

SANGGUNIANG PANLUNGSOD

External Services

1. Issuances of Certified True Copies of Approved Resolutions and Ordinances

Residents and other interested parties may request for certified true copies of approved resolutions, ordinances or city laws adopted/enacted by the legislative body for their information and guidance.

Office or Division:		Sangguniang Panlungsod Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter Representative One (1) Valid ID original and one photocopy		Company/Personal Company I.D, SSS, Passport, Postal, Driver's License Employee represented		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	1.Receive request Letter	None	5 minutes	Admin Officer III or Admin Aide VI Sangguniang Panlungsod
	2. Approval of Request	None	10 minutes	
	3. Research Resolution/ Ordinance	None	1 hour	
2. Acceptance of Res/Ord.	4. Release of Resolution/ Ordinance to be certified and signed by the SP Secretary or Local Legislative Staff Officer V	None	10 minutes	SP Secretary or Local Legislative Staff Officer V Sangguniang Panlungsod

5. Sign on the Logbook	5. Assist the client	None	5 minutes	Admin Officer III or Admin Aide VI Sangguniang Panlungsod
TOTAL:		None	1 hour & 30 minutes	

2. Issuance of Certification for Civil Society Organization (CSO)

The Civil Society Organization can register their association to the Sangguniang Panlungsod for accreditation.

Office or Division:	Sangguniang Panlungsod Office		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Application Form 1. Board Resolution 2. Certificate of Registration issued by concerned office 3. List of current officers and members 4. Original Sworn Statement stating that the CSO is an independent, non-partisan organization 5. CY___ Annual Accomplishment Report 6. CY___ Financial Statement 7. Profile indicating the purpose and objectives of the organization; and 8. For CSOs applying to be members of the Local School or Health Board; Photocopy of profile of at least three (3) individuals in the organization that will verify their involvement in the health or education sector.		Sangguniang Panlungsod Association/Organization	

CLIENTS STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Form and other requirements	1. Receive application form 2. Prepare Certification to be signed by the City Vice-Mayor	None None	5 minutes 20 working days (The application form is collected in monthly basis)	Local Legislative Staff Officer V Sangguniang Panlungsod
2. Acceptance of CSO Certification	3. Releasing of CSO Certification	None	15 minutes	Local Legislative Staff Officer V Sangguniang Panlungsod
TOTAL:		None	20 working days and 20 minutes	

3. Issuance of Peoples Law Enforcement Board (PLEB) Clearance (For new applicant Police Officer)

The new applicant for Police Officer is required to secure PLEB Clearance from the Sangguniang Panlungsod.

Office or Division:	Sangguniang Panlungsod Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Passing Board 2. Diploma 3. Barangay Clearance 4. NBI Clearance		Napolcom/PRC School Graduated Barangay Concern NBI Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit requirements	1.Receive requirements	None	5 minutes	Local Legislative Staff Officer V Sangguniang Panlungsod
	2. Prepare Clearance to be signed by the PLEB Members	None	6 days	PLEB OFFICERS Chairman and Four (4) Members
2. Acceptance of PLEB Clearance	3. Releasing of PLEB Clearance	None	15 minutes	Local Legislative Staff Officer V Sangguniang Panlungsod
TOTAL:		None	6 working days and 20 minutes	

4. Issuance of Peoples Law Enforcement Board (PLEB) Clearance (For incumbent Police Officer)

Incumbent Police Officer can secure a clearance from the Sangguniang Panlungsod for no pending administrative cases.

Office or Division:	Sangguniang Panlungsod Office	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

One (1) Valid Government ID		Police I.D. GSIS UMID ID		
CLIENTS STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirement	1. Receive requirement	None	5 minutes	Local Legislative Staff Officer V Sangguniang Panlungsod
	2. Check record if with pending case	None	10 minutes	
	3. Prepare Clearance to be signed by the PLEB Chairman	None	5 minutes	
	4. Approval PLEB Clearance	None	2 days	PLEB Chairman
2. Acceptance of PLEB Clearance	5. Releasing of PLEB Clearance	None	15 minutes	Local Legislative Staff Officer V Sangguniang Panlungsod
TOTAL:		None	2 working days and 35 minutes	