



Internal/External

4. SERVICENAME: REQUEST FOR ENACTMENT OF LEGISLATION

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

Office or Division:	SANGGUNIANG PANLUNGSOD OFFICE
Classification:	Complex Transaction
Type of Transaction:	Government to Government
Who may avail:	City Government Offices and other offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<ol style="list-style-type: none"> Letter-request/Proposed Ordinances/ Proposed Resolutions Complete documents to support the request 	Sangguniang Panlungsod – Records Section
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter-request/ proposed ordinances/ proposed resolution.	1. Receiving and recording of request.	None	2-5 mins	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 1-2 hearings for the committee to peruse and render their recommendation.	Herminio M. Cantor, Jr. Adm. Officer V Lorri Meijie O. Nacion



			None	1 day before the scheduled session	Admin Aide VI Herminio M. Cantor, Jr. Adm. Officer V
	4. If the committee finds merits to the requested legislation, it will be submitted to the Sangguniang Panlungsod for approval thru a committee report.		None	2 working days	May C. Estavillo Adm. Officer V Gina G. Laddit Adm. Officer V
	5. Preparation and encoding of Minutes and approved legislative measures.		None	1 working day	Flordeliza S. Adelan Senior Adm. Asst. II Maria Rosario I. Yumul SP Secretary
	6. Signing of the approved measures		None	1 working day	City Mayor, City Vice Mayor and City Councilors Maria Cristina J. Ballesteros - Records Officer III
	7. Furnish approved legislative measures to all concerned				Purificacion M. Salaysay- Bookbinder IV



TOTAL		7 working days	
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