

1. SERVICE NAME: LEGISLATIVE DOCUMENTS i.e. ORDINANCES, RESOLUTIONS, MINUTES, COMMITTEE REPORTS AND OTHERS

Description of Service: To issue legislative documents as requested by the client/s in accordance with the existing laws, rules and regulations.

Office or Divisions	SANGGUNIANG PANLUNGSOD			
Classification	Simple			
Type of Transactions	Government to Government			
Who may avail	All government agencies, LGU's, GOCCs and other government instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fill-up Request Form (Form No. SPO-015-0)			Sangguniang Panlungsod - Records Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request Form (Form No. SPO-015-0) and submit for approval.	1. Check the availability of the documents requested. ❖ If disapproved, the Secretary shall advise the requesting party.	None	10 minutes	Sheryl S. Isidro, Adm. Officer IV Flordeliza S. Adelan, Senior Adm. Asst. II
	2. Preparation/Reproduction of documents requested.	None	10 minutes	Marinol E. Baysa, Bookbinder IV Maria Cecilia Marcelo Photographer I
	3. Documents to be signed by the Secretary.	None	1 minute	Maria Rosario Yumul SP Secretary,
	4. Releasing of documents.	None	1 minute	Helen S. Quesda Records Officer II
			22 minutes	