

SANGGUNIANG PANLUNGSOD CANDON CITIZEN'S CHARTER

I. SERVICE NAME : Issuance of Sangguniang Panlungsod Documents and Related Certifications

Service Information : The Office of the Sangguniang Panlungsod (Office of the Secretary to the Sangguniang Panlungsod) issues certified copies of the Sanggunian documents enacted and approved ordinances and resolutions, and other certifications.

OFFICE	: Office of the Sangguniang Panlungsod (Office of the Secretary to the Sangguniang Panlungsod)
CLASSIFICATION	: Simple
TYPE OF TRANSACTION	: City Government to Citizen
WHO MAY AVAIL	: Any private individual

CHECKLIST REQUIREMENTS	WHERE TO SECURE
<p>A. Request through letters and emails:</p> <ol style="list-style-type: none"> 1. Letter of Request 2. Attached photocopy of Valid I.D. for verification purposes. 	
<p>B. Walk-ins:</p> <ol style="list-style-type: none"> 1. Students: <ol style="list-style-type: none"> a. Valid ID for verification purposes. b. Letter or certification from the school or adviser when the reason for the request is for the educational and academic purposes. 2. Any Private individual: <ol style="list-style-type: none"> a. Valid ID for verification purposes. 	<p>- School, Adviser concerned</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>A. Submits written request via email / Facebook Messenger</p>	<p>The office acknowledges receipt of request.</p>	<p>N/A</p>	<p>Immediately upon receipt of request</p>	<p>a. Mails/Couriers Roxanne Taoaguen b. E-mails b.1. candoncityspsec@gmail.com Roxanne Taoaguen b.2. CandonSPSouthWing@yahoo.com b.3. candonspsouthwing@gmail.com Venus Garrino Olivia Gasalao Jenna Joy Galanto</p>

	Next procedure or action is subject on whether the request is approved or not by the Secretary to the Sangguniang Panlungsod and the City Vice Mayor	N/A	1-2 days	Jerry B.A. Malamion Maria Lourdes Gonzalo
Waits for notification	Informs the client of the next procedure	N/A	1-2 days	Jerry B.A. Malamion Maria Lourdes Gonzalo Roxanne Taoaguen Venus Garrino Olivia Gasalao Jenna Joy Galanto
B. Walk-ins Requests for copies of legislative measures and/or related certification	Advices, provides and asks client to accomplish request form. a. Form 1	N/A	1-2 minutes	Gloria Karmela Abrero Roxanne Taoaguen Ritzchelle Agresor Venus Garrino Olivia Gasalao Jenna Joy Galanto
Accomplishes and submits form	Assess accomplished form and submits to the Secretary to the Sangguniang Panlungsod for approval.	N/A		Felipa Molina Gloria Karmela Abrero Roxanne Taoaguen Venus Garrino Olivia Gasalao Jenna Joy Galanto

<p>Payment of Secretary's Fees</p>	<p>Issue the official receipt of payment</p>	<p>(a) For every page typewritten / computer generated (not including the certificate and notation) ₱ 20.00</p> <p>(b) For each certificate of correctness (with seal of Office) written on the copy or attached thereto ₱ 100.00</p> <p>(c) For certifying the official act of the City Judge or other judicial certificate with seal ₱ 100.00</p> <p>(d) For certified copies of any papers, records, official documents, or decrees, judgement or entry of which any person is entitled to demand and receive a copy (in connection with judicial proceedings) for each page ₱ 50.00</p>	<p>City Treasurer's Office</p>
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		<p>(e) Photocopy or any other copy produced by copying machine per page</p> <p>Letter/A4 size ₱ 10.00/ first page ₱ 5.00/ succeeding pages</p> <p>Legal size ₱ 15.00/ first page ₱ 5.00/ succeeding pages</p> <p>(f) Certified True Copies: Resolutions and/or Ordinances ₱ 50.00/ page ₱ 10.00/ succeeding pages</p> <p>Minutes of the Session ₱ 50.00/ page ₱ 10.00/ succeeding pages</p> <p>(g) For other types of Certification issued with City Seal ₱ 50.00/ first page ₱ 10.00/ additional copy</p> <p>(Students, PWDs and Senior Citizens are entitled to avail of the 20% discount on Secretary's fees. – Section 4A.03 of Ordinance No. 796, s. 2018)</p>		
Receives document and signs the logbook	Issuance of requested documents with corresponding official receipt of payment.	N/A	10 minutes	Gloria Karmela Abrero Roxanne Taoaguen Venus Garrino Olivia Gasalao Jenna Joy Galanto

N.B.

If the copies to be furnished are for other offices and branches of the government for official business, the documents requested shall be free of charge.

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II. SERVICE NAME : Review of Barangay Ordinances

Service Information : Section 57 of the Local Government Code of 1991 (RA No. 7160) states that the barangays are mandated to submit their ordinances for review as to whether the ordinance is consistent with law and city or municipal ordinance.

OFFICE	: Office of the Sangguniang Panlungsod (Office of the Secretary to the Sangguniang Panlungsod)
CLASSIFICATION	: Complex
TYPE OF TRANSACTION	: City Government to Barangay
WHO MAY AVAIL	: 42 Barangays of City of Candon

CHECKLIST REQUIREMENTS	WHERE TO SECURE
A. For Barangay Budget Ordinances <ol style="list-style-type: none"> 1. Appropriation Ordinance enacting the Barangay Budget 2. Supplemental Budget (if any) 3. Resolution approving the annual investment plan 4. Resolution approving the barangay development fund 	Barangay concerned
B. For general and tax ordinances <ol style="list-style-type: none"> 1. Barangay Ordinance 2. Notice of Public Hearing 3. Attendance during the Public Hearing 4. Minutes of Public Hearing (Optional) 	Barangay concerned

CLIENT'S STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements	Receives and checks document	N/A	3-6 minutes	Gloria Karmela Abrero Roxanne Taoaguen Venus Garrino
	Conducts initial review	N/A	6-10 minutes	Jerry B.A. Malamion Maria Lourdes Gonzalo
	Includes in the Calendar of Business	N/A	1 minute	Committee-in-Charge Jerry B.A. Malamion
	Refers the ordinance	N/A	Succeeding Wednesday (First)	Sangguniang Panlungsod

	Reviews the Ordinance	N/A	1 week	Committee-in-Charge
	Renders Committee Report	N/A	1 week	Committee-in-Charge
	Passes review resolution	N/A	1 week	Committee-in-Charge
	Signs review resolution	N/A	1-2 days	Vice Mayor Sangguniang Panlungsod Jerry B.A. Malamion
	Preparation and signing of endorsement letter of resolution and attaches committee report (if necessary)	N/A	2- 5 minutes	Jerry B.A. Malamion Maria Lourdes Gonzalo Venus Garrino Olivia Gasalao Jenna Joy Galanto Joshua Delos Reyes
Claims copy of Sangguniang Panlungsod resolution approving their Barangay ordinances.	Releases documents	N/A	1-2 minutes	Gloria Karmela Abrero Roxanne Taoaguen Venus Garrino Olivia Gasalao Jenna Joy Galanto
	Deliver documents	N/A	1- 4 hours	Ricky Boy Galinato Joshua Delos Reyes Andre Llanes Michael Angelo Eugenio