



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 at to whether the ordinance is consistent with law and city or municipal ordinances.

Office/ Division	Sangguniang Bayan Office
Classification	Highly Technical
Type of Transaction	G2G- Government to Government
Who may avail	Component Barangays of the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client logbook and submit all the documents to SB Secretariat	1. Receive and Check the completeness of the documents ➤ If incomplete, return documents and advise the client to complete all documents and attachments ➤ If documents are complete, receive documents and affix the date, time and signature of the receiving personnel.	NONE	20 minutes	SB Secretary/ SB Staff
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 Meetings/ Hearing		1 hour	Committee on Barangay Affairs and/or concerned Committee
	4. Signing of Committee Report		1 day depending on the availability of 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



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	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		Maximum of 10 days	Municipal 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
END OF TRANSACTION			Maximum of 30 days pursuant to Sec. 57 of RA 7160	