Vice Mayor's Office

External Service

4. Review of Barangay Ordinances

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 municipal ordinances.

Office or Division:	Sangguniang Bayan Office
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Component Barangays of the Municipality of Pantabangan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Transmittal Letter	Punong Barangay / Barangay Secretary
Copies of the approved Ordinance with attachments (3 original, 10 copies)	Punong Barangay / Barangay Secretary
Minutes and Attendance of Public Hearing or consultation	Barangay Secretary

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
3. Submit all the documents to SB Secretariat	4.1 Received and check the completeness of the documents	None	5 mins	*SB Secretary* Sangguniang Bayan Office
	4.2 Include the matter in the Calendar of Business • Refer to the concerned Committee	None	5 mins	*SB Secretary* Sangguniang Bayan Office
5. Attend Committee Meeting/Hearing	2.1 Conduct Committee Meeting/Hearing	None	1 Hour	*SB Secretary Sangguniang Bayan Office*
	2.2 Render Committee Report	None	1 Session Day	*Concerned Committee* Sangguniang Bayan Office
	2.3 Include Measure for second Reading	None	1 Session Day	*Concerned Committee* Sangguniang Bayan Office
	2.4 Include measure for Third and Final	None	1 Session Day	*Concerned Committee* Sangguniang Bayan Office

5. Receive and Act on Incoming Communications

Receive and act on incoming communications addressed to their immediate supervisors and/or that concerning to the latter's respective committees.

Office or Division:	Sangguniang Bayan Office
Classification:	Simple
Type of Transaction:	G2C– Government to Citizens G2G- Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Receiving copy of incoming communication	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Forward communications to the Sanggunian Bayan Office.	1. Receive the communication delivered/ submitted/forwarded by the client.	None	5 mins	*Legislative Staff* Office of the Sangguniang Bayan
2. Receive proof of services/copy of endorsement/reply letter.	2. Give feedback and/or instructions as to the client's request or as the case maybe.	None	10 mins	*Legislative Staff* Office of the Sangguniang Bayan
	TOTAL	None	15 mins	

	Reading 2.5 Prepare copies of Resolution for signature of the presiding officer and SB Members 2.6 Signing of Final Copies of Resolutions 2.7 Transmit Resolution to the office of the Local Chief Executive for signing and approval 2.8 LCE will sign/ approve the Resolution	None None None None	1 hour 3 days 10 mins 10 mins	Administrative Aide Sangguniang Bayan Office *SB Secretary, SB Members and Presiding Officer* Sangguniang Bayan Office Administrative Aide Sangguniang Bayan Office *Municipal Mayor or Authorized Alternate Signatory* Mayor's Office
6. Return to SB office and receive copy of resolution	3. release copy of Resolution to the client	None	5 mins	*SB Secretary* Sangguniang Bayan Office
	TOTAL	PHP100.00	30 days pursuant to Sec. 57 of RA 7160 *Number of days varies depending on the schedule of Session (1 session per week)	