



## 8. Request for a Copy of Resolutions and Ordinances

It is rendered to any person from the general public who wants to avail a copy of public documents in the office.

<b>Office or Division</b>	Office of the Secretary to the Sangguniang Bayan			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
User's Inquiry Form		Office of the Secretary to the Sangguniang Bayan (Front Desk)		
User's Logbook		Office of the Secretary to the Sangguniang Bayan (Front Desk)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Register name and address in the logbook and submit filled up form at the front desk	1. Receive the filled-up form.	None	1 Minute	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	1.1 Validate and count the number of pages of the document.	None	5 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Secretary to the Sangguniang Bayan
2. Pay the corresponding fees at the Municipal Treasurer's Office (Windows 1 to 6)	2.1 Issuance of Official Receipt	PHP 15.00/page		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Receive the documents.	3. Release the documents	None	2 Minutes	<i>Administrative Aide II</i> Office of the Secretary to the Sangguniang Bayan
	<b>TOTAL:</b>	<b>None</b>	<b>8 Minutes</b>	