



## **SANGGUNIANG BAYAN OFFICE**

### **MANDATE**

**Local legislation**

### **VISION**

**A Legislative body capable of addressing the pressing and immediate needs of the people thru Local Legislation**

### **MISSION**

**To be truly responsive in its mandate of passing measures which will benefit the whole population**



**A. PROCESSING OF RENEWAL/CHANGE MOTOR AND TRANSFER OF OWNERSHIP OF TRICYCLE FRANCHISE:**

**THE SERVICE:**

The office processes renewal, change motor and transfer of ownership for Tricycle-for-Hire plying within Lasam. Tricycle franchise must be renewed every year.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Present the necessary documents and wait for the assessment slip		3 minutes	Jocel R. Acoba Pedro L. Piga
	<p><b>RENEWAL:</b></p> <ul style="list-style-type: none"> <li>a. Latest franchise for validation (confirmation Form)</li> <li>b. Latest Mun, receipt from the MTO</li> <li>c. Professional drivers License(owner /official driver operator)</li> <li>d. Certificate of registration from LTO (proof of ownership)</li> <li>e. Latest official receipt from the LTO (proof of updated registration)</li> <li>f. Barangay clearance</li> <li>g. Police clearance</li> </ul> <p><b>NEW</b></p> <ul style="list-style-type: none"> <li>a. Motorcycle documents</li> <li>b. Professional drivers license</li> <li>c. Barangay clearance</li> <li>d. Police clearance</li> </ul>		
2. Go to the MTO for the payment	<p><b>SCHEDULE OF FEES:</b></p> <p>Franchise Fee= P700.00/a</p>		



	If Transfer plus P200.00 (Transfer within the 1 <sup>st</sup> degree of consanguinity or affinity-Exempt)	5 minutes	
3. Present the proof of payment to the office of the Sec. to the SB for processing of documents and approval	Order of Payment	10 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
<b>TOTAL RESPONSE TIME:</b>		<b>18 minutes</b>	

## B. ISSUANCE OF CERTIFIED TRUE COPIES OF MUNICIPAL DOCUMENTS

### THE SERVICE:

The public may request for certified true copies of Municipal Council Ordinances and Resolutions, minutes from the office of the Secretary to the Sanggunian Bayan.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Sign in client log book		3 minutes	Jocel R. Acoba
2. Wait for the documents to be reached and get order of payment	P5.00 per page- photocopy/hard copy  P15.00 CD Form	10 minutes	
3. Pay the required fees at the Municipal Treasury Office	Order of Payment	5 minutes	
4. Get document	Official Receipt	1 minute	



Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public

**TOTAL RESPONSE TIME: 19 MINUTES**

### C. LEGISLATIVE ENACTMENT SERVICES

#### THE SERVICE:

The Sangguniang Bayan under Republic Act 7160 is authorized to approve of legislative measures for private purposes such as:

1. Issuance of authority to construct/install Cell Site
2. Issuance of legislative resolution to bury remains of dead persons in Private Cemetery
3. Issuance of legislative endorsement for the issuance of Environmental Compliance Certificate (ECC) to DENR
4. Accreditation of Non-Government Organization (NGO)
5. Land Conversion

- a. When the land cases to be economically feasible and sound agricultural purposes as determined by the Department of Agriculture
- b. Where the land shall have substantially greater economic value for residential, commercial or industrial purposed as determined by the Sanggunian.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Sign Client Log Book		3 minutes	Franklin R. Calso
2. Submit requirements for review	<p>Letter for Legislative Actions and the Following:</p> <ol style="list-style-type: none"> <li>a. Tax ordinance of the proposed site and title</li> <li>b. Affidavit of undertaking</li> <li>c. Structural blue print of the antennae</li> <li>d. Department of Health Certification</li> <li>e. Air Transportation Office clearance</li> <li>f. Barangay resolution endorsing the proposed cell site,</li> </ol>	5 minutes	



	<p>minutes of the meeting and attendance sheet (Certified Xerox Copy)</p> <p>g. Neighbor's consent within 50 meter radius from the proposed cell site</p> <p>NGO Accreditation (New or Renewal )</p> <p>1. Constitution and By Laws (Xerox Copy)</p> <p>2. List of officers and members</p> <p>3. Current financial statements</p> <p>4. Duly accomplished application form</p> <p>Environmental Compliance Certificate (ECC) endorsement</p> <p>a. Locational Clearance from Housing and Land Use Regulatory Borad</p> <p>b. Initial Environmental Examination Report</p> <p>c. City Environment and Natural Resources Office Assessment and Recommendation Report</p> <p>Private Cemetery</p> <p>a. Request Letter</p> <p>b. Title or Tax Declaration of the Property</p> <p>c. Architectural Drawing</p> <p>d. Barangay Resolution endorsing the putting up of Private Cemetery</p> <p>e. Sanitary Permit</p> <p>Conversion of Lands</p> <p>a. Request Letter</p> <p>b. Title or Tax Declaration of the property</p>		
<p><b>3. Wait for Legislative Actions:</b></p> <p>Applications letter will be placed in the order of business under communications for referral to the proper committee</p> <p>The committee will conduct public hearing and will render committee report</p> <p>A favorable endorsement of the committee follows the filing of the</p>	<p>Order of Payment Slip</p>	<p>2 Municipal Council sessions</p>	



<p>draft resolution for first reading. Get order of payment</p>			
<p>4. Pay the required Fee at the Municipal Treasury Office upon the filing of the draft resolution on the first reading</p>	<p>Legislative Processing Fee P3,000.00</p>	<p>5 minutes</p>	
<p>5. Wait for the approval of the resolution on the second and third reading</p>		<p>2 Municipal Council sessions</p>	
<p>6. Wait for the resolution of endorsement/Accreditation to be signed by the Vice Mayor, Municipal Council Members; attested by the Secretary and Approved by the Mayor</p>		<p>15 working days</p>	
<p>7. Get approved resolution</p>		<p>1 minute</p>	
<p>Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center</p>			
<p><b>TOTAL RESPONSE TIME: 4 MUN. COUNCIL SESSIONS, 15 WORKING DAYS AND 10 MINUTES</b></p>			