



**Office of the Vice Mayor, Legislative and  
Secretary to the Sanggunian**  
External Services



## 1. ACCREDITATION OF THE PEOPLE'S ORGANIZATION

<b>Office of Division</b>	<b>Office of the Vice Mayor, Legislative and Secretary to the Sangguniang Bayan</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>Government to Citizen</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Letter of Application</li> <li>○ Duly Accomplished Form ("Annex A &amp; B")</li> <li>○ Board Resolution</li> <li>○ Certificate of Registration</li> <li>○ List of Current Officers, Members and Board of Directors</li> <li>○ Original Sworn Statement stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a Local Special Body after satisfying all the requirements and set criteria: as stated in the DILG Memo Circular No. 2019-72 dated May 22, 2019 and after securing a Certificate of Accreditation from the concerned Sanggunian.</li> <li>○ Annual Accomplishment Report</li> <li>○ Financial Statement</li> <li>○ Profile indicating the purpose and objectives of the organization</li> <li>○ Copy of the minutes of the meeting of the organization; and</li> <li>○ For CSO's applying to be members of the Local School or Health Board; Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement.</li> </ul>			From the Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure form for Accreditation	Prepare form for Accreditation	None	5 minutes	Administrative Aide I Administrative Aide II
2. Payment of Accreditation Fee	Endorse to Treasury Office for payment of accreditation fee	P 200.00	10 minutes	MTO
	<b>TOTAL</b>	<b>P 200.00</b>	<b>15 minutes</b>	



## 2. TRICYCLE FRANCHISING

<b>Office of Division</b>	<b>Office of the Vice Mayor, Legislative and Secretary to the Sangguniang Bayan</b>			
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<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Latest LTO Official Receipt</li> <li>○ Certificate of Registration</li> <li>○ Sidecar Pictures (Front &amp; Back)</li> <li>○ Certification from Organization</li> <li>○ Photocopy of Community Tax Certificate (Cedula)</li> <li>○ Photocopy of Medical Certificate</li> <li>○ Photocopy of Driver's License</li> <li>○ Photocopy of Franchise <i>(if renewal)</i></li> </ul>			From the Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure List of Requirements	Prepare list of requirements	None	5 minutes	Administrative Aide I
2. Prepare Billing Statement	Prepare billing statement for tricycle operators	It may vary New: P 1,810.00  Renewal: P 730.00  Surcharges: 25% of the Original amount dues and 2% per month interest	30 minutes	Administrative Aide I
3. Payment of Billing Statement	Endorse to Treasury Office for payment of Franchising Permit	It may vary New: P 1,810.00  Renewal: P 730.00  Surcharges: 25% of the Original amount dues and 2% per month interest	15 minutes	MTO
<b>TOTAL</b>			<b>50 minutes</b>	



**Office of the Vice Mayor, Legislative and  
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Internal Services



### 3. PREPARE RESOLUTIONS

<b>Office of Division</b>	<b>Office of the Vice Mayor, Legislative and Secretary to the Sangguniang Bayan</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>Government to Government</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Documents and other attachments</li> <li>○ Resolutions, letters and other requests from the offices and sectoral groups as basis of the legislative action</li> <li>○ Consider in the Order of Business</li> </ul>			From the Client From concerned offices and other sectors	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Documents and other attachment such as Resolutions and letters	Client / Other agency/ sectoral group	None	5 minutes	Administrative Aide I Administrative Aide II
2. Submit duly approved and signed resolutions and letters	Client / Other agency / Sectoral groups	None	5 minutes	MTO
	<b>TOTAL</b>		<b>10 minutes</b>	



**4. PREPARE ORDINANCE**

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<b>Type of Transaction</b>	<b>Government to Government</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Documents and other attachments from concerned offices and other sectors</li> <li>○ Consider in the Order of Business</li> <li>○ Subject for 3 readings</li> <li>○ Subject for public hearing</li> <li>○ Concern that need to be addressed and to suppress lawlessness</li> </ul>			From the client  General Public General Public	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Documents and other attachment, such as Resolutions and letters	Client / Other agency / Sectoral groups	None	5 minute	Administrative Aide I
2. Submit duly approved and signed Resolutions and letters	Client / Other agency / Sectoral groups	None	5 minutes	MTO
	<b>TOTAL</b>		<b>10 minutes</b>	



## 5. PREPARE COMMITTEE REPORTS

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<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Documents and other attachments</li> <li>○ Consider in the Order of Business</li> <li>○ Concerns that need to be addressed and to suppress lawlessness</li> </ul>			From the client / concerned agency Concerned agency	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Documents and other attachment, such as Resolutions and letters	Client / Other agency / Sectoral groups	None	5 minutes	Administrative Aide I  Administrative Aide II
<b>TOTAL</b>			<b>5 minutes</b>	

## 6. Administrative Services

Take down minutes of SB Regular, special sessions, Committee Hearings/Meetings and Public Hearing and transcribe minutes of the SB Regular, special sessions, Committee Hearings/Meetings and Public Hearing.

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<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Documents and other attachments</li> <li>○ Consider in the Order of Business</li> </ul>			From the client / concerned agency	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>				