



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: SANGGUNIANG PANLUNGSOD

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
1. Enact Ordinances and approve Resolutions for efficient and effective governance.	RA 7160 otherwise known as "The Local Government Code of 1991"	Sec. 458, Article Three			
2. Issue enacted ordinances, adopted resolutions and Certifications.	Ordinance No. 053, S. 2021 known as the "Freedom of Information Ordinance of Ormoc City"	Section 4			
3. Issue Verbatim minutes of Sessions, Committee Meetings, Public Hearings & Hearings of Administrative Cases.	Ordinance No.053, S. 2021 known as the "Freedom of Information Ordinance of Ormoc City"	Section 4			
4. Hear and decide Administrative Cases filed before the SP against erring Barangay Officials.	RA 7160 otherwise known as "The Local Government Code of 1991"	Chapter 4, Section 61(c)			



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>ENACT ORDINANCES AND APPROVE RESOLUTIONS FOR EFFICIENT AND EFFECTIVE GOVERNANCE.</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Letter request or Indorsement (w/ complete supporting documents); or	Ordinance No. 053 Series of 2021	1. Client submits request for passage of necessary ordinance or resolution;	Ordinance No. 053 Series of 2021		None
Barangay Ordinances; or		2. Receiving Clerk receives request, records the same and forward to SP Secretary;		5 minutes	
Application for Motorized Tricycle Operators Permit(MTOPs) w/ complete attachments		3. Request will be evaluated by the SP Secretary and then forwarded to the Vice Mayor;		3 minutes	
		4. Vice Mayor will further evaluate the request, make referral to appropriate SP Committee, and return the request back to SP Secretary for processing;		3 minutes	
		5. SP Secretary will process the request: i. For request for ordinance ii. For request for resolution 5.1 Inclusion in the Reference of Business 5.2 Preparation of draft of requested Measures 5.3 Calendaring, enactment/adoption of measures		15 working days 8 working days	
		6. Client will be furnished with a copy of the approved ordinance or resolution in their recorded address.		1 day	



		6.1 For MTOPs, all approved applications and corresponding resolutions will be forwarded to BPLFO; Releasing thereof will be done by BPLFO			
		TOTAL (Ordinance)	16 working days & 11 minutes	NONE	
		TOTAL (Resolution)	9 working days & 11 minutes		

GOVERNMENT SERVICE: <u>ISSUE ENACTED ORDINANCES, ADOPTED RESOLUTIONS AND CERTIFICATIONS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Letter Request	Ord. NO. 053, Series of 2021	1. Client submits letter request;	Ord. NO. 053, Series of 2021		
		2. Receiving Clerk receives the request, records the same and forward to LLSO V;		3 minutes	
		3. LLSO V evaluates the request:		2 minutes	
		3.1 If found to be subject for payment, the request will be forwarded to Records Clerk for issuance to Client of an Order of Payment;		3 minutes	



		3.2 If not subject for payment, Records Clerk immediately prints or email the requested resolution or ordinance; right after the printed document will be released to client;		10 minutes	
		4. Client brings the payment order to CTO and pay the corresponding fees: 4.1 For certifications 4.2 For Printing 4.3.1 For Photocopying - long size 4.3.2 For Photocopying - short size			4.1 P50.00/page for 1 st copy P10.00/page for succeeding copies 4.2 P10.00/page 4.3.1 P5.00/page 4.3.2 P3.00/page
		5. Client presents payment receipt to SP Records Clerk;			
		6. Records Clerk records the receipt of payment and prints the requested document ;		10 minutes	
		7. SP Secretary will certify the requested documents, when required;		3 minutes	
		8. Records Clerk will release the requested documents.		2 minutes	
TOTAL (REQUEST FOR ORDINANCES/RESOLUTIONS NOT SUBJECT FOR PAYMENT)				15 minutes	
TOTAL (REQUEST FOR ORDINANCES/ RESOLUTIONS SUBJECT FOR PAYMENT)				25 minutes	

Note: For requests requiring more research, waiting time will be stretch but shall not exceed 1 working day.



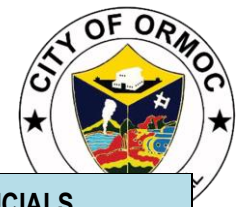
GOVERNMENT SERVICE: ISSUE VERBATIM MINUTES OF SESSIONS, COMMITTEE MEETINGS, PUBLIC HEARINGS & HEARINGS OF ADMINISTRATIVE CASES

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Letter Request	Ord. No. 053, Series of 2021	1. Client submits letter request;	Ord. No. 053, Series of 2021		
		2. Receiving Clerk receives request, records the same and forward to LLSO V;		3 minutes	
		3. LLSO V evaluates the request:		2 minutes	
		3.1 If found to be subject for payment, the request will be forwarded to the Records Clerk for issuance of an Order of Payment		3 minutes	
		3.2 If found to be not subject for payment, request will be forwarded to Stenographer III for the reproduction or e-mailing of requested minutes; reproduced minutes will be released immediately to Client;		15 minutes	
		4. Client proceeds to CTO with the issued Order of Payment and pay the corresponding fees: 6.2 Photocopy with certification 6.3 Photocopy without certification			4.1 P50.00/page 4.2 P5.00/page
		5. Client presents payment receipt to SP Records Clerk;			



		6. Records Clerk records the receipt, then forward the receipt to Stenographer III;		3 minutes	
		7. Stenographer Reporter III cause the reproduction of the requested minutes;		15 minutes	
		8. SP Secretary will certify the requested minutes, if applicable;		3 minutes	
		9. Records Clerk will release the minutes requested		2 minutes	
TOTAL (REQUEST FOR MINUTES NOT SUBJECT FOR PAYMENT)				20 minutes	P50.00/page with certification
TOTAL (REQUEST FOR MINUTES SUBJECT FOR PAYMENT)				30 minutes	P5.00/page w/o certification

Note: For requests requiring more research, waiting time will be stretch but shall not exceed 1 working day.



GOVERNMENT SERVICE: HEAR AND DECIDE ADMINISTRATIVE CASES FILED BEFORE THE SP AGAINST ERRING BARANGAY OFFICIALS

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Verified and under oath complaint	Ord. NO. 001, S.2016	1. Client submits verified complaint ;	Ord. NO. 001, S.2016		None
		2. Receiving Clerk receives the complaint, records the same and forward to SP Secretary.;		5 minutes	
		3. SP Secretary forwards the Complaint to the Vice Mayor for information and referral to SP Committee on Good Government;		5 minutes	
		4. SP Secretary facilitates the referral of the complaint to Committee on Good Government;		1 day	
		5. The Chairman of Committee on Good Government will process the complaint, conduct investigation, issue orders for submission of position papers, affidavits and the like, and schedule the hearings;		7 working days + 90 working days	
		6. Rendering of Decision and adoption of necessary resolution by the Sanggunian members;		30 working days	
		7. Client will be furnished with a copy of the resolution embodying the decision.		1 day	
TOTAL				129 working days & 10 minutes	NONE