

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

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

Office of Divisions:	Sangguniang Panlungsod			
Classification	Simple			
Type of Transactions	Government to Business			
Who may avail	Business Establishments, other private offices and other clients.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fill-up Request Form (Form No. SPO-015-0) 2. Official Receipt		Sangguniang Panlungsod - Records Section City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request Form (Form No. SPO-015-0) 2. Client will pay Secretary's Fee to the Treasurer's Office	1. Check the availability of the documents requested. ❖ If disapproved, the Secretary shall advise the requesting party.	None	5 minutes	Sheryl S. Isidro, Adm. Officer IV Marinol E. Baysa, Bookbinder IV
	2. Accept the payment based on the order of payment.		10 minutes	
	3. Preparation/Reproduction of document/s requested.	P10.00/page (Secretary's Fee)	10 minutes	Marinol E. Baysa Bookbinder IV Maria Cecilia Marcelo, Photographer I
	4. Document/s to be signed by the Head of Office.	None	1 minute	Maria Rosario Yumul SP Secretary
	5. Releasing of document/s.	None	1 minute	Helen S. Quesada Records Officer II
TOTAL:			27 minutes	