



OFFICE OF THE SANGGUNIANG BAYAN

CITIZEN'S CHARTER

Duties and Functions: Approve ordinances and pass resolutions necessary for an efficient and effective municipal government and exercise such powers and perform such other duties and functions as may be prescribed by law or ordinances.

SERVICE SCHEDULE: MONDAY TO FRIDAY – 8:00 AM TO 5:00 PM

1. REVIEW OF APPROPRIATION ORDINANCE (AO) OF COMPONENT BARANGAYS OF THE MUNICIPALITY BY THE SANGGUNIANG BAYAN (BARANGAY ANNUAL BUDGET).

About the Service:

The Sangguniang Bayan has the power to review barangay ordinances authorizing the annual appropriations in order to ensure that the provisions of the Local Government Code are complied with.

Office or 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	Punongbarangay/ Barangay Secretary
Appropriation Ordinance Binded (2 original, 11 copies) Attachments: <ul style="list-style-type: none"> ➤ Budget Message ➤ BBP Form No. 1 – Budget of Expenditures and Sources of Financing ➤ BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results ➤ BBP Form No. 2-A – List of Projects Chargeable Against the 20% Development Fund ➤ BBP Form No. 3 - Plantilla of Personnel ➤ BBP Form No. 4 - Statement of Indebtedness, if any ➤ 20% Development Fund Plan and Budget with BDC Resolution and Sangguniang Barangay Resolution ➤ 10% SK Fund with Barangay Youth Investment Program , SK Resolution and Sangguniang Barangay Resolution ➤ 5% BDRRMF Plan and Budget with BDRRM Council Resolution and Sangguniang Barangay Resolution 	Punongbarangay/ Barangay Secretary

<ul style="list-style-type: none"> ➤ Gender and Development (GAD) Plan and Budget with BGFPS Resolution and Sangguniang Barangay Resolution ➤ Barangay Council for the Protection of Children Fund plan and Budget with BCPC Resolution and Sangguniang Barangay Resolution ➤ Senior Citizen and Person with Disabilities (PWD) Plan and Budget with SCA and PWD Council Resolution and Sangguniang Barangay Resolution. 				
<p>Annual Investment Program approved through BDC Resolution and duly approved and adopted by the Sangguniang Barangay through Resolution with list of PPAs. (2 original, 11 copies)</p>	<p>Punongbarangay/ Barangay Secretary</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Within 10 days from its approval the Sangguniang Barangay shall furnish SB copies of their Annual Budget</p> <p>> Sign in the Client logbook and submit all the documents to SB Secretariat</p>	<p>1. Receives and Check the completeness of the documents</p> <ul style="list-style-type: none"> ➤ 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. 	<p>NONE</p>	<p>20 minutes</p>	<p>SB Staff / SB Secretary</p>
<p>2. Wait for notification</p>	<p>2. Include the matter in the Calendar of Business</p> <p>> Referred to the concerned Committee</p>	<p>NONE</p>	<p>1 Session day</p>	<p>SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer</p>
<p>3. Attend Committee Meeting/Hearing</p>	<p>3. Conduct Committee Meeting/Hearing</p>		<p>1 hour</p>	<p>Committee on Barangay Affairs and /or Committee on</p>

				Finance , Budget and Appropriation
	4. Render Committee Report		1 session day	Committee on Barangay Affairs and /or Committee on Finance , Budget and Appropriation
	5. Include Measure for second Reading		1 session day	Committee on Barangay Affairs and /or Committee on Finance , Budget and Appropriation
	6. Include measure for Third and Final Reading		1 session day	Committee on Barangay Affairs and /or Committee on Finance , Budget and Appropriation
	7. Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	8. Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary, SB Members and Presiding Officer
	9. Transmit Resolution to the office of the Local Chief Executive for signing and approval		10 minutes	SB Secretary/Sb Staff
	10. LCE will sign/ approve the Resolution		Max. of 10 days	Mun. Mayor
	11. 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	12. 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		NONE	Maximum of 60 days pursuant to Sec. 333 of RA 7160	

2. REVIEW OF APPROPRIATION ORDINANCE (AO) OF COMPONENT BARANGAYS OF THE MUNICIPALITY BY THE SANGGUNIANG BAYAN (BARANGAY SUPPLEMENTAL BUDGET).

About the Service:

The Sangguniang Bayan has the power to review barangay ordinances authorizing the supplemental appropriations in order to ensure that the provisions of the Local Government Code are complied with.

Office or 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		Punongbarangay/ Barangay Secretary		
Appropriation Ordinance for Supplemental Budget (2 original, 11 copies)		Punongbarangay/ Barangay Secretary		
Supplemental Annual Investment Program duly approved by the Sangguniang Barangay through Resolution if PPAs are not included in the AIP (13 copies)		Punongbarangay/ Barangay Secretary		
Certification of Availability of Funds		Barangay Treasurer/Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client logbook and submit all the documents to SB Secretariat	<p>1. Received and Check the completeness of the documents</p> <ul style="list-style-type: none"> ➤ If incomplete, return documents and advise 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 Committee on

				Finance , Budget and Appropriation
	4. Render Committee Report		1 session day	Committee on Barangay Affairs and /or Committee on Finance , Budget and Appropriation
	5. Include Measure for second Reading		1 session day	Committee on Barangay Affairs and /or Committee on Finance , Budget and Appropriation
	6. Include measure for Third and Final Reading		1 session day	Committee on Barangay Affairs and /or Committee on Finance , Budget and Appropriation
	7. Prepare copies of Resolution for signature of the Presiding Officer and SB Members		30 minutes to 1 hour	SB Secretary
	8. Signing of Final Copies of Resolutions		2 to 3 days depending on the availability of the signatories	SB Secretary, SB Members and Presiding Officer
	9. Transmit Resolution to the office of the Local Chief Executive for signing and approval		10 minutes	SB Secretary/Sb Staff
	10. LCE will sign/ approve the Resolution		Max. of 10 days	Mun. Mayor
	11. Upon receipt from the Office of the LCE, record the same in the logbook and inform the client.		5 minutes	SB Staff
Upon notification, return to SB office and receive copy of resolution	12. 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		NONE	Maximum of 60 days pursuant to Sec. 333 of RA 7160	

3. 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.

Office or 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	PERSON RESPONSIBLE
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 advise 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. Render Committee Report		1 session day	Committee on Barangay Affairs and /or

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

4. APPLICATION FOR RECLASSIFICATION OF LANDS (Sec. 20 of RA 7160)

Enactment of Ordinance on Reclassification of Land within the territorial jurisdiction of the Municipality (Sec. 447 par 2(viii))

About the Service:

Reclassification of lot from its current usage to other usage is done to conform with zoning and land use laws, rules and regulations.

Office or Division		Sangguniang Bayan Office		
Classification		Highly Technical		
Type of Transaction		G2C– Government to Citizens		
Who may avail		All persons, natural or juridical		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter from the Municipal Mayor		Office of the Municipal Mayor		
Letter request by the owner requesting for reclassification of land (4 original, 11 copies) with the following attachments:		Applicant/ Land owner		
Certified True Copy of the Transfer Certificate of Title (TCT) registered in the name of applicant from the register of Deeds > In case property is not registered in the name of the applicant, submit duly notarized: * Deed of Sale and Certificate of Authorized Registration (CAR) from BIR, or * Deed of donation, or * Contract of Lease, or * Authorization to use the land or Affidavit of Consent > In case lot is not yet subdivided among co-owners/heirs, submit * Lot Plan & Subdivision Plan signed by Geodetic Engineer * Notarized deed of assignment * Duly notarized affidavit of consent from co-owners/heirs > DAR Clearance/Certification if TCT was issued by DAR > In case of corporation, submit: * SEC registration * Updated GIS Sheet * Notarized Corporate Secretary's Certificate		Register of Deeds Applicant/ Land owner		
Project Description		Applicant		
Vicinity Map drawn to scale signed and sealed by Engineer/ Architect		Applicant		
Copy of current tax declaration		Municipal Assessor's Office		
Copy of current tax receipt		Municipal Treasurer's Office		
Certification from the Department of Agriculture or Affidavit of Undertaking		Department of Agriculture (Regional office)		
Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable.		Department of Environment and Natural Resources Office		
Certification of non- tenancy from BARC Chairman		Barangay Agrarian Reform Council Chairman		
Barangay Resolution endorsing the reclassification of land/ interposing no objection to the project.		Sangguniang Barangay of the concerned Barangay		
Barangay Clearance or Certification from the Barangay Chairman		Barangay Chairperson of the Concerned Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The office of the Mayor forwards the letter of endorsement to the	1. Receive and check the documents and affix the date, time	None	15 minutes	SB Staff / SB Secretary

Sangguniang Bayan with the documentary requirements	and signature of the receiving personnel.			
	2. Include the matter in the Calendar of Business > Referred to the concerned Committee (1 st reading)	None	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer
Clients attend committee meeting/hearing	3. Conduct Committee Meeting		1-2 hours	Committee on Zoning, Housing and Land Utilization, SB Secretary
Attend Public Hearing and present project to the Public	4. Conduct of Public Hearing		1- 2 hours	Presiding Officer, Committee Members and other SB Members, SB Secretary
	5. Renders Committee Report		1 session day	Committee on Zoning, Housing and Land Utilization
	6. Include proposed measure for second reading for proper deliberation of the body		1 session day	Committee on Zoning, Housing and Land Utilization, All SB Members, Presiding Officer, SB Secretary
	7. Include measure for 3 rd and final reading		1 session day	All SB Members, Presiding Officer, SB Secretary
	8. Finalization of the approved copies of ordinances		1 – 2 Hours	SB Secretary
	Signing of Approved Copies of Resolution and Ordinance		1-2 days depending on the availability of the signatories	SB Members and presiding Officer
	Transmit copies of the Resolution and Ordinance to the Office of the Mayor for Final Approval		10 minutes	SB Secretary/ SB Staff
	Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang Panlalawigan for review		1 day	SB Secretary/ SB Staff
END OF TRANSACTION			Maximum of 3 months from the receipt therein pursuant to sec. 20 of RA 7160	

5. APPROVAL OF DEVELOPMENT PERMIT

About the Service:

Approval of subdivision plans for residential, commercial, or industrial purposes and other development purposes in consonance with national laws and local enactments.

Office or Division	Sangguniang Bayan Office			
Classification	Highly Technical			
Type of Transaction	G2C– Government to Citizens			
Who may avail	All persons, natural or juridical			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Endorsement Letter from the Municipal Mayor	Office of the Municipal Mayor			
Letter request by the owner requesting for approval of development permit (4 original, 11 copies) with the following attachments:	Applicant/ Land owner			
Project Description				
Certified True Copies of TCT				
Certified Copies of Tax Declaration (Current)				
Tax Clearance (current)				
Copy of SB Reclassification Ordinance (if applicable)				
Copy of Sang. Panlalawigan Approval of SB Ordinance (if applicable)				
DAR Conversion Order				
Environmental Compliance Certificate (ECC) or Certificate of Non Coverage				
Preliminary Approval and Locational Clearance				
Zoning Clearance				
Site Development Plan signed by a licensed Engineer				
Vicinity Map				
Topographic Plan				
All other requirements Pursuant to BP 220 and PD 957 for subdivision projects				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The office of the Mayor forwards the letter of endorsement to the Sangguniang Bayan with the documentary requirements	1. Receive and check the documents and affix the date, time and signature of the receiving personnel.	None	10 minutes	SB Staff / SB Secretary
	2. Include the matter in the Calendar of Business > Referred to the concerned Committee (1 st reading)	None	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer

Clients attend committee meeting/ hearing	3. Conduct Committee Meeting		1-2 hours	Committee on Zoning, Housing and Land Utilization, SB Secretary
Attend Public Hearing and present project to the Public	4. Conduct of Public Hearing		1- 2 hours	Presiding Officer, Committee Members and other SB Members, SB Secretary
	5. Renders Committee Report		1 session day	Committee on Zoning, Housing and Land Utilization
	6. Include proposed measure for second reading for proper deliberation of the body		1 session day	Committee on Zoning, Housing and Land Utilization, All SB Members, Presiding Officer, SB Secretary
	7. Include measure for 3 rd and final reading		1 session day	All SB Members, Presiding Officer, SB Secretary
	8. Finalization of the approved copies of resolution		1 – 2 Hours	SB Secretary
	Signing of Approved Copies of Resolution		1-2 days depending on the availability of the signatories	SB Members and presiding Officer
	Transmit copies of the Resolution to the Office of the Mayor for Final Approval		10 minutes	SB Secretary/ SB Staff
	Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang Panlalawigan for review		1 day	SB Secretary/ SB Staff
END OF TRANSACTION			Maximum of 30 days from the receipt therein pursuant to sec.	

6. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOS)

About the Service:

The Office of the Sangguniang Bayan grants Accreditation to a Civil Society Organization (CSO) after meeting all the set criteria and requirements for membership in the Local Special Bodies of the LGU.

Office or Division	Sangguniang Bayan Office			
Classification	Highly Technical			
Type of Transaction	G2C– Government to Citizens			
Who may avail	All registered associations and organizations in the Municipality of Calauan			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Letter of Application	Applicant seeking accreditation			
Duly Accomplished Application Form for Accreditation	Sangguniang Bayan Office			
Duly Approved Board Resolution manifesting a decision to seek accreditation	Applicant seeking accreditation			
Certificate of Registration (SEC / DOLE / CDA, or other agencies whatever is applicable)	From the provincial or regional office of the applicable agency			
Brief Profile, proof of existence and operation in the Municipality for at least 1 year	Applicant seeking accreditation			
Barangay Certificate	From the Office of the Punong Barangay of their respective barangay			
Copy of Constitution and By-laws or Article of Incorporation	Applicant seeking accreditation			
Program of activities planned for the year following the date of application for accreditation	Applicant seeking accreditation			
Financial Statement at the minimum, signed by the Executive Officers of the Organization	Applicant seeking accreditation			
Annual Accomplishment Report	Applicant seeking accreditation			
List of current officers and members of good standing	Applicant seeking accreditation			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook and then secure list of requirements from the service provider and accomplish all the	1. Provide the applicant/ client the list of requirements and instruct / advise the client to accomplish required documents	None	5 minutes	SB Secretariat

needed requirements				
2. Submit Letter of Application and duly accomplished application form together with all the required documents	2. Receives application and check the completeness of requirements and affix the date, time and signature of the receiving personnel	None	10 minutes	SB Secretariat
	3. Include the matter in the Calendar of Business > Referred to the concerned Committee (1 st reading)	None	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer
3. Clients attend committee meeting/ hearing	4. Conduct Committee Meeting	None	1-2 hours	Committee on Cooperative, Livelihood and Accreditation
	5. Renders Committee Report	None	1 session day	Committee on Cooperative, Livelihood and Accreditation
	6. Include proposed measure for second reading for proper deliberation of the body	None	1 session day	Committee on Cooperative, Livelihood and Accreditation , All SB Members, Presiding Officer, SB Secretary
	7. Include measure for 3 rd and final reading	None	1 session day	All SB Members, Presiding Officer, SB Secretary
	8. Finalization of the approved copies of resolution	None	1 – 2 Hours	SB Secretary
	9. Signing of Approved Copies of Resolution	None	1-2 days depending on the availability of the signatories	SB Members and presiding Officer

	10. Transmit copies of the Resolution to the Office of the Mayor for Final Approval	None	10 minutes	SB Secretary/ SB Staff
	11. Upon return of the approved resolution from the Office of the Mayor, notify the client to secure copy of resolution and certificate of accreditation (and payment of fees for first time applicants)	None	5 minutes	SB Secretariat
4. Upon notification, client should proceed to SB Office to secure copy of the approved Resolution & Certificate of Accreditation.	12. Instruct the Client to sign in the logbook and provide payment slip to first time applicants Prepare copy of resolution and the duly signed certificate of accreditation	None	10 minutes	SB Secretariat
5. Pay Accreditation fee to the treasury office	13. Accept payment and issue the Official Receipt	P 500.00 (one time accreditation payment for new applicants only)	15 minutes	Revenue Collection Clerk Municipal Treasury Office
6. Return to SB Office and present the Official Receipt and Obtain the approved and duly signed Resolution and Certificate of Accreditation.	14. Record the Official Receipt and Issue the approved and duly signed Resolution and Certificate of Accreditation		10 minutes	SB secretariat
END OF TRANSACTION			Maximum of 30 working days from the receipt therein	

7. 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 or Division		Sangguniang Bayan Office		
Classification		Simple		
Type of Transaction		G2C– Government to Citizens		
Who may avail		All persons, natural and juridical		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 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	PERSON RESPONSIBLE
Sign in the Client Logbook & fill out the request form for particular document; purpose & no. of copies	<ol style="list-style-type: none"> 1. Receive the request form and search for the requested document <ol style="list-style-type: none"> 1.1 Check the document then issue Payment Slip 	None	10 minutes	SB Secretariat
Proceed to the Municipal Treasury Office for the payment of required fee(s)	<ol style="list-style-type: none"> 2. Accept payment and issue the Official Receipt 	Php 10.00/page for copies of documents	10 minutes	Revenue Collection Clerk Municipal Treasury Office
	<ol style="list-style-type: none"> 3. Photocopy and put stamp on the requested documents 	None	5 minutes	SB Secretariat
Return to SB Office, present the Official receipt	<ol style="list-style-type: none"> 4. Check the O.R and record the request in the logbook with O.R. Number 	None	1-2 minutes	SB Secretariat
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	


8. ISSUANCE OF CERTIFICATIONS.

About the Service:

The Sangguniang Bayan Office issues Secretary's certificate such as certificate of posting of hearings, orders or decisions, and other certifications of Sangguniang Bayan documents as requested.

Office or Division		Sangguniang Bayan Office		
Classification		Simple		
Type of Transaction		G2C– 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: a. Name b. Address c. Purpose of Certification		Sangguniang Bayan Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook & fill out the request form	1. Receive the request form and then issue Payment Slip 1.a. Prepare Certification Letter	None	10 minutes	SB Secretariat
Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Accept payment and issue the Official Receipt	Php 100.00/ certification	10-15 minutes	Revenue Collection Clerk Municipal Treasury Office
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
Receive the requested certification	Release Certification with seal and signature	None	1 minute	SB Secretariat
END OF TRANSACTION			Maximum of 30 minutes	

Prepared and submitted by:



MARIA JESUSA Q. LARONA
Secretary to the Sangguniang Bayan