



# **Sangguniang Panlungsod**

## **External Services**



## 1. Formulate, Enact and Adopt Ordinances, Resolutions and Other Legislative Documents

The Sangguniang Panlungsod endeavors to formulate and pass legislative measures responsive to the request and need of the people and supportive of the local and national development thrusts.

<b>Office Or Division:</b>	Sangguniang Panlungsod Legislative Staff Assistance Division			
<b>Classification:</b>	Complex			
<b>Type Of Transaction:</b>	G2C - Government to Transacting Public; G2G - Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Any of the following: <ol style="list-style-type: none"> <li>a. Letter Request or Indorsement (with complete supporting documents) from client – 1 copy (original)</li> <li>b. Barangay Ordinances – 1 copy (original)</li> <li>c. Application for Motorized Tricycle Operators Permit (MTOPs) with complete attachments – 3 sets ( 1 original and 2 xerox copies)</li> </ol>		<ol style="list-style-type: none"> <li>a. From requesting client</li> <li>b. From concerned barangay</li> <li>c. From Business Permits, Licensing &amp; Franchising Office (BPLFO)</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter request or Indorsement (with complete supporting documents), or Barangay Ordinances, or application for issuance of MTOPs (w/ complete attachments) to SP	1. Receives and records the request, then forward to SP Secretary	None	5 minutes	<i>Receiving Clerk</i> Sangguniang Panlungsod



	1.1 Evaluate and refer the request to appropriate SP Committee	None	10 minutes	<i>SP Secretary City Vice Mayor Sangguniang Panlungsod</i>
	1.2 Processing of the request: a. For request for resolution b. For request for ordinance  1.2.1 Inclusion in Reference of Business in the SP Session and referral to appropriate SP Committee  1.2.2 Preparation of draft of requested measures  1.2.3 Calendaring, enactment/ adoption of measures		8 working Days 15 working days	<i>SP Secretary Sangguniang Panlungsod  Paralegals/Secretaries of SP Members  LLSO V Sangguniang Panlungsod  SP Secretary, City Vice Mayor &amp; SP Members Sangguniang Panlungsod</i>
	1.2.4 Furnish the Client with a copy of the approved ordinance of resolution in the registered address  1.3 For MTOPs, all approved applications and corresponding	None	1 day	<i>Admin. Aide I Sangguniang Panlungsod</i>



	resolutions will be forwarded to BPLFO; Releasing thereof will be done by BPLFO			
<b>TOTAL</b>		<b>None</b>	<b>24 days &amp; 15 minutes</b>	

## 2. Issue Enacted Ordinances, Adopted Resolutions and Certifications and Other Forms of Legislative Documents

All copies of ordinances and resolutions enacted and adopted by the Sangguniang Panlungsod can be accessed upon by the general public via Electronic Information System of LGU- Ormoc. However, in cases that hard copies of ordinances and resolutions are needed by any interested party, the Sangguniang Panlungsod will issue such provided that it is in accordance with existing laws and the necessary applicable fees are being paid.

<b>Office Or Division:</b>	Sangguniang Panlungsod Records Section			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C - Government to Transacting Public; G2G - Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request – 1 copy (original)		From requesting client or any concerned office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter Request	1. Receives and records the request, then forward the same to LLSO V	None	3 minutes	<i>Receiving Clerk (Admin. Aide IV)</i> Sangguniang Panlungsod
	1.1 Evaluates the request :  1.1.1 If found to be subject for payment request will be forwarded to Records Clerk for		2 minutes	LLSO V Sangguniang Panlungsod  <i>Records Clerk (Admin. Aide I)</i>



	<p>Issuance to Client of an Order of Payment:</p> <p>a. For Certifications</p> <p>b. For Printing</p> <p>c. For Photocopying - long size</p> <p>d. For Photocopying - short size</p> <p>1.1.2 If not subject for payment request will be forwarded to Records Clerk for immediate printing or e-mailing of requested ordinance or resolution</p>	<p>P50.00/page for 1<sup>st</sup> copy P10.00/page for succeeding copies P10.00/page</p> <p>P5.00/page</p> <p>P3.00/page</p>	<p>2 minutes</p> <p>10 minutes</p>	<p>Sangguniang Panlungsod</p> <p><i>Records Clerk (Admin. Aide I)</i> Sangguniang Panlungsod</p>
2. Brings the Order of Payment to CTO, pay the corresponding fees, and present to SP Records Clerk the receipt of payment	2. Records the receipt of payment and prints the requested ordinance or resolution	None	10 minutes	<i>Records Clerk (Admin. Aide I)</i> Sangguniang Panlungsod
	2.1 Certify the documents if required	P50.00 1 <sup>st</sup> copy P10.00 succeeding copies	3 minutes	<i>SP Secretary</i> Sangguniang Panlungsod



3. Acknowledge receipt by affixing signature in logbook	3. Release documents to client	None	2 minutes	Records Clerk (Admin. Aide I) Sangguniang Panlungsod
<b>TOTAL</b> <b>For Certifications:</b> <b>1<sup>st</sup> copy</b> <b>Succeeding copies</b>		<b>P50.00</b> <b>P10.00 x No.</b> <b>of Pages</b>	<b>22 minutes</b>	
<b>b. For Printing</b>		<b>P10.00 x No.</b> <b>of Pages</b>		
<b>c. For Photocopying</b> <b>- long size</b> <b>- short size</b>		<b>P5.00 x No.</b> <b>of</b> <b>Pages</b> <b>P3.00 x No.</b> <b>of Pages</b>		

### 3. Issue verbatim minutes of sessions, committee Meetings, Public Hearings & Hearings of Administrative Cases

For transparency, the Sangguniang Panlungsod upon the request of any interested party, shall issue approved minutes of conducted meetings, public hearings, sessions, and administrative hearings in accordance with its Internal Rules of Procedure and other existing Sanggunian laws and the Freedom of Information Ordinance of Ormoc City.

<b>Office or Division:</b>	Sangguniang Panlungsod Board Secretary Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government; G2C – Government to Transacting Public
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Letter Request ( 1 copy – original)	From requesting client or any concerned office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request	1. Receives and records the request, then forward to LLSO V	None	3minutes	<i>Receiving Clerk (Admin. Aide IV)</i> Sangguniang Panlungsod
	1.1 Evaluates the request	None	2 minutes	<i>LLSO V</i> Sangguniang Panlungsod
	1.1.1 For request subject for payment, forward to Records Clerk for issuance of an order of Payment: a. Photocopy with certification b. Photocopy without certification	P50.00/page P5.00/page	2 minutes	<i>Records Clerk (Admin. Aide I)</i> Sangguniang Panlungsod
	1.1.2 If not subject for payment request will be forwarded to Stenographic Reporter III for immediate printing or e-mailing of requested minutes		10 minutes	<i>Stenographic Reporter III</i> Sangguniang Panlungsod
2. Brings the Order of Payment to CTO, pay the corresponding fees, and present to SP Records Clerk the receipt of payment	2.1 Records the receipt of payment then forward the same to Stenographic Reporter III for immediate printing or e-mailing of requested minutes	None	10 minutes	<i>Records Clerk (Admin. Aide I)</i> Sangguniang Panlungsod  <i>Stenographic Reporter III</i> Sangguniang Panlungsod



	2.2 Certify the documents if required	P50.00/page	3 minutes	SP Secretary Sangguniang Panlungsod
3. Acknowledge receipt by affixing signature in logbook	3. Release documents to client	None	2 minutes	Stenographic Reporter III Sangguniang Panlungsod
<b>TOTAL Certification  Photocopy</b>		<b>P50.00 x No. of Pages P5.00 x No. of Pages</b>	<b>22 minutes</b>	

#### 4. Hear And Decide Administrative Cases Against Erring Barangay Officials.

The Sangguniang Panlungsod, under Chapter 4, Section 61(c) of RA 7160 otherwise known as “The Local Government Code of 1991”, is empowered to discipline, suspend or remove from office any erring barangay official. The decision of the Sangguniang Panlungsod is deemed final and executory.

<b>Office or Division:</b>	Sangguniang Panlungsod
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government; G2C - Government to Transacting Public
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Verified and under oath complaint ( 1 original copy )	From requesting client or any concerned office





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits verified under oath complaint	1. Receives and records the complaint, then forward to SP Secretary	None	5 minutes	<i>Receiving Clerk</i> Sangguniang Panlungsod
	1.1 Forward to Vice Mayor's Office for information and referral to SP Committee on Good Government	None	5 minutes	<i>SP Secretary</i> Sangguniang Panlungsod
	1.2 SP Secretary facilitates referral of complaint to SP Committee on Good Government	None	10 minutes	<i>SP Secretary</i> Sangguniang Panlungsod
2. Submits position papers and other documents required and attend scheduled hearings	2. Process the complaint, conduct investigation, issue orders for submission of position papers, affidavits and the like, and schedule the conduct of hearings	None	7 working days + 90 working days	<i>SP Committee on Good Government &amp; all SP Members</i> Sangguniang Panlungsod
	2.1 Rendering of Decision and adoption of necessary resolution	None	30 working days	<i>Vice Mayor</i> <i>SP Members</i> Sangguniang Panlungsod
	2.2 Deliver/Furnish the Client with copy of the resolution embodying the decision	None	30 minutes	<i>Administrative Aide</i> Sangguniang Panlungsod
<b>TOTAL</b>		<b>None</b>	<b>127 working days &amp; 50 mins.</b>	



# **Sangguniang Panlungsod**

## **Internal Services**



## 1. Take all minutes of Sessions, Caucuses, Committee Meetings, Public Hearings & Hearings of Administrative Cases

The taking and keeping of minutes of all forms of legislative meetings is an essential task of the Sanggunian personnel. Minutes of Sanggunian meetings form part of the important records of the Sangguniang Panlungsod.

<b>Office or Division:</b>	Sangguniang Panlungsod Board Secretary Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Sangguniang Panlungsod Members			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notices of meetings – 2 copies (original)		From SP Secretary of Sangguniang Panlungsod		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Prepare notices of meetings/hearings	None	1 hr.	SP Members' Secretaries
	2. Review and sign all notices of meetings/hearings	None	15 minutes	SP Secretary Sangguniang Panlungsod
	3. Distribute all notices of meetings/hearings to concerned parties	None	1 day	SP Members' Secretaries
	4. Assign stenographers to take minutes of scheduled meetings/hearings	None	1 minute	SP Secretary Sangguniang Panlungsod
	5. Take minutes of meetings/hearings, prepare the transcription, and submit for proof reading	None	3 working days/set of minutes	Stenographic Reporters Sangguniang Panlungsod
	6. Proofread all minutes taken by stenographers	None	4 hrs./set of minutes	Board Secretary IV LLSO II Sangguniang Panlungsod
	7. Finalize, process for approval, and safe keep all minutes	None	3 hrs./set of minutes	Stenographic Reporters Sangguniang Panlungsod
<b>TOTAL</b>		<b>None</b>	<b>4 days, 8 hrs. &amp; 16 mins.</b>	



## 2. Prepare Payrolls, Vouchers, Requisition Issue Slips, Purchase Requests, and LGU Standard Reports

All administrative tasks and services necessary for the efficient and effective operations of the Sangguniang Panlungsod need to be performed well in accordance with agency standards.

<b>Office or Division:</b>	Sangguniang Panlungsod Administrative Staff			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Sangguniang Panlungsod Members			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
DTRs, all LGU standard forms (2 copies – 1 original & 1 photocopy)			From Human Resource Management	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Prepare all supporting documents of salary payrolls; payrolls for monetization and all supporting documents	None	1 hr.	<i>Admin. Officer V Admin Assistant II Sangguniang Panlungsod</i>
	2. Prepare all Vouchers, Purchase Requests, Requisition Issue Slips and other documents to facilitate delivery of supplies and services for the efficient and effective operation of the Sangguniang Panlungsod	None	30 minutes	<i>Admin. Officer V Admin Assistant II Admin. Aide I Sangguniang Panlungsod</i>
	3. Prepare all required reports and submit to concerned offices	None	3 working days	<i>Stenographic Reporters Admin. Assistant II Admin. Aide I LLSO V SP Secretary Sangguniang Panlungsod</i>
<b>TOTAL</b>		<b>None</b>	<b>3 days, 1 hr. &amp; 30 mins.</b>	