

1. Reproduction of the Official Records and Documents

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 ordinance, adapted or approved resolutions and minutes of the meeting or session. A copy of official records and documents is provided to all requesting parties.

Office of Division	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government; G2C-Government to Citizen			
Who may Avail:	All Filipino citizen			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Request Letter / Request Slip			Sangguniang Bayan Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the client's logbook	1. Answer inquiries upon verification	None	2 mins	<i>Maricris Giron</i> <i>Administrative Aide VI</i> Sangguniang Bayan Office
2. Request copy of official records	2. Verifies the official records or document needed and then ask the client the number of copies needed.	None	5 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office
3. Proceeds to the Office of the Municipal Treasurer for the payment of corresponding fees	3. Issue Official Receipt	PHP 20.00 per copy	2 mins	<i>Clarice Ann Rocero</i> <i>Clerk II</i> Municipal Treasurer's Office
4. Return to SB Office & Present Official Receipt	4.1. Reproduce the official records or documents.	None	12 mins	<i>Maricris Giron</i> <i>Administrative Aide VI</i> Sangguniang Bayan Office
		None	3 mins	

	4.2. Provide a copy of the requested official records or documents			<i>Marius Clifford Billedo</i> SB Secretary Sangguniang Bayan Office
TOTAL PROCESSING TIME			24 Minutes	

2. Accreditation of Non-Government Organizations (NGOs) and Peoples Organizations

Under the Local Government Code, the Sangguniang Bayan is empowered to accredit CSOs and NGOs. The accreditation of these organizations is necessary to qualify them to sit as representatives in the Special Bodies of the Municipality.

Office of Division	Office of the Secretary to the Sangguniang Bayan		
Classification:	Complex		
Type of Transaction:	G2C-Government to Citizen		
Who may Avail:	General Public		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. Letter of Application (1 Original, 1 Photocopy)		Applicant	
2. Duly accomplished Application Form for Accreditation (1 Original, 1 Photocopy)	(1	Sangguniang Bayan Office	
3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body (1 Original, 1 Photocopy)		Applicant	
4. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP) (1 Original, 1 Photocopy)		Applicant	
5. List of Current Officers and Members (1 Original, 1 Photocopy)		Applicant	
6. Original Sworn Statement (1 Original, 1 Photocopy)		Applicant	

Additional Requirements for CSOs in Operation for at least One(1) Year	
7. Annual Accomplishment Report for the immediately preceding year(1 Original, 1 Photocopy)	Applicant
8. Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year and indicating therein other information such as revenue, expenses and the source(s) of funds (1 Original, 1 Photocopy)	Applicant
9. Profile indicating the purpose and objectives of the organization (1 Original, 1 Photocopy)	Applicant
10. Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting is conduct, including the date, location, attendees and agenda (1 Original, 1 Photocopy)	Applicant
11. For SCO applying to be member of Local Board or Health Board: Photocopy of profiles at least three (3) individuals in the organization that will verify their involvement in the health or education sector. (1 Original, 1 Photocopy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the client's logbook and submit required documents	1. Check the completeness of the requirements submitted	None	20 mins	<i>Maricris Giron Administrative Aide VI Sangguniang Bayan Office</i>
	1.2. Advise client to wait for the message on	None	5 minutes	<i>Maricris Giron Administrative Aide VI</i>

	when to pick-up the resolution.			Sangguniang Bayan Office
2. None	2. Conduct session and deliberations	None	15 days	Sangguniang Bayan Members Office of the Sanggunian Bayan
3. Sign in logbook and receive the copy of the Resolution	3. Provide copy of Resolution	None	5 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office
TOTAL PROCESSING TIME			15 Days , 30 Minutes	

3. Reclassification of Lands

Under the Local Government Code, the Sangguniang Bayan is empowered to reclassify lands under the territorial jurisdiction of the municipality. The reclassification of lands is necessary to reflect the actual utilization of said properties and to determine proper taxation for its use.

Office of Division	Office of the Sangguniang Bayan		
Classification:	Highly Technical		
Type of Transaction:	G2C-Government to Citizen		
Who may Avail:	Land Owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE`	
1. Letter of Application in the name of the owner of the land addressed to the Sangguniang Bayan; (1 Original Copy)		Applicant	
2. Special Power of Attorney, in case the applicant is other than the owner of the land; (1 Original Copy)		Municipal Treasurer's Office (MTO)	

3. Certified True Copy of the Original / Transfer Certificate of Title and other documents establishing ownership; (1 Photocopy)	Municipal Assessor's Office (MAO)
4. Certificate of Updated Real Property Tax Payment; (1 original Copy)	Municipal Treasurer's Office (MTO)
5. Locational Plan or Vicinity Map as certified by the Municipal Assessor; (1 Original Copy)	Municipal Assessor's Office (MAO)
6. Subdivision plan, in case only a portion of a title is sought to be reclassified; (1 Photocopy)	Municipal Assessor's Office (MAO)
7. Detailed feasibility study of the proposed project or intended use of the land (1 Photocopy)	Applicant
8. Sworn Certificate of Commitment from the owner and developer that the proposed project would be implemented within three (3) years from the passage of the ordinance; (1 Photocopy)	Applicant
9. Barangay Resolution endorsing the proposed project; (1 Photocopy)	Barangay

10. Certification from the National Irrigation Administration (NIA) that the land is not irrigated or irrigable as described under Section 3 (c)(3) of Article II hereof; (1 Original)	National Irrigation Administration (NIA)			
11. Certification from the Department of Agriculture indicating the reclassification is in consonance with Section 3 (a)(b) of Article II hereof and that land is not necessary for the food sufficiency program of the region; (1 Original)	Municipal Agriculture			
12. A certification from DAR indicating that such lands are not distributed or not covered by a notice of coverage or not voluntarily offered for coverage under CARP; (1 Original)	Department of Agrarian Reform			
13. Certification from the Department of Environment and Natural Resources that the land is not environmentally critical, and that the proposed project or intended use is ecologically safe and sound. (1 Original)	Department of Environment and Natural Resources			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the client's logbook	1. Assist the client in signing in the Client Logbook and conduct interview	None	5 mins	<i>Maricris Giron</i> <i>Administrative Aide VI</i> Sangguniang Bayan Office
2. Submit request with requirements for review	2. Review the completeness of submitted documents	None	10 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office

	2.2. Advise client to wait for the message on when to pick-up the Ordinance.	None	5 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office
	2.3. Conduct session, public hearings and deliberations	None	15 working days	<i>Sangguniang Bayan Secretary</i> <i>Sangguniang Bayan Members</i> Office of the Sanggunian Bayan
	2.4. Transmit Ordinance to the Office of the Mayor for signature	None	15 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office
	2.5. Transmit Ordinance to Sangguniang Panlalawigan for review	None	30 working days	Sangguniang Panlalawigan
	2.6. Inform client to pick-up the approved resolution / ordinance	None	5 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office
3. Get copy of approved resolution / ordinance	3. Release the resolution / ordinance	None	10 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office
TOTAL PROCESSING TIME			45 days and 50 mins.	

4. Issuance of Authenticated Copy of Records/ Document

The Sanggunian Secretary may issue an authenticated copy of a certain record / document from Sanggunian files is a faithful reproduction from the original by hand or machine bearing the name and signature of the one issuing it.

Office of Division	Office of the Secretary to the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen and G2G-Government to Government

Who may Avail:	Government and all bonafide resident of the municipality			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Letter request specifying what record / document and its purpose.		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the client's logbook	1. Answer inquiries upon verification	None	5 mins	<i>Maricris Giron Administrative Aide VI Sangguniang Bayan Office</i>
2. Fill out the request form and present to the staff	2.1. Receive the request form and validate	None	10 minutes	<i>Maricris Giron Administrative Aide VI Sangguniang Bayan Office</i>
	2.2. Verifies the record in the Database	None	7 mins	<i>Maricris Giron Administrative Aide VI Sangguniang Bayan Office</i>
3. Pay the required fee at the Municipal Treasury Office if necessary	3. Receive payment and issue official receipt	None	5 mins	<i>Clarice Ann Rocero Admin. Aide IV Municipal Treasury Office</i>
4. Present the Official Receipt to the Staff	4.1. Receives the OR and prepares the document	None	5 mins	<i>Maricris Giron Administrative Aide VI Sangguniang Bayan Office</i>
	4.2. Issued duly signed documents	None	5 mins	<i>Marius Clifford Billedo SB Secretary Sangguniang Bayan Office</i>
TOTAL PROCESSING TIME			37 Minutes	

5. Review of Barangay and SK Budget and Annual Development Plan (ADP) or Annual Investment Plan (AIP)

The Office of the Sangguniang Bayan is tasked to review the Annual Budget and Annual Development Plan (ADP) of Barangays and Sangguniang Kabataan after the technical review of the Budget Officer to ensure compliance of the statutory and contractual obligation and budgetary requirements within 10 days after the approval and adoption of the Sangguniang Barangay/Kabataan.

Office of Division	Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G-Government to Government	
Who may Avail:	Municipal Barangays and Sangguniang Kabataan	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
For Annual Barangay Budget 1. Transmittal Letter (1 original copy)		Municipal Budget Office (MBO)
For Sangguniang Kabataan (SK) Budget 1. Sangguniang Kabataan (SK) Plan and Budget		Sangguniang Kabataan (SK)
For Barangay Budget 1. Annual Investment Program (AIP) Forms (2 original copies) 2. Budget Preparation Forms (2 Original Copies) 3. Barangay Development Council Resolutions (2 Original Copies) 4. Barangay Resolutions (2 Original Copies) 5. Barangay Appropriation Ordinance (2 Original Copies)		Barangay Barangay Barangay Barangay Barangay
6. 20% Development Plan (2 Original Copies) 7. Disaster Risk Reduction and Management (DRRM) Plans and Budget (2 Original Copies) 8. Gender and Development (GAD) Plan and Budget (2 Original Copies)		Barangays Barangays Barangays

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Barangay AIP	1. Receive copy of Brgy. Annual Budget and Check all required documents if complete	None	30 mins	<i>Maricris Giron</i> <i>Administrative Aide VI</i> Sangguniang Bayan Office
	1.2. Advise client to wait for the message on when to pick-up the resolution.	None	3 mins	<i>Maricris Giron</i> <i>Administrative Aide VI</i> Sangguniang Bayan Office
2. None	2. Conduct session and deliberations	None	15 days	<i>Sangguniang Bayan Members</i> Office of the Sanggunian Bayan
3. Sign in logbook and receive the copy of the Resolution	3. Provide copy of Resolution	None	5 mins	<i>Marius Clifford Billedo</i> <i>SB Secretary</i> Sangguniang Bayan Office
TOTAL PROCESSING TIME			15 Days & 38 Minutes	