

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



(1) NAME OF DEPARTMENT/AGENCY/LGU: OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: / Yes / No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Accreditation of Civil Society Organization Selection of Representative in the Local Special Bodies	Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines	Article 64, Rule XIII of RA7160, provides for the procedures and guidelines for the selection of representative in the Local Special Bodies	Memorandum Circular No. 2019-72 dated May 22, 2019	15 days after publication of the mentioned MEMO	N/A
Issuance of Certified True Copy of Municipal Ordinances, Resolutions, and other related documents needed to be certified	Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines	Title V, Article I, Section 469, (c)(5), Furnish, upon request of any interested party, certified true copies of records of public character in custody, upon payment to the treasurer of such fees as may be prescribed by ordinance	Municipal Ordinance No. 2015-07-416, Revised Revenue Code of the Municipality of Tubigon, Province of Bohol, CHAPTER IV. SERVICE FEES, <i>Article A. Secretary's Fees</i> Section 4A.01. Imposition of Fees. There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this municipality.	This Code shall take effect after its publication for three(3) consecutive issues in a newspaper of local circulation.	N/A

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(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: ACCREDITATION OF CIVIL SOCIETY ORGANIZATION SELECTION OF REPRESENTATIVE IN THE LOCAL SPECIAL BODIES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<p>INQUIRE FOR ACCREDITATION OF ORGANIZATIONS</p> <p><i>REQUIREMENTS:</i></p> <ol style="list-style-type: none"> 1. Duly accomplished Application Form 2. Board Resolution signifying intension for accreditation 3. Certificate of Registration (SEC, DOLE, etc) 4. List of current officer and members 5. Annual Accomplishment Report 6. Financial Statement 7. Profile indicating the purpose and objective of the organization 8. Copy of the minutes of the meeting of the organization Copy of Constitution and By-laws 	<ul style="list-style-type: none"> • Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines • Article 64, Rule XIII of RA7160, provides for the procedures and guidelines for the selection of representative in the Local Special Bodies 	<p>Explain the client the requirements and give application form</p>	<p>Memorandum Circular No. 2019-72 dated May 22, 2019</p> <p>Note: Application Form provided for by the Department of Interior and Local Government</p>	<p>5 minutes</p>	<p>No fees involve in the process and granting of accreditation</p>

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SUBMISSION OF APPLICATION AND REQUIREMENTS		Receive application and check the requirements		5 minutes	No fees involve in the process and granting of accreditation
PROCESSING ACCREDITATION	<ul style="list-style-type: none"> • Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines • Article 64, Rule XIII of RA7160, provides for the procedures and guidelines for the selection of representative in the Local Special Bodies 	Upon Instruction of the Committee Chair on Rules, include in the Calendar of Business	Memorandum Circular No. 2019-72 dated May 22, 2019 Note: Application Form provided for by the Department of Interior and Local Government	Depends upon the schedule of session and its approval (more or less 5 days)	No fees involve in the process and granting of accreditation
PREPARING ACCREDITATION PAPERS		Prepare the Certificate or Resolution of Accreditation		Immediately after Approval 5 minutes	No fees involve in the process and granting of accreditation
ISSUANCE OF ACCREDITATION PAPERS		Issue Certificate of Accreditation together with the SB resolution granting Accreditation		5 minutes	No fees involve in the process and granting of accreditation
TOTAL				More or Less 5 days and 20 minutes	

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GOVERNMENT SERVICE: SECURING CERTIFIED TRUE COPIES OF MUNICIPAL COUNCIL DOCUMENTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
SUBMIT REQUEST FORM	Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines Title V, Article I, Section 469, (c)(5), Furnish, upon request of any interested party, certified true copies of records of public character in custody, upon payment to the treasurer of such fees as may be prescribed by ordinance	Receive the Request Form	Municipal Ordinance No. 2015-07-416, Revised Revenue Code of the Municipality of Tubigon, Province of Bohol, CHAPTER IV. SERVICE FEES, <i>Article A. Secretary's Fees</i> Section 4A.01. Imposition of Fees. There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this municipality.	1 minute	<ul style="list-style-type: none"> • Computer print-out, for every page or fraction thereof (not including the certificate and notation)- PhP 20.00 • For each certificate of correctness (<i>with Official Seal</i>) written on the copy, or attached thereto - PhP 20.00 • Photocopy (per page) - - PhP 20.00
ACCEPTANCE OF THE REQUEST		SB Secretary accepts and approves work on the request form		5 minutes	
RESEARCH		Assigned staff looks for the Document(s) requested for		5 minutes	
PAYMENT OF FEE(S) AND PRESENT THE OFFICIAL RECEIPT (OR)		Instruct the Clients to proceed to the Municipal Treasurer's Office for the payment		10 minutes	
RECEIVE DOCUMENT(S)		Receive the certified copy of the documents requested.		1 minute	
TOTAL				27 minutes	