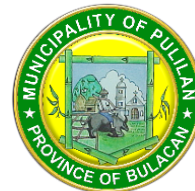


SANGGUNIANG BAYAN OFFICE
EXTERNAL SERVICES



A. ISSUANCE OF RESOLUTIONS, ORDINANCES, CERTIFICATIONS AND OTHER OFFICIAL DOCUMENTS

Clients are requesting copy of documents from the Sangguniang Bayan Office such as approved Resolutions or Ordinances, certifications and other official documents provided by the office.

Office or Division:		SANGGUNIANG BAYAN OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client G2B - Government to Business G2G - Government to Government		
Who may avail:		All clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request	1.1. Receive the request.	None	2 minutes	<i>Local Legislative Staff Employee II Clerk II (SB Office)</i>
	1.2. Log the client information and the details of request	None	5 minutes	<i>Local Legislative Staff Employee II (SB Office)</i>
	1.3. Check if the needed documents is available	None	10 minutes	<i>Local Legislative Staff Employee II (SB Office)</i>
	1.4. Make photocopy of the document	None	8 minutes	<i>Local Legislative Staff Employee II Clerk II (SB Office)</i>
	1.5. Provide the needed document to the client	None	5 minutes	<i>Local Legislative Staff Employee II (SB Office)</i>
	TOTAL:	None	30 Minutes	