

OFFICE OF THE SANGGUNIANG BAYAN FRONTLINE SERVICES

1. APPROVAL OF RESOLUTIONS AND ORDINANCE

Pursuant to Section 447 of the Local Government Code of 1991, the Sangguniang Bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants and for an efficient and effective municipal government.

_	fice or vision:	Office of the Sangguniang Bayan			
	assification:	Highly Technical			
	pe of	G2C – Governme	ent to Cit	izen	
	ansaction:	G2B – Governme			
		G2G – Governme			
W	ho may avail:	All			
		REQUIREMENTS		WHERE TO S	ECURE
Tr	ansmittal and or	request letter.	Reques	sting agency, bus	iness entity and
13	Copies of Reso	olution/s and or	individu	uals.	•
Or	dinance/s				
13	Copies of Supp	orting			
Do	ocuments (if any)			
Er	ndorsement (if no	eeded)	Review	ing agency (MDC	C, MPDC, Local
				e Committee, Mu	nicipal Budget
		-	Officer,		_
С	LIENT STEPS	AGENCY	FEES	PROCESSING	PERSON
		ACTION	ТО	TIME	RESPONSIBLE
			BE		
	0''	0: 11	PAID	4	00.0
1	Sign in the	Give the Log	None.	1 minute	SB Secretariat SB OFFICE
	Client Log	Book to the			3D OIT ICL
	Book in the	client.			
	office lobby Submit the	1. Receive the	None.	10 minutes	SB Secretariat
2	required	required	INOHE.	10 111111111111111111111111111111111111	SB OFFICE
_	documents	documents and			05 011102
	accuments	check its			
		completeness.			
		2. Endorse to	None.	2 minutes	SB Secretariat
		the SB			SB OFFICE
		Secretary for			
		calendar.			
		3. Upon	None.	1 day	SB Secretariat
		Instruction of		-	SB OFFICE
		the Committee			
		Chair on Rules,			
		include in the			
		Calendar of			
		Business.			
		4. Review,	None.	15 days	SB Members
		conduct of			SB OFFICE
		series of			
		hearing and			
		deliberation of			
		SB during its			
		session.			

		If approved, prepare the documents to be signed by Presiding Officer and SB Secretary and or SB Members. If disapproved orlack of requirements, notify or return the measure to the requesting body.	None.	1 day	SB Secretariat SB OFFICE
3	Get the copy of the requested document/s	1. Forward the documents to concerned person and or agency.	None.	2 minutes	SB Secretariat SB OFFICE
		2. Posting and or publication of approved ordinances or resolutions approving the local development plans and public investment Programs.		15 days	SB Secretariat SB OFFICE
		TOTAL	None.	32 Days, 15 Minutes	

Approval of resolutions and ordinance qualified for multi-stage processing.

2. ISSUANCE OF CERTIFICATIONS, PHOTOCOPY OR TRUE COPY OF SANGGUNIANG BAYAN DOCUMENTS

Issuance of legislative measure pursuant to the right to information of the public on matters of public concerns which are not otherwise classified by the sanggunian as highly confidential and provide assistance to clients requesting for copies of ordinances/resolutions and other documents.

06					
Div	fice or vision:	Office of the Sangguniang Bayan			
	assification:	Simple			
	pe of		ernment to Citizen		
Tra	ansaction:		ernment to Business	•	
			ernment to Governm	ent	
W	no may avail:	All			
	CHECKLIS	_	WHER	E TO SECU	RÉ
D	REQUIREM		Deguesting = ====	huning	atitu o o a
	quest letter (ind		Requesting agency individuals.	r, business ei	niny and
	me, address, pu mber of copies (•	individuals.		
	cument being re				
	LIENT STEPS	AGENCY	FEES TO BE	PROCES	PERSON
		ACTION	PAID	SING TIME	RESPONSIB LE
1	Sign in the	Give the	None.	1 minute	SB Secretariat
	Client Log	Log Book			SB OFFICE
	Book in the	to the			
	office lobby	client.	_		
2	Submit the	1. Receive	SERVICE FEE	3 minutes	SB Secretariat
	request letter	the	(Fees varies per		SB OFFICE
		required	type or format of		
		document	official records		
		s and	and documents.)		
		check its			
		completen			
		ess. 2. Issue	SERVICE FEE	5 minutes	SB Secretariat
		Order of	(Fees varies per	Jillilules	SB OFFICE
		Payment	type or format of		
		. ayındık	official records		
			and documents.)		
		3. Start	SERVICE FEE	5 minutes	SB Secretariat
		Processin	(Fees varies per		SB OFFICE
		g the	type or format of		
		request	official records		
			and documents.)		
3	Day the	1 100001	SERVICE FEE	1 minute	Local Revenue
٥	Pay the required fees	1. Accept the	(Fees varies per	ı ıııırıute	Collection
	at the	payment	type or format of		Officer
	Municipal	based on	official records		MUNICIPAL
	Treasury	the Order	and documents.)		TREASURY
	Office by	of	and documents.)		OFFICE
	showing the	Payment.			
	order of	.,			
	3.401 01	<u> </u>		1	

	payment. *Make sure to secure Official Receipt that will be issued upon payment				
		2. Issue the Official Receipt	SERVICE FEE (Fees varies per type or format of official records and documents.)	2 minutes	Local Revenue Collection Officer MUNICIPAL TREASURY OFFICE
4	Return to SB Office and present the Official Receipt for the processing and releasing of photocopy or true copy of documents or certifications	1. Check the Official Receipt and issue requested document/ s	SERVICE FEE (Fees varies per type or format of official records and documents.)	1 minute	SB Secretariat SB OFFICE
		TOTAL	Fees varies per type or format of official records and documents.	17 Minutes	

Fees to be collected is in accordance with the Local Revenue Code.

Table of fees.

Service Fee (Secretary's Fee)	
For every one hundred (100) words or fraction thereof,	PHP11.00
Typewritten (not including the certificate and any notation)	
Where the copy to be furnished is in printed form, in whole or in part, for each page (double this fee if there are two pages in a sheet)	PHP22.00
For each certificate of correctness (with seal of office) written on the copy or attached thereto	PHP22.00
For certifying the official act of a municipal judge or other juridical certificate, with seal	PHP22.00
For certified copies of any paper, record, decree, judgment or entry of which any person entitled to demand and receive a copy (in connection with judicial proceedings), for each hundred (100) Words	PHP11.00
For copy/s produced by copying machine, per page	PHP5.00
Photo copy, per page	PHP6.00

3. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS, NON-GOVERNMENT ORGANIZATIONS, PEOPLE'S ORGANIZATIONS AND OTHER SIMILAR AGGRUPATION

Accreditation of CSO, pursuant to Municipal Ordinance No. 2021-277, R.A. 7160 and DILG Memorandum, is necessary to recognize such organizations and its role not only in becoming members of local special bodies but also to contribute in the development of better program and policies pertaining to the sector they represent.

Office or Division:	Office of the Sangguniang Bayan				
Classification:	Highly Technical				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:		ed and sectoral-based with project			
	•	d implementation track record of at least			
CHECK	one (1) year; CKLIST OF WHERE TO SECURE				
REQUIRE		WHERE TO SECURE			
Any organization of					
renewal, shall pres	•				
and submit twelve		Requesting Civil Society Organizations,			
photocopies of the	•	Non-Government Organizations, People's			
documents (arrang	ged according	Organizations and other similar			
to sequence) to the	e Office of the	aggrupation.			
Secretary to the Sa	angguniang				
Bayan:					
Letter of Applica					
Duly accomplished Application		Sangguniang Bayan Office			
Form for Accreditation					
Board resolution		Requesting Civil Society Organizations,			
intention for acc		Non-Government Organizations, People's			
the purpose of r	=	Organizations and other similar			
in local special l		aggrupation.			
Certificate of Re	•	Securities and Exchange Commission,			
Certificate of Ac	creditation	Cooperatives Development Authority,			
		Department of Labor and Employment, Department of Social Welfare and			
		Development, Department of Health,			
		Department of Agriculture, Department of			
		Agrarian Reform, Department of			
		Education, Department of the Interior and			
		Local Government, National Commission			
		on Indigenous Peoples, National Housing			
		Authority, Insurance Commission,			
		Philippine Regulatory Commission,			
		Housing and Land Use Regulatory Board			
		or any national government agency that is			
		empowered by law or policy to accredit or			
		register such organizations;			
List of Current (Officers and				
Members	01-1	Described Of the order of the			
Original Sworn		Requesting Civil Society Organizations,			
Minutes of the A		Non-Government Organizations, People's			
Meetings of the	preceding year				

С	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	SB Secretariat SB OFFICE
2	Submit the required documents	1. Receive the required documents and check its completeness.	None.	10 minutes	SB Secretariat SB OFFICE
		2. Endorse to the SB Secretary for calendar.	None.	2 minutes	SB Secretariat SB OFFICE
		3. Upon Instruction of the Committee Chair on Rules, include in the Calendar of Business.	None.	1 day	SB Secretariat SB OFFICE
		4. Review and deliberation of SB during its session.	None.	15 days	SB Members SB OFFICE
		5.1. If approved, prepare the documents to be signed by Presiding Officer and SB Secretary and	None.	1 day	SB Secretariat SB OFFICE

3	Get the copy of Certificate of Accreditation	or SB Members. 5.2. If disapproved or lack of requirements, notify or return the measure to the requesting body. 1. Forward the documents to concerned person and or agency.	None.	2 minutes	SB Secretariat SB OFFICE
		TOTAL	None.	17 Days, 15 Minutes	

Accreditation of Civil Society Organizations, Non-Government Organizations, People's Organizations and other similar aggrupation is in accordance with the Municipal Ordinance No. 2021-277, Republic Act 7160 and DILG Memorandum.

4. TRICYCLE FRANCHISE APPLICATION

Grant Tricycle franchise, within the territorial jurisdiction of the municipality, to authorize operation of tricycle offering transportation services to the general public and instill to the applicant the duties and desired degree of care required from public conveyance. This franchise is valid for three (3) years.

	fice or vision:	Office of the Sangguniang Bayan					
Cla	assification:	Simple					
Ту	pe of	G2C – Government to Citizen					
Tra	ansaction:						
W	no may avail:	Filipino citiz	en and resident of C	alatagan for	at least one (1)		
		year					
	CHECKLIS REQUIREM		WHER	E TO SECU	RE		
Ар	plication Form		Sannguniang Baya	n Office			
Po	lice Clearance		Local Police Station	า			
	rtificate of Registry r Hire (TC)	stration -	Land Transportation	n Office			
Re	test / updated C ceipt (O.R.) of L gistration		Land Transportation	n Office			
	ncellation of pre		Previous franchise-	issuing agen	су		
Ce	rtification from 3 sociation		Tricycle Association	1			
	erator's governued identificatio		Post Office, COMELEC, LTO, SSS, GSIS, DFA, PRC, BIR, Pag-IBIG				
CI	LIENT STEPS	AGENCY	FEES TO BE				
ACTION		PAID	SING TIME	RESPONSIB LE			
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	SB Secretariat SB OFFICE		
2	Submit required documents	1. Receive the required document s and check its completen ess.	None.	3 minutes	SB Secretariat SB OFFICE		
		2. Issue Order of Payment	Application Fee – PHP50.00 Franchise Fee – PHP500.00 Additional Surcharge (for late renewal only) – (Application Fee	3 minutes	SB Secretariat SB OFFICE		

			x 25% for every		
			three (3) years		
		3. Start Processin g the request	None.	8 minutes	SB Secretariat SB OFFICE
3	Pay the required fees at the Municipal Treasury Office by showing the order of payment. *Make sure to secure Official Receipt that will be issued upon payment	1. Accept the payment based on the Order of Payment.	None,	1 minute	Local Revenue Collection Officer MUNICIPAL TREASURY OFFICE
		2. Issue the Official Receipt	None.	2 minutes	Local Revenue Collection Officer MUNICIPAL TREASURY OFFICE
4	Return to SB Office and present the Official Receipt for the processing and releasing of franchise documents and plate	1. Check the Official Receipt and issue requested document/ s	None.	2 minutes	SB Secretariat SB OFFICE
	and place	TOTAL	Fees for New and Renewal of Franchise PHP550.00 Fees for late renewal of franchise PHP550.00 + (PHP550 x 25% for every three (3) years)	20 Minutes	
			(3) years)		

Fees to be collected is in accordance with the Local Revenue Code.

5. TRICYCLE REGISTRATION AND PERMIT APPLICATION

Issuance of Tricycle permit and registration annually ensure that all tricycle operators comply with all ordinances, issuances, laws, rules and regulations.

	fice or vision:	Office of the Sangguniang Bayan					
	assification:	Simple					
	pe of	G2C – Governm	2C – Government to Citizen				
	ansaction:						
Wi	no may avail:		atagan applying for ing tricycle franchis	•	nchise or		
CH	HECKLIST OF RE			E. TO SECU	RE		
Certificate of Registration - For Hire Land Transportation Off							
(T(C)		•				
	test / updated Off	•	Land Transportati	on Office			
_	.R.) of LTO regist		Triovala Associati				
	rtification from Tr sociation	icycie	Tricycle Associati	on			
	LIENT STEPS	AGENCY	FEES TO BE	PROCE	PERSON		
		ACTION	PAID	SSING	RESPONS		
4		0: 11	N 1	TIME	IBLE		
1	Sign in the Client Log	Give the Log Book to the	None.	1 minute	SB Secretariat		
	Book in the	client.			SB OFFICE		
	office lobby						
2	Submit	1. Receive the	None.	2	SB		
	required	required		minutes	Secretariat SB OFFICE		
	documents	documents and check its			3B OIT ICE		
		completeness.					
		2. Issue Order of Payment	Registration Fee – PHP175.00	3 minutes	SB Secretariat SB OFFICE		
			Permit Fee – PHP100.00		02 011102		
			Environmental User's Fee – PHP50.00				
			F11F30.00				
			Miscellaneous				
			Fee (new) – PHP75.00				
			Miscellaneous Fee (renewal) – PHP40.00				
			Additional Surcharge (for late renewal only) – (Registration Fee + Permit Fee + Environmental				

			User's Fee + Miscellaneous			
			Fee) x number			
			of year/s expired x 25%)			
		3. Start	None.	8	SB	
		Processing the request		minutes	Secretariat SB OFFICE	
3	Pay the required fees at the Municipal Treasury Office by showing the order of payment. *Make sure to secure Official Receipt that will be issued upon payment	1. Accept the payment based on the Order of Payment.	None,	1 minute	Local Revenue Collection Officer MUNICIPAL TREASURY OFFICE	
		2. Issue the Official Receipt	None.	2 minutes	Local Revenue Collection Officer MUNICIPAL TREASURY OFFICE	
4	Return to SB Office and present the Official Receipt for the processing and releasing of sticker permit	1. Check the Official Receipt and issue requested document/s	None.	2 minutes	SB Secretariat SB OFFICE	
		TOTAL	Fees for New Permit PHP400.00	20 Minutes		
			Fire 400.00 Fees for Renewal of Permit PHP365.00			
			Fees for late renewal of permit PHP365.00 + (PHP365 x number of year/s expired			
	x 25%) Fees to be collected is in accordance with the Local Revenue Code and					

Fees to be collected is in accordance with the Local Revenue Code and Municipal Ordinances.

6. CANCELLATION OF FRANCHISE, CHANGE OF TRICYCLE UNIT AND OTHER TRICYCLE FRANCHISE RELATED CERTIFICATIONS

Cancellation of franchise is issued to tricycle franchise holders needing this document that states that his/her franchise is cancelled. Operators who intend to change their tricycle unit shall inform this office for proper documentation. To confirm validity, certifications such as Certificate of No Record or Certificate of No Existing Franchise and the like can be issued to requesting citizen.

Office or Division:		Office of the Sangguniang Bayan				
Classification:		Simple				
Type of		G2C – Governm	nent to Citizen			
Transaction:						
Wł	no may avail:	Tricycle franchis	se holder.			
	CHECKL		WHER	E TO SEC	URE	
	REQUIRE					
	plication for car	•	Sangguniang Ba	yan Office		
	ange of unit or c					
	cycle franchise		Requesting franc			
CI	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE	
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	SB Secretariat SB OFFICE	
2	Fill-up application form and submit it together with the franchise plate	1. Receive the application and plate and check its completeness.	None.	2 minutes	SB Secretariat SB OFFICE	
		2. Issue Order of Payment	Unpaid Application Fee Franchise fee, Registration Fee, Permit Fee, Environmental User's Fee, Miscellaneous Fee and surcharges (if applicable) + Cancellation Fee – PHP100.00 Service Fee (Change of unit) – PHP150.00	3 minutes	SB Secretariat SB OFFICE	

Processing the request 3 Pay the required fees at the Municipal Treasury Office by showing the order of payment. *Make sure to secure Official Receipt that will be issued upon payment 4 Return to SB Official Receipt the Official Receipt and issue requested document/s processing and releasing of Certificate of Cancellation, copy of new franchise or certifications **TOTAL** **TOTAL** **TOTAL** **Ininutes** **Local Rever Collection Official Municipal Receipt Collection Official Minutes** **Ininutes** **Local Rever Collection Official Municipal Receipt Collection Official Minutes** **TREASUR OFFICE** **Ininutes** **Local Rever Collection Official Municipal Receipt Collection Official Municipal Receipt and Ininutes** **TOTAL** **TOTAL** **TOTAL** **TOTAL** **Cancellation Fee PHP100.00 + Corresponding Unpaid fees (if any)** **TOTAL** *			2 Ctart	None.	5	SB Secretariat
Pay the required fees at the harmonic payment at the Municipal Treasury Office by showing the order of payment. *Make sure to secure Official Receipt that will be issued upon payment				none.	_	SB OFFICE
Official Receipt A Return to SB Official Present the Official issue Receipt of the processing and releasing of Cancellation, copy of new franchise or certifications TOTAL Cancellation Fee - PHP100.00 + corresponding unpaid fees (if any) minutes Collection Official Present Municipal None. SB Secreta SB OFFICE None. SB Secreta SB OFFICE A Return to SB Official Present Municipal None. SB Secreta SB OFFICE Cancellation Prese - PHP100.00 + corresponding unpaid fees (if any)	3	required fees at the Municipal Treasury Office by showing the order of payment. *Make sure to secure Official Receipt that will be issued upon	1. Accept the payment based on the Order of			MUNICIPAL TREASURY OFFICE
Office and present the Official Receipt and issue requested document/s processing and releasing of Certificate of Cancellation, copy of new franchise or certifications TOTAL Cancellation Fee - PHP100.00 + corresponding unpaid fees (if any)			Official Receipt		minutes	MUNICIPAL TREASURY OFFICE
Fee – Minutes PHP100.00 + correspondin g unpaid fees (if any)	4	Office and present the Official Receipt for the processing and releasing of Certificate of Cancellation, copy of new franchise or	Official Receipt and issue requested document/s		minutes	SB Secretariat SB OFFICE
Service Fee (Change of Unit) –			TOTAL	Fee – PHP100.00 + correspondin g unpaid fees (if any) Service Fee (Change of		

Fees to be collected is in accordance with the Local Revenue Code and Municipal Ordinances.

7. REGISTRATION AND PERMIT OF TRICYCLE FOR PRIVATE USE

Of	fice or	Office of the So	naguniana Payan				
	Office or Office of the Sangguniang Bayan Division:						
	assification:	Simple					
	pe of	G2C – Governm	nent to Citizen				
	ansaction:		20 Overmont to onizen				
Wł	no may avail:	All					
	CHECKL		WHER	E TO SEC	URE		
	REQUIRE			0.00			
Hir	rtificate of Register (TC)		Sangguniang Ba	Sangguniang Bayan Office			
	test / updated C .R.) of LTO regi		Requesting franchise holder				
No	t-For-Hire Certi	fication from	Tricycle Associat	tion			
	cycle Associatic rangay	on and Punong	Barangay Hall				
	LIENT STEPS	AGENCY	FEES TO BE	PROCE	PERSON		
		ACTION	PAID	SSING	RESPONSIB		
				TIME	LE		
1	Sign in the	Give the Log	None.	1 minute	SB Secretariat		
	Client Log	Book to the			SB OFFICE		
	Book in the	client.					
2	office lobby Submit	1. Receive	None.	2	SB Secretariat		
	required	documents	INOTIC.	minutes	SB OFFICE		
	documents	being		minates	02 011102		
	G. G. G. H. G. H. G.	submitted and					
		check its					
		completeness.					
		2. Issue Order	Application Fee	3	SB Secretariat		
		of Payment	– PHP50.00	minutes	SB OFFICE		
			Registration				
			Fee –				
			PHP150.00				
			Permit Fee –				
			PHP100.00				
			Environmental				
			User's Fee –				
			PHP50.00				
		3. Start	None.	8	SB Secretariat		
		Processing		minutes	SB OFFICE		
		the request					
3	Pay the	1. Accept the	None,	1 minute	Local Revenue		
	required fees	payment			Collection		
	at the	based on the			Officer		
	Municipal	Order of			MUNICIPAL TREASURY		
	Treasury	Payment.			OFFICE		
	Office by				552		

	showing the order of payment. *Make sure to secure Official Receipt that will be issued upon payment.				
		2. Issue the Official Receipt	None.	2 minutes	Local Revenue Collection Officer MUNICIPAL TREASURY OFFICE
4	Return to SB Office and present the Official Receipt for the processing and releasing of Certificate of Cancellation or copy of new franchise.	1. Check the Official Receipt and issue requested document/s	None.	3 minutes	SB Secretariat SB OFFICE
		TOTAL	Fixed Total Fees – PHP350.00	20 Minutes	

Fees to be collected is in accordance with the Local Revenue Code and Municipal Ordinances.