

## Issuance of Certified True Copies of Sangguniang Bayan Documents

### ☑ ABOUT THE SERVICE

THE PUBLIC MAY request for certified true copies of municipal council documents from the Sangguniang Bayan.

These documents include ordinances, resolutions, minutes of deliberations and Committee Reports/Recommendations on the action taken on Barangay Measures.

### ☑ REQUIREMENT(s)

- Letter Request specifying the document needed or duly filled-up Request Form
- Proof of receipt of barangay measure

### ☑ FEES

- True Copy of Minutes, Resolution or Ordinance - 30.00
- Certifying official acts or documents - 17.00
- Every additional copy - 10.00

### ☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Provide logbook	Log in the purpose	1 minute	Elena Pellazar Salome Rañin
2. Document Retrieval	Awaits retrieval	10 - 25 minutes (depending on the document requested)	Salome Rañin Renato Acera SB Secretary
3.	Pay Printing & Secretary's fee at the Treasurer's Office		Revenue Collection Clerk
4. Printing	Await for printed documents	5 minutes	Shiela Galanido Salome Rañin
5. Releasing	Receive documents requested (affix signature in the logbook)	1 minute	Salome Rañin Renato Acera SB Secretary
<b>TOTAL</b>		<b>32 minutes</b>	