

# THE SANGGUNIANG BAYAN OFFICE

## MANDATE:

The Sangguniang Bayan as the Legislative Body of the Municipality, shall enact ordinances, approve resolutions and appropriate funds.

## VISION:

A dynamic, independent and pro-active Sanggunian which crafts legislation in collaborative partnership with the Executive driven by a singular goal of providing responsive public service all for the upliftment and development of the People of the Municipality of Salay.

## MISSION:

To become a strong pillar in local governance by effectively ensuring that its function of check and balance is performed with utmost diligence.

Office Head : **HON. REY AMELITO K. TAN**  
Municipal Vice-Mayor  
Office Address : Sangguniang Bayan Office  
Poblacion, Salay, Misamis Oriental  
Email Address : [lgu\\_salaymisor@yahoo.com](mailto:lgu_salaymisor@yahoo.com)

## EXTERNAL SERVICES:

- Accreditation of Civil Society Organizations
- Issuance of Copy/ies of Sangguniang Bayan Documents
- Review of Barangay Ordinances
- Request Use of the SB Van
- Request Use of the SB Session Hall
- Drafting of Barangay Ordinances and Resolutions
- Medical Assistance and Financial Assistance
- Solicitations

## 1. Accreditation of Civil Society Organizations

<b>OFFICE</b>	<b>SANGGUNIAN BAYAN OFFICE</b>			
<b>CLASSIFICATION</b>	<b>COMPLEX</b>			
<b>TYPE OF TRANSACTION</b>	<b>G2C-GOVERNMENT TO CITIZEN</b>			
<b>WHO MAY AVAIL</b>	<b>ALL CITIZEN</b>			
<b>APPROVED REQUEST</b>	<b>VICE MAYOR</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. DOLE / SEC / CDA Registration</li> <li>2. Constitution and By Laws</li> <li>3. List of Officers and Members</li> <li>4. Organizational Policies</li> <li>5. Minutes of the 1<sup>st</sup> Organizational Meeting</li> <li>6. Endorsement of the LGU CSO Focal Person</li> </ol>			DOLE/SEC/CDA OFFICE	
<b>CLIENT STEP</b>	<b>SERVICE PROVIDER</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Application Form	➤ Inform/explain to the client requirement(s)	None	➤ 5 minutes	GENNELYN P. ROA (Local Legislative Staff Assistant III)
2. Submit duly accomplished application form and other requirements	<ul style="list-style-type: none"> <li>➤ Verify the completeness of submitted document(s)</li> <li>➤ Record the documents received</li> </ul>	None	➤ 5 minutes	
	➤ Calendar the application for deliberation		➤ 5 minutes	Elvin Mark R. Tagarda (Secretary to the Sanggunian)
	➤ Review and deliberation in Regular Session		<ul style="list-style-type: none"> <li>➤ maximum of 5-6 working days</li> <li>➤ depending on when the request was made</li> </ul>	Sangguniang Bayan Members
	➤ If the application is approved, prepare the Certificate of Accreditation			Elvin Mark R. Tagarda (Secretary to the Sanggunian)

	<ul style="list-style-type: none"> <li>➤ If the application is disapproved, issue notice to the NGO/PO chairman stating therein the reason(s) for disapproval</li> </ul>			Elvin Mark R. Tagarda (Secretary to the Sanggunian)
	<ul style="list-style-type: none"> <li>➤ Have the Certificate signed by the ff: <ul style="list-style-type: none"> <li>a. SB secretary</li> <li>b. Presiding Officer</li> <li>c. Municipal Mayor</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>➤ 1 day (depending on the availability of the signatories)</li> </ul>	Elvin Mark R. Tagarda (Secretary to the Sanggunian)  Gennelyn P. Roa (Local Legislative Staff Assistant III)
	<ul style="list-style-type: none"> <li>➤ Notify the client that the application has been approved</li> </ul>		<ul style="list-style-type: none"> <li>➤ 1 minute</li> </ul>	
3. Return to the office after 6-7 working days or upon receipt of notice band get Certificate of Accreditation	<ul style="list-style-type: none"> <li>➤ Issue Certificate of Accreditation to the Client</li> <li>➤ Record the document issued</li> </ul>	none	<ul style="list-style-type: none"> <li>➤ 2 minutes</li> <li>➤ 2 minutes</li> </ul>	Gennelyn P. Roa (Local Legislative Staff Assistant III)
<b>Total Processing Time</b>			<b>7 working days</b>	
<b>END OF TRANSACTION.</b>				

## 2. Issuance of Copy/ies of Sangguniang Bayan Documents

<b>OFFICE</b>	<b>SANGGUNIAN BAYAN OFFICE</b>
<b>CLASSIFICATION</b>	<b>SIMPLE</b>
<b>TYPE OF TRANSACTION</b>	<b>G2C-GOVERNMENT TO CITIZEN G2G-GOVERNMENT TO GOVERNMENT</b>
<b>WHO MAY AVAIL</b>	<b>ALL</b>
<b>APPROVED REQUEST</b>	<b>VICE MAYOR</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>: WHERE TO SECURE</b>
NONE	NOT APPLICABLE

CLIENT STEP	SERVICE PROVIDER	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
Properly Accomplish the Request form indicating therein the following information: a. Name b. Address c. Number of Copies d. Purpose	➤ Search for the requested document/s	None	➤ 7 minutes	Gennelyn P. Roa (Local Legislative Staff Assistant III)
	➤ Print/Reproduce Requested Document/s		➤ 3 minutes	Gennelyn P. Roa (Local Legislative Staff Assistant III)
Client get the requested documents				Gennelyn P. Roa (Local Legislative Staff Assistant III)
End of Transaction	Total Processing Time		10 minutes	

### 3. Review of Barangay Ordinances

Office/ Division	<b>SANGGUNIAN BAYAN OFFICE</b>
CLASSIFICATION	<b>SIMPLE</b>
TYPE OF TRANSACTION	<b>G2G-GOVERNMENT TO GOVERNMENT</b>
WHO MAY AVAIL OF SERVICE	<b>GOVERNMENT</b>
<b>Checklist of Requirements</b>	<b>Where to Secure</b>
1. Barangay Ordinance/s to be reviewed and supporting documents, if necessary	Office of the Barangay Captain

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit ordinance/s and supporting documents	Received and verify the completeness of the documents submitted	None	5 minutes	Elvin Mark R. Tagarda (Secretary to the Sanggunian)
	Calendar the ordinance for deliberation	None	5 minutes	Elvin Mark R. Tagarda (Secretary to the Sanggunian)
	Review and deliberation	None	1 week (depending on the recommendation of the body)	Sangguniang Bayan
	If the ordinance is approved, prepare resolution of approval on review	None	30 minutes	Elvin Mark R. Tagarda (Secretary to the Sanggunian)
	If disapproved or need further review/clarifications, notify the Punong Barangay concerned/return to the council of origin			
	Have the resolution signed by the ff.: a. SB Secretary b. Presiding Officer	None	5 minutes	Elvin Mark R. Tagarda (Secretary to the Sanggunian)
Get copy of resolution of approval on review	Issue the resolution to the client	None	2 minutes	
<b>TOTAL PROCESSING TIME</b>			1 WEEK	
<b>END OF TRANSACTION</b>				

#### 4. REQUEST USE OF THE SB VAN

<b>OFFICE</b>	<b>SANGGUNIAN BAYAN OFFICE</b>
<b>CLASSIFICATION</b>	<b>SIMPLE</b>
<b>TYPE OF TRANSACTION</b>	<b>G2C-GOVERNMENT TO CITIZEN</b>

<b>WHO MAY AVAIL</b>		<b>ALL</b>		
<b>APPROVED REQUEST</b>		<b>VICE MAYOR</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>LETTER REQUEST</b>				
<b>CLIENT STEP</b>	<b>SERVICE PROVIDER</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Duly Signed Request Letter clearly stating the purpose on the use of the SB Van	➤ Received the documents and request the contact number of the requesting party	None	➤ 2 minutes	Gennelyn P. Roa / (Local Legislative Staff Assistant III) Grethel T. Zagado (Administrative Aide I)
	➤ Inform the Honorable Vice Mayor of the Request		➤ 5 minutes or depending upon the availability of the Vice Mayor	Gennelyn P. Roa / (Local Legislative Staff Assistant III) Grethel T. Zagado (Administrative Aide I)
	➤ If the request is approved, immediately notify the requesting party and make the necessary arrangement with the Driver of SB Van		➤ 30 minutes	Gennelyn P. Roa (Local Legislative Staff Assistant III) / Grethel T. Zagado (Administrative Aide I)
	➤ If disapproved, immediately notify the requesting party			
<b>Total Processing Time</b>		37 minutes if the Vice Mayor is Available or at most 1 working day		
<b>END OF TRANSACTION</b>				

## 5. REQUEST USE OF THE SB SESSION HALL

<b>OFFICE</b>	<b>SANGGUNIAN BAYAN OFFICE</b>
<b>CLASSIFICATION</b>	<b>SIMPLE</b>

<b>TYPE OF TRANSACTION</b>		<b>G2C-GOVERNMENT TO CITIZEN</b>		
<b>WHO MAY AVAIL</b>		<b>ALL</b>		
<b>APPROVED REQUEST</b>		<b>VICE MAYOR</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>LETTER REQUEST</b>				
<b>CLIENT STEP</b>	<b>SERVICE PROVIDER</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Duly Signed Request Letter clearly stating the purpose on the use of the SB Session Hall	➤ Received the documents and request the contact number of the requesting party	None	➤ 2 minutes	Gennelyn P. Roa / (Local Legislative Staff Assistant III) Grethel T. Zagado (Administrative Aide I)
	➤ Inform the Honorable Vice Mayor of the Request		➤ 5 minutes or depending upon the availability of the Vice Mayor	Gennelyn P. Roa / (Local Legislative Staff Assistant III) Grethel T. Zagado (Administrative Aide I)
	➤ If the request is approved, immediately notify the requesting party and booked the date on the official schedule calendar of the Sangguniang Bayan		➤ 30 minutes	Gennelyn P. Roa (Local Legislative Staff Assistant III) / Grethel T. Zagado (Administrative Aide I)
	➤ If disapproved, immediately notify the requesting party			
<b>Total Processing Time</b>		37 minutes if the Vice Mayor is Available or at most 1 working day		
<b>END OF TRANSACTION</b>				

## 6. DRAFTING OF BARANGAY ORDINANCES AND RESOLUTIONS

<b>OFFICE</b>		<b>SANGGUNIANG BAYAN OFFICE</b>		
<b>CLASSIFICATION</b>		<b>COMPLEX</b>		
<b>TYPE OF TRANSACTION</b>		<b>G2C-GOVERNMENT TO CITIZEN</b>		
<b>WHO MAY AVAIL</b>		<b>ALL BARANGAY WITHIN THE MUNICIPALITY</b>		
<b>APPROVED REQUEST</b>		<b>VICE MAYOR</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NOT APPLICABLE		
<b>CLIENT STEP</b>	<b>SERVICE PROVIDER</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request assistance, guide and research in the formulation of Barangay Ordinances and Resolutions	➤ Assist the requesting in expounding his/her request	None	➤ 20 minutes	Elvin Mark R. Tagarda (Secretary to the Sanggunian)  Fransisca C. Agcopra (Administrative Aide IV)
	➤ Write Draft of Barangay Ordinance /Resolutions		➤ 2 days or depending upon the complexity of the request	Elvin Mark R. Tagarda (Secretary to the Sanggunian)  Fransisca C. Agcopra (Administrative Aide IV)
Client gets the copy of the draft Barangay Resolution/Ordinance	➤		➤	Elvin Mark R. Tagarda (Secretary to the Sanggunian)  Fransisca C. Agcopra (Administrative Aide IV)
	➤ Explain in detail the Draft Barangay Ordinance/Resolution		➤ 1 hour depending upon the complexity /resolution could be	Elvin Mark R. Tagarda (Secretary to the Sanggunian)



			longer or shorter	Fransisca C. Agcopra (Administrative Aide IV))
<b>Total Processing Time</b>			2 days, 1 hour and 20 minutes	
<b>END OF TRANSACTION</b>				

## 7. MEDICAL ASSISTANCE AND FINANCIAL ASSISTANCE

<b>OFFICE</b>		<b>SANGGUNIAN BAYAN OFFICE</b>		
<b>CLASSIFICATION</b>		<b>SIMPLE</b>		
<b>TYPE OF TRANSACTION</b>		<b>G2C-GOVERNMENT TO CITIZEN</b>		
<b>WHO MAY AVAIL</b>		<b>ALL</b>		
<b>APPROVED REQUEST</b>		<b>VICE MAYOR</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NOT APPLICABLE		
<b>CLIENT STEP</b>	<b>SERVICE PROVIDER</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request Assistance	<ul style="list-style-type: none"> <li>➤ Assist Client on her request, if medical or financial assistance to accompany to MSWDO</li> <li>➤ If Vice-Mayor or SB Members are around ask for their help before accompanying client to MSWDO</li> </ul>	None	<ul style="list-style-type: none"> <li>➤ 20 minutes</li> </ul>	Grethel T. Zagado  Aldrich Arro  Jonathan G. Bacong
<b>Total Processing Time</b>		20 minutes		
<b>END OF TRANSACTION</b>				

## 8. Solicitations

<b>OFFICE</b>		<b>SANGGUNIAN BAYAN OFFICE</b>		
<b>CLASSIFICATION</b>		<b>COMPLEX</b>		
<b>TYPE OF TRANSACTION</b>		<b>G2C-GOVERNMENT TO CITIZEN</b>		
<b>WHO MAY AVAIL</b>		<b>ALL</b>		
<b>APPROVED REQUEST</b>		<b>VICE MAYOR</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NOT APPLICABLE		

CLIENT STEP	SERVICE PROVIDER	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
Solicitation Letter	<ul style="list-style-type: none"> <li>➤ Receive Letter and Request for the clients contact number</li> </ul>	None	<ul style="list-style-type: none"> <li>➤ 4 minutes</li> </ul>	Grethel T. Zagado  Aldrich Arro  Jonathan G. Bacong
	<ul style="list-style-type: none"> <li>➤ Determine the nature of the requested solicitation and informs the Vice Mayor and SB Members about the request</li> <li>➤</li> </ul>		<ul style="list-style-type: none"> <li>➤ 1 hour</li> </ul>	Grethel T. Zagado  Aldrich Arro  Jonathan G. Bacong
	Treat the solicitation as Other Matters during the Regular Session so that the Sanggunian can act accordingly the request  <ul style="list-style-type: none"> <li>➤ Client is immediately notified</li> </ul>		<ul style="list-style-type: none"> <li>➤ 5-6 working days</li> </ul>	Grethel T. Zagado  Aldrich Arro  Jonathan G. Bacong  Elvin Mark R. Tagarda
Client goes back to the Office of the Sangguniang Bayan	<ul style="list-style-type: none"> <li>➤ Gives the Solicited amount or item to the requesting party</li> </ul>		<ul style="list-style-type: none"> <li>➤ 2 minutes</li> </ul>	GRETHEL T. ZAGADO  ALDRICH ARRO
<b>Total Processing Time</b>		6 working days		
<b>END OF TRANSACTION</b>				