



ISSUANCE OF REQUESTED COPIES OF OFFICIAL RECORDS, DOCUMENTS (RESOLUTION & ORDINANCES)



About the Service:

The Office of the Sangguniang Bayan is the repository of official records and documents on matters relating to the performance of the legislative functions of the Sanggunian such as the enacted ordinances, adopted or approved resolutions, and minutes of the meeting or session.

Office/ Division	Sangguniang Bayan Office
Classification	Simple
Type of Transaction	G2G- Government to Citizens
Who may avail	All persons, natural and juridical

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Properly accomplish the request form indicating therein the following information: <ol style="list-style-type: none"> a. Name b. Address c. Documents Requested d. Number of Copies e. Purpose 	Sangguniang Bayan Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the Client Logbook & fill out the request form for particular document; purpose & no. of copies	1. Receive the request form and search for the requested document 1.1 Check the document then issue Payment Slip	None	10 minutes	SB Secretariat
2. Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Accept payment and issue the Official Receipt	Photocopy or any other produced by copying machine per page -Short (8.5"x11") = ₱10.00 -A4 (8.27"x11.69") = ₱10.00 -Long/Legal (8.5"x13") = ₱12.00 A3 (11.69"x16.54") = ₱20.00 Back-to-Back Copy = +5	10 minutes	Revenue Collection Clerk Municipal Treasury Office
	3. Photocopy and put stamp on the requested documents	None	5 minutes	SB Secretariat
3. Return to SB Office, present the Official receipt	4. Check the O.R and record the request in the logbook with O.R. Number	None	1-2 minutes	SB Secretariat
4. Receive the requested document	Release the duly signed certified true copy/ies of the document	None	1 minute	SB Secretariat
END OF TRANSACTION			Maximum of 30 minutes	