



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





**OFFICE OF THE  
SECRETARY TO THE  
SANGGUNIANG BAYAN  
ADMINISTRATIVE SERVICES**

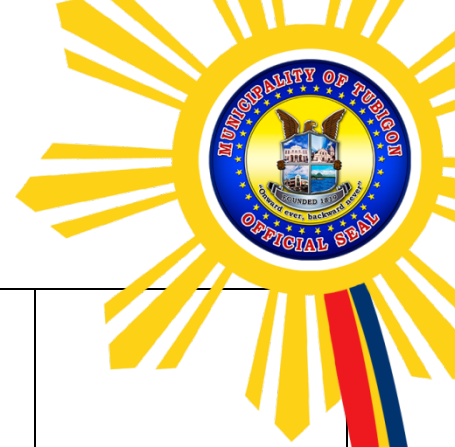




❖ **ABOUT THE SERVICE**

The PUBLIC may request for certified true copies of Municipal Council Documents such as resolutions, ordinances, minutes of the sessions and other official issuances of the Office of the Sangguniang Bayan, through the Office of the Secretary to the Sangguniang Bayan and NGOs and Pos may inquire for the requirements for the accreditation.

Office or Division:	<b>OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN</b>			
Classification:	<b>SIMPLE - COMPLEX</b>			
Type of Transaction:	<b>G2C - G2B - G2G</b>			
Requirements:	Depending on the requests			
<b>A. FOR SECURING CERTIFIED TRUE COPIES OF MUNICIPAL COUNCIL DOCUMENTS</b>				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up request form	Accept, Research and Release Document/s requested for	*	15 minutes	Salome Delgado Maribel Sumayang Karen D. Itable-Rosco
* <ul style="list-style-type: none"> <li>a) Computer print-out, for every page or fraction thereof (not including the certificate and notation) ----- PhP 20.00</li> <li>b) For each certificate of correctness (<i>with Official Seal</i>) written on the copy, or attached thereto ----- PhP 20.00</li> <li>c) Photocopy (per page) ----- PhP 20.00</li> </ul>				
Pay to the Office of the Treasurer the corresponding amount transcribed in the request form	<ul style="list-style-type: none"> <li>- Instruct client to proceed to the Office of the Municipal Treasurer for the payment</li> <li>- Advise to return for the release of the document/s</li> </ul>		5 minutes (Under Normal Circumstances)	Cashier/ Teller (M Office)
TOTAL REPOSE TIME			15 minutes	
<b>B. FOR ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS (NGOs) &amp; PEOPLES ORGANIZATIONS (POs)</b>				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>Secure requirements of accreditation: <i>REQUIREMENTS:</i></p> <ol style="list-style-type: none"> <li>1. Duly accomplished Application Form</li> <li>2. Board Resolution signifying intension for accreditation</li> <li>3. Certificate of Registration (SEC, DOLE, etc)</li> <li>4. List of current officer and members</li> <li>5. Annual Accomplishment Report</li> <li>6. Financial Statement</li> <li>7. Profile indicating the purpose and objective of the organization</li> <li>8. Copy of the minutes of the meeting of the organization</li> <li>9. Copy of Constitution and By-laws</li> </ol>	<p>Explain to the clients the procedures/ process of the accreditation</p>	<p>None</p>	<p>3 minutes</p>	<p>Salome Delgado</p>
<p>Submit all the above-mentioned requirements <i>(Client MUST provide the Office the contact person's number for easy access)</i></p>	<p>Receive the requirements and forward all the requirements to the Sangguniang Bayan Secretary for initial evaluation Secure contact person's number SB Secretary will include the Application in the Order of Business Inform client whatever the result of the application , if approved, SB Secretary will prepare for the Resolution and Certificate of accreditation</p>	<p>None</p>	<p>May vary depending on the volume of transactions or the availability of the concerned officials</p>	<p>Karen D. Itable-R  Chairperson Committee o Cooperative</p>



Accept of SB Resolution and Certificate of Accreditation	Issue the SB Resolution and Certificate of Accreditation	None		Karen D. ... Maribel Sumaya ...
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