


## REVIEW OF BARANGAY ORDINANCES PURSUANT TO SECTION 57 OF RA 7160.

### About the Service:

Within ten (10) days after its enactment, the sangguniang barangay shall furnish copies of all barangay ordinances to the sangguniang bayan concerned for review as to whether the ordinance is consistent with law and city or municipal ordinances.

<b>Office or Division</b>		Sangguniang Bayan Office		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2G – Government to Government		
<b>Who may avail</b>		Component Barangays of the Municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Transmittal Letter		Punong Barangay / Barangay Secretary		
Copies of the approved Ordinance with attachments ( 3 original, 10 copies) ➤ Minutes and Attendance of Public Hearing or consultation		Punong Barangay / Barangay Secretary		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client logbook and submit all the documents to SB Secretariat	1. Received and Check the completeness of the documents ➤ If incomplete, return documents and advice the client to complete all documents and attachments ➤ If documents are complete, received documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	SB Staff / SB Secretary
2. Wait for notification	2. Include the matter in the Calendar of Business > Referred to the concerned Committee	NONE	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer
3. Attend Committee Meeting/Hearing	3. Conduct Committee Meeting/ Hearing		1 hour	Committee on Barangay Affairs and /or Concerned Committee
	4. Signing Committee Report		1 day depending upon the availability of the signatories	Committee Members

	5. Render Committee Report		1 session day	Committee on Barangay Affairs and /or Concerned Committee
	6. Include Measure for second Reading		1 session day	Committee on Barangay Affairs and /or Concerned Committee
	7. Include measure for Third and Final Reading		1 session day	Committee on Barangay Affairs and /or Concerned Committee
	8. Prepare copies of Resolution for signature of the presiding officer and SB Members		30 minutes to 1 hour	SB Secretary
	9. Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary, SB Members and Presiding Officer
	10. Transmit Resolution to the office of the Local Chief Executive for signing and approval		10 minutes	SB Secretary/Sb Staff
	11. LCE will sign/ approve the Resolution		Max. of 10 days	Mun. Mayor
	12. Upon receipt from the Office of the LCE, record the same in the logbook and inform the client.		5 minutes	SB Staff
4. Upon notification, return to SB office and receive copy of resolution	13. Ask the client to sign the receiving copy affixing the time and date then release copy of Resolution to the client		5 minutes	SB Staff
<b>END OF TRANSACTION</b>		<b>NONE</b>	<b>Maximum of 30 days pursuant to Sec. 57 of RA 7160</b>	