

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

SERVICE RENDERED: *Issuance of Copy of Documents Needed (Resolutions & Ordinances)*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

Client / Applicant

What are the Requirements:

1. Letter of Request

Duration: 2-4 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Present request of the document needed	Verify request	1-2 minutes	Vivian G. Morden/ Maribel Ang/ Laura Sibayan	Letter of Request
2 nd		Issues requested documents	1-2 minutes		
			TOTAL: 2-4 minutes		

---- End of transaction ----

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

SERVICE RENDERED: *Issuance of Certificate of Posting and Cancellation of Tricycle Franchise*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

Client/Applicant

What are the Requirements:

1. Documents for posting
2. Official Receipt of Certificate for Registration of the tricycle
3. Receipt of Certification fee

Duration: 1-2 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Present documents for posting	Verify documents (Advise the client to pay the required fees at the MTO)	1-2 minutes	Vivian G. Morden/ Maribel Ang/ Laura Sibayan	Receipt of Certification Fee
2 nd	Present receipt of certification fee	Release certificate of posting	TOTAL: 1-2 minutes		

- - - - End of transaction - - - -

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

SERVICE RENDERED: *Issuance of Certificate of Posting*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

Client / Applicant

What are the Requirements:

1. Request for posting
2. Receipt of Certification Fee

Duration: 1-2 minutes

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	Present request for posting	Verify request (Advise the client to pay the required fees at the MTO)	1-2 minutes	Vivian G. Morden/ Maribel Ang/ Laura Sibayan	Request for posting
2 nd	Present receipt of certification fee	Release certificate of posting	TOTAL: 2-4 minutes		Receipt of certification fee

---- End of transaction ----