



13. OFFICE OF THE SANGGUNIANG BAYAN

13.1 External Services



A. Issuance of Affidavit for Late Registration, No Record and Application for Senior Citizen

All births are required to be reported or registered with the local civil registrar within 30 days from the time of birth according to Sec. 2 of Presidential Decree 651. When the registration takes place beyond the required 30-day time frame, it is referred to as delayed or late registration. The affidavit for late registration and no record is one of the requirements for the application of Delayed/Late Registration of Birth Certificates at the Local Civil Registry. The affidavit for application for senior citizen is being furnished as a requirement to apply for a senior citizen card if she/he has no birth certificate presented.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who May Avail:	General Public

CHECKLIST REQUIREMENTS	WHERE TO SECURE
PSA Certificate (1 Original Copy) Information Sheet (1 Original Copy) Baptismal Certificate (1 Original Copy)	Municipal Civil Registrar Municipal Civil Registrar Parish / Church

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit requirements	1.1 Receive Data and Interview client regarding purpose of request	None	5 minutes	Anna Ma. Cecilia F. Barrientos Secretary to the Sangguniang Bayan Mary Lianne J. Suson Local Legislative Staff Officer I Inocencia T. Alvañiz Administrative Aide VI Elvira S. Galedo Administrative Assistant V Krisnah Mar Cortejo Bookbinder III
2. Secure Official Receipt from Municipal Treasurer's Office	2.1. Receive Official Receipt	PHP 50.00 per document	5 minutes	
	2.2. Prepare Affidavit	None	(Manual) 5 minutes (Computer Generated) 3 minutes	
4. Receive requested document	4. Release requested document	None	2 minutes	
TOTAL		PHP 50.00 per document	17 minutes (Manual) 15 minutes (Computer Generated)	



B. Issuance of Resolution to Grant Franchise of Tricycles

Individuals who own and wish to apply for a franchise of their tricycle shall submit all necessary documents and secure from the office of the secretary to the Sangguniang Bayan a copy of their approved Resolution to Grant Franchise of Tricycle.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who May Avail:	General Public

CHECKLIST REQUIREMENTS

WHERE TO SECURE

1.Barangay Clearance 2.Photocopy OR/CR 3.Old Franchise 4.Certificate from Tricycle Operator and Driver's Association 5.Notarized Application Form	Office of the Punong Barangay Applicant Applicant TODA President Mayor's Office / BPLO
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1.Submit Notarized Application Form with supporting documents from Mayor's Office / BPLO	1.1.Receive duly Notarized Application Form with supporting documents	None	3 minutes	Mary Lianne J. Suson Local Legislative Staff Officer I Inocencia T. Alvañiz Administrative Aide VI Elvira S. Galedo Administrative Assistant V Krisnah Mar Cortejo Bookbinder III
	1.2.Consider for SB Approval	None	10 working days	
2.Receive Resolution Granting Franchise	2.1.Release of SB Resolution	None	2 minutes	
TOTAL		None	10 days and 5 minutes	



C. Issuance of Resolution to Grant Franchise to Operate Cockpit

Individuals or cooperatives who own and wish to apply for a franchise to operate cockpit shall submit all necessary documents and secure from the office of the Secretary to the Sangguniang Bayan a copy of their approved Resolution.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who May Avail:	All

CHECKLIST REQUIREMENTS	WHERE TO SECURE
<p>For New Applicants:</p> <ol style="list-style-type: none"> 1.Registration of Business from either SEC or DTI 2.Proof of Ownership of the Land or Lease Contract if being leased 3.Company Profile, Proof of Financial Capacity and Development Plan 4.Barangay Clearance 5.Zoning Clearance 6.Building or Occupancy Permit <p>For Renewal:</p> <ol style="list-style-type: none"> 1.Clearance from the Treasurer's Office on Payment of Dues (Tax RPT, etc) 2.Audited Financial Statement 3.Sanitary and Health Clearance 4.Fire Clearance 5.Barangay Clearance 	<p style="text-align: center;">Securities and Exchange Commission / Department of Trade & Industry Applicant Applicant</p> <p style="text-align: center;">Office of the Punong Barangay Municipal Planning & Development Office Municipal Engineering and Building Office</p> <p style="text-align: center;">Municipal Treasurer's Office Applicant Sanitary Officer / Municipal Health Office Bureau of Fire Protection Office of the Punong Barangay</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1.Submit Notarized Application Form with supporting documents from Mayor's Office / Business Permit and Licensing Office	1.1.Receive duly notarized application form with supporting documents		3 minutes	Anna Ma. Cecilia F. Barrientos Secretary to the Sangguniang Bayan Mary Llanne J. Suson Local Legislative Staff Officer I Elvira S. Galedo Administrative Assistant V
	1.2.Consider for SB Approval	None	Minimum of 45 working days Maximum of 65 working days	
2.Receive Resolution Granting Franchise	2.1.Release of SB Resolution	None	2 minutes	
TOTAL		None	Maximum of 65 days and 5 minutes	



D. Issuance of True Copies of Ordinances / Resolutions and Minutes

Approved municipal ordinances and resolutions are being posted for public awareness. Government or private agency and individuals can also secure a copy of previous or recent approved Municipal Ordinances/Resolutions and minutes from the office of the Secretary to the Sangguniang Bayan stating their purpose thereof.

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may Avail:	General Public			
CHECKLIST REQUIREMENTS				WHERE TO SECURE
Request form / Letter of request				Office of the Sangguniang Bayan
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1.Fill up request form	1.Collect data and purpose of requestor	none	3 minutes	Mary Llanne J. Suson Local Legislative Staff Officer I Inocencia T. Alvaniz Administrative Aide VI Elvira S. Galedo Administrative Assistant V Krisnah Mar Cortejo Bookbinder III
2.Secure official receipt from MTO	2.1.Receive official receipt	Php 50.00 per set, additional Php 5.00 for every extra copy of the document being requested	3 minutes	
	2.2. Prepare true copies of requested documents	none	10 minutes (manual) 5 minutes (computer generated)	
	2.3.Authenticate / sign true copies of document/s requested	none	2 minutes	
3.Receive requested document with official receipt	3.Release requested document with official receipt	none	3 minutes	Inocencia T. Alvaniz Administrative Aide VI Elvira S. Galedo Administrative Assistant V Krisnah Mar Cortejo Bookbinder III
Total		Php 50.00 per set, additional Php 5.00 for every extra copy of the document being requested	21 minutes (manual) 16 minutes (computer generated)	