



1. Processing of Requests/Solicitations

The Office of the Sangguniang Bayan – Legislative accepts and processes requests or solicitations from any individual or organization as support to their needs or activities.

Office or Division	Office of the Sangguniang Bayan - Legislative			
Classification	Highly Technical			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All constituents of this municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • <u>FINANCIAL</u> Solicitation Letter (2 copies) Hospital Bill and Medical Certificate (1 original & 1 photocopy) Certificate of Indigency (1 original & 1 photocopy) Valid ID 		Client or Barangay Hall Hospital Municipal Social Welfare & Development Office Client		
<ul style="list-style-type: none"> • <u>BURIAL</u> Solicitation Letter (2 copies) Death Certificate Certificate of Indigency Valid ID 		Client or Barangay Hall Municipal Civil Registrar Municipal Social Welfare & Development Office Client		
<ul style="list-style-type: none"> • <u>CONSTRUCTION SUPPLIES</u> Solicitation Letter (2 copies) Program of Works (2 copies) List of Recipients 		Client or Barangay Hall Client Client		
<ul style="list-style-type: none"> • <u>OTHERS</u> Solicitation Letter (2 copies) Attendance/List of Recipients 		Client Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the solicitation letter and other requirements to staff in-charge at the Office of the	1. Receive and review the Solicitation Letter and complete requirements	None	2 Minutes	<i>Local Legislative Staff / Administrative Assistant / Office of the Sangguniang Bayan-Legislative</i>



Sangguniang Bayan-Legislative				
.	1.1 Approve the solicitation/request.	None	2 Minutes	<i>Municipal Vice Mayor / Municipal Councilor Office of the Sangguniang Bayan-Legislative</i>
	1.2 Record the approved solicitation/request	None	1 Minute	<i>Local Legislative Staff I Administrative Assistant I Office of the Sangguniang Bayan-Legislative</i>
	1.3 Process the approved solicitation/request.	None		<i>Local Legislative Staff I Administrative Assistant I Office of the Sangguniang Bayan-Legislative</i>
2. Received the requested materials/supplies/amount	2. Release the requested/solicited materials/supplies/amount	None	2 Minutes	<i>Local Legislative Staff I Administrative Assistant I Office of the Sangguniang Bayan-Legislative</i>
TOTAL:		None	7 Minutes	

Note: Time duration in processing the solicitations/requests in other offices is excluded.■