



**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.

Office or Division:	Office of the Sangguniang Bayan				
Classification:	Highly Technical				
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Transmittal and or request letter.			Requesting agency, business entity and individuals.		
13 Copies of Resolution/s and or Ordinance/s					
13 Copies of Supporting Documents (if any)					
Endorsement (if needed)			Reviewing agency (MDC, MPDC, Local Finance Committee, Municipal Budget Officer, etc.)		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	<i>SB Secretariat</i> SB OFFICE
2	Submit the required documents	1. Receive the required documents and check its completeness.	None.	10 minutes	<i>SB Secretariat</i> SB OFFICE
		2. Endorse to the SB Secretary for calendar.	None.	2 minutes	<i>SB Secretariat</i> SB OFFICE
		3. Upon Instruction of the Committee Chair on Rules, include in the Calendar of Business.	None.	1 day	<i>SB Secretariat</i> SB OFFICE
		4. Review, conduct of series of hearing and deliberation of SB during its session.	None.	15 days	<i>SB Members</i> SB OFFICE

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

Office or Division:	Office of the Sangguniang Bayan				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request letter (indicate name, address, purpose and number of copies of the document being requested).			Requesting agency, business entity and individuals.		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	<i>SB Secretariat</i> SB OFFICE
2	Submit the request letter	1. Receive the required documents and check its completeness.	SERVICE FEE (Fees varies per type or format of official records and documents.)	3 minutes	<i>SB Secretariat</i> SB OFFICE
		2. Issue Order of Payment	SERVICE FEE (Fees varies per type or format of official records and documents.)	5 minutes	<i>SB Secretariat</i> SB OFFICE
		3. Start Processing the request	SERVICE FEE (Fees varies per type or format of official records and documents.)	5 minutes	<i>SB Secretariat</i> SB OFFICE
3	Pay the required fees at the Municipal Treasury Office by showing the order of	1. Accept the payment based on the Order of Payment.	SERVICE FEE (Fees varies per type or format of official records and documents.)	1 minute	<i>Local Revenue Collection Officer</i> MUNICIPAL TREASURY OFFICE

	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, Typewritten (not including the certificate and any notation)	PHP11.00
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 Transaction:	G2C – Government to Citizen
Who may avail:	Community-based and sectoral-based with project development and implementation track record of at least one (1) year;
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Any organization qualified, new or renewal, shall present the original and submit twelve (12) photocopies of the following documents (arranged according to sequence) to the Office of the Secretary to the Sangguniang Bayan:	Requesting Civil Society Organizations, Non-Government Organizations, People's Organizations and other similar aggrupation.
Letter of Application	
Duly accomplished Application Form for Accreditation	Sangguniang Bayan Office
Board resolution signifying intention for accreditation for the purpose of representation in local special bodies	Requesting Civil Society Organizations, Non-Government Organizations, People's Organizations and other similar aggrupation.
Certificate of Registration or Certificate of Accreditation	Securities and Exchange Commission, 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	Requesting Civil Society Organizations, Non-Government Organizations, People's
Original Sworn Statement	
Minutes of the Annual Meetings of the preceding year	

Information on the primary and other sources of funds		Organizations and other similar aggrupation.			
Duly notarized Financial Statement (FS) of the preceding year					
Duly notarized Annual Accomplishment Report of the preceding year					
For CSOs applying to be members of the Local School or Health Boards, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA 7160					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	<i>SB Secretariat</i> SB OFFICE
2	Submit the required documents	1. Receive the required documents and check its completeness.	None.	10 minutes	<i>SB Secretariat</i> SB OFFICE
		2. Endorse to the SB Secretary for calendar.	None.	2 minutes	<i>SB Secretariat</i> SB OFFICE
		3. Upon Instruction of the Committee Chair on Rules, include in the Calendar of Business.	None.	1 day	<i>SB Secretariat</i> SB OFFICE
		4. Review and deliberation of SB during its session.	None.	15 days	<i>SB Members</i> SB OFFICE
		5.1. If approved, prepare the documents to be signed by Presiding Officer and SB Secretary and	None.	1 day	<i>SB Secretariat</i> SB OFFICE

		or SB Members. 5.2. If disapproved or lack of requirements, notify or return the measure to the requesting body.			
3	Get the copy of Certificate of Accreditation	1. Forward the documents to concerned person and or agency.	None.	2 minutes	<i>SB Secretariat</i> 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.

Office or Division:	Office of the Sangguniang Bayan				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Filipino citizen and resident of Calatagan for at least one (1) year				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Application Form		Sannguniang Bayan Office			
Police Clearance		Local Police Station			
Certificate of Registration - For Hire (TC)		Land Transportation Office			
Latest / updated Official Receipt (O.R.) of LTO registration		Land Transportation Office			
Cancellation of previous franchise (if applicable)		Previous franchise-issuing agency			
Certification from Tricycle Association		Tricycle Association			
Operator's government issued identification card		Post Office, COMELEC, LTO, SSS, GSIS, DFA, PRC, BIR, Pag-IBIG			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCES SING 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	<i>SB Secretariat</i> SB OFFICE
2	Submit required documents	1. Receive the required documents and check its completeness.	None.	3 minutes	<i>SB Secretariat</i> SB OFFICE
		2. Issue Order of Payment	Application Fee – PHP50.00 Franchise Fee – PHP500.00 Additional Surcharge (for late renewal only) – (Application Fee + Franchise Fee)	3 minutes	<i>SB Secretariat</i> SB OFFICE

			x 25% for every three (3) years		
		3. Start Processing the request	None.	8 minutes	<i>SB Secretariat</i> 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	<i>Local Revenue Collection Officer</i> MUNICIPAL TREASURY OFFICE
		2. Issue the Official Receipt	None.	2 minutes	<i>Local Revenue Collection Officer</i> 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 documents	None.	2 minutes	<i>SB Secretariat</i> SB OFFICE
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	

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.

Office or Division:	Office of the Sangguniang Bayan				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Resident of Calatagan applying for tricycle franchise or those with existing tricycle franchise.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Certificate of Registration - For Hire (TC)			Land Transportation Office		
Latest / updated Official Receipt (O.R.) of LTO registration			Land Transportation Office		
Certification from Tricycle Association			Tricycle Association		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONS IBLE
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 documents and check its completeness.	None.	2 minutes	SB Secretariat SB OFFICE
		2. Issue Order of Payment	Registration Fee – PHP175.00 Permit Fee – PHP100.00 Environmental User's Fee – PHP50.00 Miscellaneous Fee (new) – PHP75.00 Miscellaneous Fee (renewal) – PHP40.00 Additional Surcharge (for late renewal only) – (Registration Fee + Permit Fee + Environmental	3 minutes	SB Secretariat SB OFFICE

			User's Fee + Miscellaneous Fee) x number of year/s expired x 25%)		
		3. Start Processing 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 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 Fees for Renewal of Permit PHP365.00 Fees for late renewal of permit PHP365.00 + (PHP365 x number of year/s expired x 25%)	20 Minutes	

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 Transaction:	G2C – Government to Citizen				
Who may avail:	Tricycle franchise holder.				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Application for cancellation, change of unit or certifications			Sangguniang Bayan Office		
Tricycle franchise plate			Requesting franchise holder		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	<i>SB Secretariat</i> 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	<i>SB Secretariat</i> 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	<i>SB Secretariat</i> SB OFFICE

		3. Start Processing the request	None.	5 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 Certificate of Cancellation, copy of new franchise or certifications	1. Check the Official Receipt and issue requested document/s	None.	3 minutes	SB Secretariat SB OFFICE
		TOTAL	Cancellation Fee – PHP100.00 + corresponding unpaid fees (if any) Service Fee (Change of Unit) – PHP150.00	17 Minutes	

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

7. REGISTRATION AND PERMIT OF TRICYCLE FOR PRIVATE USE

Office or Division:	Office of the Sangguniang Bayan				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Certificate of Registration - For Hire (TC)			Sangguniang Bayan Office		
Latest / updated Official Receipt (O.R.) of LTO registration			Requesting franchise holder		
Not-For-Hire Certification from Tricycle Association and Punong Barangay			Tricycle Association Barangay Hall		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sign in the Client Log Book in the office lobby	Give the Log Book to the client.	None.	1 minute	<i>SB Secretariat</i> SB OFFICE
2	Submit required documents	1. Receive documents being submitted and check its completeness.	None.	2 minutes	<i>SB Secretariat</i> SB OFFICE
		2. Issue Order of Payment	Application Fee – PHP50.00 Registration Fee – PHP150.00 Permit Fee – PHP100.00 Environmental User's Fee – PHP50.00	3 minutes	<i>SB Secretariat</i> SB OFFICE
		3. Start Processing the request	None.	8 minutes	<i>SB Secretariat</i> SB OFFICE
3	Pay the required fees at the Municipal Treasury Office by	1. Accept the payment based on the Order of Payment.	None,	1 minute	<i>Local Revenue Collection Officer</i> MUNICIPAL TREASURY OFFICE

	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	<i>Local Revenue Collection Officer</i> 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	<i>SB Secretariat</i> 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.