



**OFFICE OF THE VICE-MAYOR /  
SANGGUNIANG BAYAN /  
SANGGUNIANG BAYAN SECRETARIAT**

**I. Accreditation of Non-Governmental Organizations (NGOs) and People's Organizations (POs)**

**About The Service:** To recognize CSO and to give an opportunity to become partner of LGU thru representation in a local special body.

<b>Office or Division</b>	Office of the Vice Mayor / Sangguniang Bayan / Sangguniang Bayan Secretariat			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Client			
<b>Who may avail</b>	General Public			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Duly accomplished application form		Client		
Board Resolution signifying intention for accreditation		Organization		
Certificate of Registration (SEC, DOLE, etc.)		SEC		
List of current Officers and Members		Organization		
Annual Accomplishment Report		Organization		
Annual Financial Statement		Organization		
Profile including the purposes and objectives of the organization		Organization		
Copy of the minutes of the meeting of the organization		Organization		
Copy of the organization's Constitution and Bylaws		Organization		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire for accreditation of Organizations	Explain to client the requirements and give the application form.		2-5 Minutes	SB Secretariat Staff
2. Submission of properly filled-in Application and complete set of Requirements	Receives and checks application form and requirements.		5 Minutes or less	SB Secretariat Staff
3. Await processing of accreditation	<b>3.1 Process Accreditation</b> (Upon instruction of the SB Committee Chair on Rules, include in the Calendar of Business)		5 Minues of less	SB Secretary/SB Secretariat Staff
	<b>3.2 Prepare Accreditation Papers</b> (Certificate/Resolution of Accreditation)		5 Minutes or less	SB Secretary and SB Secretariat Staff
4. Claim/Receive Accreditation Papers	<b>Issuance of Accreditation Papers</b> (Certificate/Resolution of Accreditation)		5 Minutes or less	SB Secretary and SB Secretariat Staff

**II. Issuance of Photocopies/Certified True Copies of Sangguniang Bayan Documents**

**About the Service:** The public may request for certified true copies of Sangguniang Bayan documents from the Sangguniang Bayan. These documents include ordinances, resolutions, minutes of deliberations and Committee Reports/Recommendations on the action taken on Barangay Measure.

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<b>Who may avail</b>	General Public			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Written Request		Client		
Document requested for reproduction		Client		
Name of requesting party		Client		
Address of requesting party		Client		
Purpose of the request		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Photocopies/Certified True Copies of Sangguniang Bayan Documents	Receive request, search for, reproduce, and stamp the reproduction as certified true copy the requested document/s		2-5 Minutes	SB Secretariat Staff
2. Claim/receive the certified true copy the requested document/s	Record and release the certified true copy the requested document/s as requested		5 Minutes or less	SB Secretariat Staff

### III. Action on Barangay Ordinances and Resolutions

#### About the Service:

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<b>Type of Transaction</b>	G2C – Government to Client			
<b>Who may avail</b>	General Public			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Copy of Barangay Ordinances and/or Resolutions (and supporting document, if any) sought to be acted upon by the Sangguniang Bayan		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for appropriate legislative action pertaining to Barangay Ordinances and Resolutions	Receive copy of Barangay Ordinances and/or Resolutions sought to be acted upon by the Sangguniang Bayan, validate and endorse the same to the SB Secretary for inclusion in the next Session's Calendar of Business		2-5 Minutes	SB Secretariat Staff
2. Await for the appropriate legislative action pertaining to Barangay Ordinances and Resolutions	<b>Prepare Draft Resolution for inclusion in the Agenda for next session</b> (Upon instruction of the SB Committee Chair on Rules, include in the Calendar of Business)		5 Minutes or less	SB Secretariat Staff
3. Await for the appropriate legislative action pertaining to Barangay Ordinances and Resolutions	Review and deliberation by the SB during their Session		1 - 3 Regular SB Sessions	Sangguniang Bayan
			1 - 3 Regular SB Sessions	SB Secretariat Staff
			5 Minutes or less	SB Secretariat Staff
4. Claim/receive the corresponding Legislative action (SB Resolution or any recommendation for compliance or provision of necessary documents which will warrant favorable action, as the case may be)	Record and release the SB Resolution (or any recommendation for compliance or provision of necessary documents which will warrant favorable action, as the case may be)		5 Minutes or less	SB Secretariat Staff

#### IV. Issuance of Certification and Endorsement

##### About the Service:

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<b>Type of Transaction</b>	G2C – Government to Client			
<b>Who may avail</b>	General Public			
Checklist of Requirements		Where to Secure		
Written/oral request		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Certification and/or Endorsement	Receive request and refer to persons concerned		1 Minute or less	SB Secretariat Staff
2. Await the release of Certification and/or Endorsement requested for	Prepare the Certification and/or Endorsement requested for		1 Minute or less	SB Secretariat Staff
3. Receive the Certification and/or Endorsement requested for	Check, record and release the document requested for		1 Minute or less	SB Secretariat Staff

#### V. Issuance of Motorized Tricycle Operator's Permit (MTO)

**About the Service:** Pursuant to the provision of sub-paragraph vi, paragraph 3, Section 447 "a" of the 1991 Local Government Code which states to wit: "Subject to the guidelines prescribed by the Department of Transportation and Communications, shall regulate operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality, "the Sangguniang Bayan is given the legislative authority to issue franchise ordinances for the operation of tricycles within the territorial jurisdiction of the municipality.

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<b>Who may avail</b>	General Public			
Checklist of Requirements		Where to Secure		
OR/CR		Client		
Insurance		Client		
Driver's License		Client		
Picture of Tricycle (sides, front, and back)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for Motorized Tricycle Operator's Permit (MTO) Application	Give and explain the list of requirements and qualifications.		2 Minutes or less	SB Secretariat Staff
2. Pay applicable fees and charges	Check and accept payment. Issue Official Receipt.		2 Minutes or less	Treasury Personnel
3. Present requirements for validation	3.1 Evaluate and validate requirements		1 Minute or less	SB Secretariat Staff
	3.2 Encoding (Input applicant and unit Information)		2 Minutes or less	SB Secretariat Staff
4. Await the release of MTO	Print Application and MTO.		1 Minute or less	SB Secretariat Staff
5. Receive the MTO	Check, record, and release the MTO		1 Minute or less	SB Secretariat Staff

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<b>Type of Transaction</b>	G2C – Government to Client			
<b>Who may avail</b>	General Public			
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
Driver's License			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire for Renewal of Motorized Tricycle Operator's Permit (MTO) Application	Inform client about the requirement for Renewal of Motorized Tricycle Operator's Permit (MTO) Application		1 Minute or less	SB Secretariat Staff
2. Pay applicable fees and charges	Check and accept payment. Issue Official Receipt.		2 Minutes or less	Treasury Personnel
3. Present Requirements for validation	3.1 Evaluate and validate requirements		1 Minute or less	SB Secretariat Staff
	3.2 Encoding (Input applicant and unit Information)		2 Minutes or less	SB Secretariat Staff
4. Await the release of MTO	Print Application and MTO		1 Minute or less	SB Secretariat Staff
5. Receive the MTO	Check, record, and release the MTO		1 Minute or less	SB Secretariat Staff