

## FILING OF ADMINISTRATIVE CASE / COMPLAINT AGAINST ERRING BARANGAY OFFICIALS

A complaint against any elective barangay official shall be filed before the Sangguniang Bayan pursuant to the authority vested under Section 61 of R. A. 7160 otherwise known as the Local Government Code of 1991. The rules of procedure is pursuant to Section 62-66 of the same code and Municipal Ordinance No. 004-2002 as amended by Municipal Ordinance No. 10-13-2021.

<b>Office or Division</b>		Sangguniang Bayan Office		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2C– Government to Citizens		
<b>Who may avail</b>		All persons, natural and juridical		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Verified Complaint containing the names of the complainant/s and the respondent/s, their address and the rights violated by the respondent 2. Affidavit of witness/es 3. Other documents to support the complaint		Sangguniang Bayan Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Office of the Sangguniang Bayan in Thirteen (13) sets/ copies.	1. Check and evaluate the requirements submitted and receive the documents.	None	20 minutes	SB Secretariat
	2. Transmit Documents to the Investigating Committee		Within 48 hours upon receipt of the complaint	SB Secretary/ SB secretariat

	3. Issue an order requiring respondent/s to answer within 15 days.		Within 7 days after the complaint is filed	Investigating Committee
	4. Evaluation/ Determination of a prima facie case <ul style="list-style-type: none"> <li>• If prima facie case exist, submit findings to the Disciplinary Authority for formal hearing.</li> <li>• If none, shall submit recommendation to the disciplinary Authority for the dismissal of the case.</li> </ul>		Within 20 days from the receipt of the complaint and answer of the respondent	Investigating Committee
	5. If formal hearing is warranted, notify the complainant/s. respondent/s and witnesses/es		Within 7 days after recommendation is submitted	Disciplinary Authority
2. Attend formal hearing	6. Conduct of Formal Hearing		Maximum of 90 days pursuant to sec. 66 of R.A. 7160	Disciplinary Authority
	7. Render Decision		Within 30 days after the termination of the formal hearing pursuant to sec. 66 of RA 7160	Disciplinary Authority
3. Receive copy of the decision	8. Furnish copy of the decision to the complainant, respondent and other concerned offices		1 day	SB Secretary/SB Secretariat
<b>END OF TRANSACTION</b>			<b>170 days, 48 hours and 20 minutes</b>	