSS)	None	10 minutes	<i>Bookbinder I</i> Sangguniang Bayan Office <i>Administrative Aide I</i> Sangguniang Bayan Office
-End of transaction -				
			TOTAL:	2 hours and 44 minutes