



## I. ISSUANCE OF PHOTOCOPY/TRUE COPY OF SANGGUNIANG BAYAN DOCUMENTS

The Office of the Sangguniang Bayan is the repository of official records and documents on matters relating to the performance of the legislative functions of the sanggunian such as the enacted ordinances, adopted or approved resolutions and minutes of the meeting or session.

<b>Office or Division:</b>		Office of the Sangguniang Bayan		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizens G2G – Government to Government		
<b>Who may avail:</b>		Concerned Parties		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished FOI* Request Form		SB Office (Form)		
1 Valid ID				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the duly accomplished FOI Form	Examines and render decision** on the request  If approved, prepare the document  Advise the client to pay the required fees in the MTO	P 10.00/page <i>(Free if requesting party is a government entity or official)</i>	5 minutes	FOI Receiving Officer
Present Official Receipt and claim the requested document	Releases the document and record the same in the FOI logbook		3 minutes	FOI Receiving Officer
<b>TOTAL:</b>			<b>8 minutes</b>	

\* FOI – Freedom of Information. Access to government information is governed by Ordinance No. 2020-032 also known as the “FOI Ordinance of the Municipality of Anilao”.

\*\* Access to information shall be denied when the information falls under FOI exceptions



## II. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs)

Article 64 of the Implementing Rules and Regulations of RA 7160 provides for the procedures and guidelines for selection of representatives of People's Organizations, or Nongovernmental Organizations or the Private Sector in Local Special Bodies. The Sangguniang Bayan is mandated to call all community-based people's organizations or NGOs, including business and professional groups, and other similar aggregations to apply with the LGU for accreditation for membership in the local special bodies.

<b>Office or Division:</b>	Office of the Sangguniang Bayan
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizens
<b>Who may avail:</b>	Various CSOs existing and operating within the municipality
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Letter of Application	SB Office (Proforma application letter)
Duly accomplished application form	SB Office (Form)
Board resolution signifying intension for accreditation	Secretary of the organization
Certificate of Registration (SEC, DOLE, etc.)	SEC, DOLE or other agencies concerned
List of Current Officers and Members	Secretary of the organization
Minutes of the Annual Meeting of the immediately preceding year	Secretary of the organization
Annual Accomplishment Report for the immediately preceding year	Secretary of the organization
Financial Statement of the immediately preceding year	Treasurer of the organization
Copy of Constitution and By-Laws	Secretary of the organization
Original Sworn Statement stating that the CSO is an independent, non-partisan organization	Secretary of the organization



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits duly accomplished application form together with all documentary requirements	Receives and reviews the documents submitted	P 75.00 ( <i>accreditation forms</i> )	3 minutes	SB Secretary
	If complete, instruct the client to wait for the notice* of approval			
	Calendar the same for first reading on the immediately succeeding sanggunian session		1 minute	SB Secretary
	Refers to the Committee on Agriculture and Cooperatives for study and recommendation		2 minutes	Presiding Officer
	Renders recommendation via committee report		Within 2 weeks from the date of referral**	Committee on Agriculture and Cooperatives
	Upon approval, prepare resolution and certificate of accreditation and forward the same to the Presiding Officer for signature		20 minutes	SB Secretary
Notify the client of the availability of the accreditation papers	2 minutes	SB Staff		



Claims accreditation papers	Releases the document and record the same in the logbook		3 minutes	SB Staff
<b>TOTAL Maximum Processing Time</b>			<b>2 weeks and 46 minutes</b>	

\* *Electronic notice*

\*\* *Session Day is every Wednesday. As per Rule XIV, Section 1 of the Sangguniang Bayan Internal Rules of the Procedures (IRP), the committee shall promptly commence its work on any matter referred to it and terminate the same or submit its report, recommendation and/or resolution thereon to the Sanggunian, thru the Secretary, **not later than ten (10) working days from the date of receipt of the referral or endorsement.***

### III. REVIEW OF BARANGAY ORDINANCES AND RESOLUTIONS

Section 57 of RA 7160 provides that within ten (10) days after its enactment, the Sangguniang Barangay shall furnish copies of all barangay ordinances to the sangguniang bayan for review.

<b>Office or Division:</b>	Office of the Sangguniang Bayan
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Sangguniang Barangays

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For Barangay Annual Budget Ordinances</u>  Original copy of the Ordinance Original copy of Resolution Adopting the Annual Investment Plan (AIP) of the Barangay Original Copy of the AIP Letter-Endorsement from the Municipal Budget Officer	Sangguniang Barangay       Office of the Municipal Budget Officer



<p><u>For Barangay Supplemental Budget Ordinances</u></p> <p>Original copy of the Ordinance  Copy of Budget Preparation Form No. 4-C (Source of Funds and Appropriation)  Original copy of Resolution Adopting the Supplemental Annual Investment Plan of the Barangay  Letter-Endorsement from the Municipal Budget Officer</p>	<p>Sangguniang Barangay</p> <p>Office of the Municipal Budget Officer</p>
<p><u>For Barangay General, Special or Tax Ordinance</u></p> <p>Original copy of the Ordinance  Certified photocopy of attendance and minutes of public hearing  Letter-Endorsement of the Punong Barangay</p>	<p>Sangguniang Barangay</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Submits complete documentary requirements	Receives and reviews the documents submitted	none	3 minutes	SB Secretary
	If complete, Calendar the same for first reading on the immediately succeeding sanggunian session		1 minute	SB Secretary
	Refers to the Committee Ordinances and Legal Matters for study and recommendation		2 minutes	Presiding Officer
	Renders recommendation via committee report		Within 2 weeks from the date of referral*	Committee Ordinances and Legal Matters
	Upon approval, prepare resolution of review and forward the same to the Presiding Officer for signature		20 minutes	SB Secretary
	Send out resolution via Liga ng mga Barangay Office		5 minutes	SB Staff
TOTAL Maximum Processing Time			2 weeks and 24 minutes	

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#### IV. ISSUANCE OF MOTORIZED TRICYCLE OPERATORS' PERMIT (MTO)

The issuance of Motorized Tricycle Operator's Permit is a requirement of the Land Transportation Office (LTO) for the legal operation of motorized tricycle units within the area of jurisdiction of any local government unit or municipality. It is also a legal requirements for the renewal of vehicle registration at LTO.

<b>Office or Division:</b>	Office of the Sangguniang Bayan
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizens
<b>Who may avail:</b>	Any motorized tricycle operator or driver who is a resident of Anilao

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished Application Form	MTRFB, SB Office
Duly Accomplished Vehicle Inspection Form	MTRFB, SB Office
Barangay Clearance (original)	Barangay where the applicant reside
Police Clearance (original)	PNP Office
Certificate of Registration (photocopy)	LTO
Official Receipt (photocopy)	LTO
Insurance Policy (photocopy)	Insurance Company
Driver's License (photocopy)	LTO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits complete documentary requirements	Review accuracy and authenticity of the submitted documents  If found accurate, advise the client to pay the required fees in the MTO	Annual Fee: P 675.00; Filing Fee: P 330.00/unit; MTO: P 300.00; Municipal Sticker: P 50.00	5 minutes	MTRFB Secretary



Present Official Receipt	Prepare/process the MTOP  Endorse the MTOP accomplished form to the Office of the Municipal Vice Mayor (VM) for approval		15 minutes	MTFRB Secretary
			15 minutes	MTFRB Secretary/ Municipal Vice Mayor
Receives MTOP	Issue MTOP and record the same in the logbook		3 minutes	MTFRB Secretary
TOTAL:			38 minutes	