

4. SERVICE NAME: REQUEST FOR ENACTMENT OF LEGISLATION

Description of Service: Submission of draft copies of legislative measures by the City Councilors and other client/s, for the consideration of the Sangguniang Panlungsod fo the City of Ilagan.

Office or Divisions	SANGGUNIANG PANLUNGSOD			
Classification	Complex Transaction			
Type of Transactions	Government to Government			
Who may avail	City Government Offices and other offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request/Proposed Ordinances/Proposed Resolutions 2. Complete documents to support the request		Sangguniang Panlungsod - Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the letter-request/proposed ordinances/proposed resolutions.	1. Receiving and recording of request.	None	2-5 min	May C. Estavillo, Adm. Officer V
	2. Calendar the same in the agenda of the Sangguniang Panlungsod.	None	2 days before the scheduled session	Flordeliza S. Adelan Senior Adm. Asst. II
	3. Refer to proper committee for perusal in a committee hearing	None	It usually takes 1 or 2 committee hearings and public hearing if needed, the committee render its recommendation/s	Herminio Cantor, Jr. Records Officer III
	4. If the committee finds merit to the requested legislation, it will be submitted to the Sangguniang Panlungsod en banc for approval thru a com report.			Herminio Cantor, Jr. Records Officer III
	5. Preparation and encoding of Minutes and approved legislative measures.	None	1 day before the scheduled session	May Estavillo Adm. Officer IV
	6. Signatures in the approved legislative measures.	None	2 working days	Maria Rosario Yumul SP SECRETARY AND THE CITY COUNCILORS
	7. Furnish approved legislative measures to all concerned.	None	1 working day	MARIA CRISTINA J. BALLESTEROS Records Officer III
TOTAL:			7 working days	