

14. 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		
Letter of Request (1 Original Copy)		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request	1. Receive the request.	none	1 minute	Local Legislative Staff (SB Office)
	2. Log the client information and the details of request	none	20 minutes	Local Legislative Staff (SB Office)
	3. Check if the needed documents is available	none	2 minutes	Local Legislative Staff (SB Office)
	4. Make photocopy of the document	none	5 minutes	Local Legislative Staff (SB Office)
	5. Provide the needed document to the client	none	2 minutes	Local Legislative Staff (SB Office)
	TOTAL:	none	30 Minutes	