



Internal/External

2. SERVICENAME: ISSUANCE OF LEGISLATIVE DOCUMENTS I.E. ORDINANCES, RESOLUTIONS, MINUTES, COMMITTEE REPORTS AND OTHERS (WITH FEES).

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

Office or Division:	SANGGUNIANG PANLUNGSOD OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Government			
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		1. Sangguniang Panlungsod – Records Section 2. 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)	1. Check the availability of the documents requested. • If disapproved, the Secretary shall advise the requesting party.	None	3 minutes	Sheryl S. Isidro Adm. Officer IV Marinol E. Baysa Adm. Officer IV & Purificacion Salaysay BOOKBINDE R IV
Client will pay Secretary's Fee to the	2. Accept the payment based on the order of payment.	P10.00 per page (Secretary's Fee)	10 minutes	City Treasurer's Office



Treasurer's Office				
	3.Preparation/Reproduction of document/s requested.	P10.00 per page (Secretary's Fee)	10 minutes	Sheryl S. Isidro Adm. Officer IV Marinol E. Baysa Adm. Officer IV & Purificacion Salaysay BOOKBINDE R IV
	4. Document/s to be signed by the Head of Office.	None	1 minutes	Maria Rosario I. Yumul SP Secretary
	5. Releasing of document/s	None	1 minutes	Sheryl S. Isidro AO IV Marinol E. Baysa AO IV & Ms. Purificacion Salaysay BOOKBINDE R IV
TOTAL		P10.00/ page	25 minutes	