

Office of the Secretary to the Sangguniang Panlungsod

External Services

1. Receiving of documents

Documents for agenda are received for appropriate action.

Office or Division:	Office of the Sangguniang Panlungsod – Vice-Mayor’s Office				
Classification:	Simple				
Type of Transaction:	GC2 – Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
None			None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the Client Logbook of the office.	1.1 Give the logbook to the client.	None	10 minutes	<i>Assigned employee as Officer of the Day</i> Office of the Sangguniang Panlungsod	
2. Submit document and obtain receiving copy with tracking number.	2.1 Receive / read / check completeness of documents and its attachments (if any).	None	10 minutes	<i>Local Legislative Staff Officer I</i> Office of the Vice Mayor	
	2.2 Receive the document by affixing date and time of receipt, document number and signature of receiving staff.	None	20 minutes	<i>Local Legislative Staff Officer I</i> Office of the Vice Mayor	

	<p>2.3 Forward document to:</p> <p>a. Secretary to the Sanggunian for agenda</p> <p>b. Vice-Mayor for approval (if solicitation)</p> <p>c. Vice-Mayor for signature (if communications from CMO; Resolutions, Ordinances, Appropriation Ordinances, etc.)</p>	<p>None</p> <p>None</p> <p>None</p>	<p>30 minutes</p> <p>30 minutes</p> <p>30 minutes</p>	<p><i>Local Legislative Staff Officer I</i></p> <p>Office of the Vice Mayor</p> <p><i>Local Legislative Staff Officer I</i></p> <p>Office of the Vice Mayor</p> <p><i>Local Legislative Staff Officer I</i></p> <p>Office of the Vice Mayor</p>
	Total:		1 Hour, 70 Minutes	

2. Releasing of documents / solicited items

Office or Division:	Office of the Sangguniang Panlungsod – Vice-Mayor’s Office			
Classification:	Simple			
Type of Transaction:	GC2 – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of the letter request / solicitation letter.	1.1 If the request is for certification / references, provide the customer the document.	None	30 minutes	<i>Local Legislative Staff Officer I</i> Office of the Vice Mayor
	1.2 If the request is for solicitation submit letter to the Vice-Mayor for approval.	None	20 minutes (client is required to leave their contact number for release of their solicited item)	<i>Local Legislative Staff Officer I</i> Office of the Vice Mayor
	1.3 Release solicited item to client (if duly approved by the Vice-Mayor) with proof of receipt duly signed by the solicitor.	None	10 minutes	<i>Local Legislative Staff Officer I</i> Office of the Vice Mayor
	Total:		1 Hour	