

**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:

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

---- 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:

<b>Steps</b>	<b>Applicant / Client</b>	<b>Service Provider / Office Activity</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in charge</b>	<b>Required documents / Fees</b>
1 <sup>st</sup>	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	Certification Fee
2 <sup>nd</sup>	Present receipt of certification fee	Release certificate of posting	<b>TOTAL:</b> 1-2 minutes	Vivian G. Morden/Maribel Ang/ Laura Sibayan	

----- End of transaction -----