



OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXTERNAL SERVICES

1. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS

Pursuant to Article 62, Rule XIII of the Internal Rules and Regulations of the Local Government Code of 1991 (RA No. 7160), which mandates local government units to



promote the establishment and operation of Peoples' Organizations, Non-Governmental Organizations, and the private sector, to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects or activities of the local government unit, such as but not limited to membership in local special bodies and involvement in the delivery of basic services and facilities; and, to DILG Memorandum-Circular No. 2019-72, dated May 22, 2019, re – Guidelines on Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies

Office or Division:	Office of the Sangguniang Panlungsod	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Civil Society Organizations and Cooperatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application		Applicant Organization
2. Duly Accomplished Application Form		Records Division of Sanggunian Office
3. Board Resolution signifying intention for accreditation		Applicant Organization
4. Certificate of Registration or Accreditation		(SEC, DOLE, CDA, etc., or in case of IPOs, certification issued by the NCIP)
5. List of Current Officers and members		Applicant Organization
6. Original Sworn Statement stating that it is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interests through its membership in a local special body, after satisfying all the requirements and set criteria, PER THE Memo-Circular; and after securing a Certificate of Accreditation, issued by from the Sanggunian		Chief Executive Officer or equivalent officer of the applicant Organization
7. Minutes of the Annual Meetings of the immediately preceding year as certified by the Organization's Board Secretary (for existing Organization)		Applicant Organization's Board Secretary
8. Annual Accomplishment Report for the immediately preceding year (for existing organization)		Applicant Organization
9. Financial Statement (for existing organization)		Executive Officer of the applicant organization
10. Photocopy of Profile of at least 3 individuals in the Organization that will verify their involvement in education and		Applicant Organization



health services as prescribed in Sections 98 and 102 of RA No. 7160. (For Organizations applying to be member of the Local School and Health Boards)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	PRELIMINARY STEPS:			
	A. Call for Accreditation			
	A.1 Issue Notice of Call to all CSOs A.2 Post Notice of Call for Accreditation in at least 3 conspicuous places A.3 Invite all CSOs to participate in the accreditation and selection process		1 st Week of August	<i>SP, thru the Committee on Cooperatives, Civil Society Organizations, People Empowerment & Participation</i>
1. Sign-in in the Client's Log Book in the Office.	1. Hand in the Logbook and assist the client		1 minute	<i>Officer-of-the Day (Office of the Sangguniang Panlungsod)</i>
1. Submit duly accomplished Application Form and requirements (within the 2 nd week of August but not later than the last working day of the 3 rd week)	2. Receive the documents from the client and check for completeness		15 minutes	<i>Records Division</i>
	3. Undergo the following activities:			
	3.1 Calendar in the Agenda of the Regular Session		On the immediately following Regular Session	<i>SP Secretary Journal & Minutes Division SP Majority Leader</i>



	3.2 Refer to appropriate Committee/s for review during the Regular Session		Immediately after 1 st Reading	<i>Vice-Mayor and the SP Members</i>
3. Attend to Session or Hearing once requested by the Sanggunian/ Committee assigned	3.3 Conduct of Committee Hearing		Starting on the 3 rd week but not later than the last working day of August	<i>Committee on Cooperatives, Civil Society Organizations (CSOs) People Empowerment & Participation</i> <i>Resolution and Ordinances Division</i>
	3.4 Report by the Committee in the Regular Session		On the next Regular Session after final findings of the Committee	<i>Committee Chairman</i>
	3.5 If the matter is approved, prepare the resolution		5 working days	<i>SP Secretary</i>
4. Submit additional requirements, if needed	3.6 If disapproved or needs further review or clarifications, inform the applicant		1 day after instruction from the Committee	<i>SP Secretary</i>
	4 Number & record in the Book 4.1 Print the final version of the approved measure		1 hour	<i>Records Division</i> <i>Administrative Division</i>
	5 Sign the approved measures by all Signatories		4 working days	<i>Vice-Mayor & SP Members</i> <i>SP Secretary</i> <i>Records Division</i>
	6 Forward to the City Mayor for approval/ signature and affix official seal upon		15 minutes after completion of signatures	<i>SP Secretary</i> <i>Records Division</i>



	return of approved document			
5. Request for copies of approved measure and the Certificate of Accreditation	7 Issue the Order of Payment		1 minute	<i>Records Division</i>
5.1 Pay the required Fees	7.1 Receive Payment per Order of Payment	Accreditation Fee a. For original accreditation - Php500.00 b. For renewal of accreditation - -Php300.00 c. For certificate of accreditation Php200.00 (Pursuant to Art. C, Sec. 5C. 01 of Ordinance No. 2018-10, otherwise known as the Revenue Code of the City of Iriga)	15 minutes	<i>City Treasurer's Office (Windows 1 to 3)</i>
6. Receive copies of approved measure and the Certificate of Accreditation	8. Furnish the copy upon presentation of the Official Receipt for payment of fees		5 minutes upon request	<i>Records Division</i>
	9. Distribute the copies to concerned agencies/individuals concerned		30 minutes after receipt of the approved measure	<i>Records Division</i>



TOTAL:	For Original Accreditation – Php700.00 For renewal – Php500.00	Issue the Certificate of Accreditation before, but not later than, the last working day of August	
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2. HEARING OF ADMINISTRATIVE COMPLAINTS AGAINST ERRING ELECTIVE BARANGAY OFFICIALS



This is in the exercise of Quasi-Judicial function of the Sanggunian pursuant to Section 61(c) of the Local Government Code of 1991 (Republic Act No. 7160), which provides that “a complaint against any elective barangay official shall be filed before the Sangguniang Panlungsod whose decision shall be final and executory”

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Complainant/s to erring elective Barangay Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Verified Complaint (under Oath/Notarized) Copy furnished the Office of the Provincial Governor and the DILG		A Notary Public (an Attorney)		
3. Affidavits and other attachments, if any		Witness(es) to the complaint filed		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complainant/s sign-in in the Client's Log Book in the Office	1. Hand in the Logbook and assist the client	NONE	1 minute	<i>Officer-of-the-Day (Office of the Sangguniang Panlungsod)</i>
2. File the verified complaint after complying with the requirements	2. Verification of the documents 2.1 Receive the documents 2.2. Record in the book and number the Administrative Case 2.3. Issue the Order of Payment		30 minutes	<i>Secretary to the Sanggunian Assistant SP Secretary Records Division</i>
3. Payment of Fees	2.2 Receive Payment per Order of Payment	1. Filing Fee – Php1,500.00 2. Service Fee (Summons, Notices, Orders, etc.) – P500.00	30 minutes	<i>City Treasurer's Office (Windows 1 to 3)</i>



		<p>3. Research Fee – Php100.00</p> <p>(Pursuant to Art. D, Sec. 5D. 01 of Ordinance No. 2018-10, otherwise known as the Revenue Code of the City of Iriga)</p>		
	3. Calendar in the Agenda of the Regular Session		On the immediately following Regular session	<p><i>Secretary to the Sanggunian</i></p> <p><i>Journal and Minutes Division</i></p> <p><i>SP Majority Leader</i></p>
	4. Refer to the Committee on Barangay Affairs and Committee on Ordinances & Legal Matters (pursuant to Internal Rules of Procedure of 2019 of the SP)		Immediately after the 1 st Reading	<i>Vice-Mayor & SP Members</i>
	5. Require respondent to submit verified answer		Within 7 days after the administrative complaint is filed	<p><i>Committee on Barangay Affairs</i></p> <p><i>Committee on Ordinances and Legal Matters</i></p>
4. Respondent submit his verified answer within 15 days from receipt of	6. Receive the Verified answer		15 minutes	<p><i>Assistant SP Secretary</i></p> <p><i>Records Division</i></p>



the order from the Committees				
	7. May impose Preventive Suspension if it is prayed for in the complaint and when the evidence of guilt is strong		Any time after the issues are joined	<i>City Mayor</i>
5. Appears in the Formal Administrative Proceedings/ Hearing Proper/ Investigation	8. Committee commence formal hearing/ investigation		Starts within ten (10) days after receipt of the answer of the respondent	<i>Committee on Barangay Affairs</i> <i>Committee on Ordinances and Legal Matters</i> <i>Assistant SP Secretary</i>
	9. Terminate the investigation		Within Ninety (90) days from the start of investigation	<i>Committee on Barangay Affairs</i> <i>Committee on Ordinances and Legal Matters</i>
	10. Report the findings or recommendation of the Committee to the August Body in a Regular Session		Within Thirty (30) days after the end of the investigation	<i>Chairman, Committee on Barangay Affairs</i> <i>Committee on Ordinances and Legal Matters</i>
	11. Decision		After the Sanggunian En Banc has taken up the finding or recommendation of the committees	<i>Sanggunian En Banc</i>



	12. Forward the Written Decision to the City Mayor for execution		3 days after the written decision is prepared	<i>Vice-Mayor</i>
TOTAL:		Php2,100.00	Within 120 days from the time the respondent was formally notified of the case against him	



3. PASSAGE OF PROPOSED LEGISLATIVE MEASURE

Pursuant to Section 48 of the Local Government Code of 1991 (RA 7160), the Sangguniang Panlungsod, as the legislative body of the City, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the City and its inhabitants, hence, all requests for legislative measures shall be submitted to the Sanggunian.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Fifteen (15) copies of written request or document/s for inclusion in the Agenda, duly signed by the requesting person/official/sponsor			Submitted by the Requesting individual, organizations, Agencies, etc. Sponsoring Sangguniang Panlungsod Member	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in in the Client's Log Book in the Office (except for sponsoring SP Member)	1. Hand in the Logbook and assist the client	NONE	1 minute	<i>Officer-of-the-Day (Office of the Sangguniang Panlungsod)</i>
2. Submit the Request to the Receiving Officer and retain received copy	2. The Receiving Officer receives the document and check for completeness		15 minutes	<i>Records Division (Office of the Sangguniang Panlungsod)</i>
	3. Forward the same to the SP Secretary		15 minutes upon receipt	<i>Records Division</i>
	Undergo the following activities:			
	3.1 Calendar in the Agenda of the Regular Session		On the next Regular Session	<i>SP Secretary Journal & Minutes Division SP Majority Leader</i>
	3.2 Refer to appropriate Committee/s for review (if not urgent)		Immediately after 1 st Reading	<i>Sangguniang Panlungsod</i>



3. Attendance to Session or Hearing once requested by the Sanggunian or Committee/s	3.3 Conduct Committee/Public Hearing		Within 30 days after referral	<i>Committee Chairman</i> <i>Resolutions & Ordinances Division</i>
	3.4 Report by the Committee in the Regular Session		On the next Regular Session after final findings	<i>Committee Chairman</i>
4 Submit additional requirements, if needed	3.5 If disapproved or needs further review or clarifications, inform the sponsor/ requesting office/ agency/individual		Within one day after instruction from the committee	<i>SP Secretary</i>
	FOR RESOLUTIONS:			
	3.6 Prepare the resolution if approved		5 working days	<i>SP Secretary</i>
	FOR ORDINANCES:			
	3.6 Calendar in the Agenda under 3rd Reading if approved under 2 nd Reading		In the next Regular Session	<i>SP Secretary</i>
	4. Number & record in the Book 4.1 Print the final version of the approved measure		1 day	<i>Records Division</i> <i>Administrative Division</i>
	5. Sign the documents by all Signatories		4 working days	<i>Vice-Mayor & SP Members</i> <i>SP Secretary</i> <i>Records Division</i>
	6. Forward to the City Mayor for approval/ signature		15 minutes after completion of signatures	<i>SP Secretary</i> <i>Records Division</i>
	FOR RESOLUTIONS:			



	7. Upon return of the document, affix office seal and distribute the copies to concerned agencies/individual		15 minutes after receipt from the City Mayor	<i>Records Division</i>
4. Request for copies of approved measure	8 Furnish the copy upon request		5 minutes upon request	<i>Records Division</i>
	For ordinances and the resolutions approving the local development plans and public investment programs formulated by the local development councils:			
	8. Forward copies to the Sangguniang Panlalawigan for review or appropriate action		Within 3 days upon approval by the City Mayor	<i>SP Secretary</i>
	8.1 May amend or modify the same, if declared invalid, in whole or in part, based on the findings of the Sangguniang Panlalawigan		After receipt of the advise on action taken by the Sangguniang Panlalawigan	<i>Sangguniang Panlungsod</i>
	8.2 Post the Ordinance or Resolution in at least 2 conspicuous places of the City for at least 3 consecutive weeks		not later than five (5) days after approval thereof	<i>SP Secretary</i>
	8.3 Publish Ordinances with Penal Sanctions in a newspaper of general circulation within the province where the local legislative body concerned belongs		After final approval by the Sangguniang Panlalawigan	<i>SP Secretary</i>



	9. Distribute the copies to concerned agencies for dissemination		30 minutes after receipt of the approved measure	<i>Records Division</i>
TOTAL:		NONE		



4. RELEASE, UPON REQUEST, OF COPIES OF RESOLUTIONS, ORDINANCES, AND OTHER OFFICIAL RECORDS IN THE CUSTODY OF THE SECRETARY TO THE SANGGUNIAN

Pursuant to Section 48 of RA 7160, otherwise known the Local Government Code of the Philippines, the Sangguniang Panlungsod, as the Legislative Body, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the City and its inhabitants, hence, all requests for legislative measures shall be submitted to the Sanggunian. Considering this mandate, it is also the responsibility of the Office to inform the public of the measures it has passed and approved by furnishing copies of the same to concerned persons, offices, and the general public.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A request, preferably but not necessarily written, or may be a verbal request		From the requesting client		
2. Request Form properly filled-up		Records Division of the Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in in the Client's Log Book in the Office.	1. Hand in the Logbook and assist the client	None	1 minute	<i>Officer-of-the-Day (Office of the Sangguniang Panlungsod)</i>
2. Fill-Up the request form and submit the same to the Receiving Officer	3. Receive the Form	None	1 minute	<i>Records Division SP Secretary (Office of the Sangguniang Panlungsod)</i>
	4. Research for the requested document/s	None	30 minutes	<i>Records Division</i>
	5. Issue the Order of Payment	None		



3. Pay required fees	6. Receive Payment	<p>Secretary's Fee :</p> <ul style="list-style-type: none"> -For copies of the documents – from 1 to 5 pages – Php100.00 - In excess of 5 pages – Php5.00 per page -For certified copies - Php100.00 -For certified photocopy of similar records, documents and official acts of the SP – Php100.00 -For copies furnished to other offices/ branches of the City Government for official business – Free <p>(Pursuant to Ordinance No. 2018-10, otherwise known as the Revenue Code</p>	5 minutes	<p><i>City Treasurer's Office</i> <i>(Windows 1 to 3)</i></p>
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		of the City of Iriga)		
4. Present the Official Receipt to the Sanggunian Office	5. Record in the Outgoing Logbook and release the document/s		15 minutes	<i>Records Division</i>
TOTAL:		A minimum of Php100.00 depending on the number of pages	52 minutes	



5. REVIEW OF ANNUAL/SUPPLEMENTAL BARANGAY BUDGETS

Mandated pursuant to Section 333, Paragraphs (a) and (b) of the of RA 7160, otherwise known the Local Government Code of the Philippines (Review of Barangay Ordinances by the Sangguniang Panlungsod

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	36 Barangays of Iriga City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fifteen (15) copies of the Barangay Budget		Barangay Council of requesting Barangay		
2. Pre-Review by the City Budget Office		City Budget Office, Iriga City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Sign in in the Client's Log Book in the Office	1. Hand in the Logbook and assist the client	NONE	1 minute	<i>Officer-of-the-Day Sangguniang Panlungsod</i>
2. Submit the documents to the Receiving Officer and retain a file of received copy	2. Receive the documents from the client 2.1 Forward the documents to the SP Secretary		15 minutes	<i>Records Division (Office of the Sangguniang Panlungsod)</i>
	3. Undergo the following activities:		All the following steps should be accomplished within 60 days from receipt of Annual Barangay Budget	
	3.1 Calendar in the Agenda of the Regular Session		On the immediately following Regular Session	<i>Journal & Minutes Division SP Secretary SP Majority Leader</i>



	3.2 Refer to appropriate Committee/s for review		Immediately after 1 st Reading in a Regular Session	<i>Vice-Mayor & the Sangguniang Panlungsod</i>
3. Attends to Session or Hearing once requested by the Sanggunian or Committee	3.3 Conduct of Committee and/or Public Hearing		Within 30 days after referral	<i>Committee on Finance and Appropriation</i> <i>Committee on Barangay Affairs</i> <i>Resolutions and Ordinances Division</i>
	3.4 Report by the Committee in the Regular Session		On the next Regular Session after final findings of the Committees	<i>Committee Chairmen of the above Committees</i>
	3.5 If the matter is approved in the session send letter informing the Budget Office of the approval together with the submitted copies of the Barangay Budget		Immediately after the session	<i>SP Secretary</i>
	3.2 Prepare the resolution		5 working days	<i>SP Secretary</i>
4. Submit additional requirements, if needed	3.3 If disapproved or need further review or clarifications, inform the requesting barangay		Immediately after instruction from the Committees	<i>SP Secretary</i>
	4 Number & record in the Book and Print the final version of		1 hour	<i>Records Division</i> <i>Administrative Division</i>



	the approved measure			
	5 Sign the approved measures by all Signatories		4 working days	<i>Vice-Mayor & SP Members</i> <i>SP Secretary</i> <i>Records Division</i>
	6 Forward to the City Mayor for approval/ signature and affix official seal upon return of approved document		15 minutes after completion of signatures	<i>SP Secretary</i> <i>Records Division</i>
5. Request for copies of approved measure	7 Furnish the copy upon request by the applicant		5 minutes upon request	<i>Records Division</i>
	8. Distribute the copies to concerned agencies/individuals		30 minutes after receipt of the approved measure	<i>Records Division</i>
TOTAL:		NONE	Within 60 days after receipt of the Barangay Budget	



6. REVIEW OF BARANGAY ORDINANCES

Mandated pursuant to Section 57, Chapter III of RA 7160, otherwise known as the Local Government Code of 1991 (Review of Barangay Ordinances by the Sangguniang Panlungsod

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	36 Barangays of Iriga City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fifteen (15) copies of the Barangay Ordinance		Barangay Council of requesting Barangay		
2. Pre-Review by the City Legal Office		City Legal Office, Iriga City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sig- in in the Client's Log Book in the Office	1. Hand in the Logbook and assist the client	None	1minute	<i>Officer-of-the-Day Office of the Sangguniang Panlungsod)</i>
2. Submit the documents to the Receiving Officer and retain a file of received copy	2. Receive the documents from the client and check for completeness 2.1 Forward the documents to the SP Secretary	None	15 minutes	<i>Records Division (Office of the Sangguniang Panlungsod)</i>
	3. Undergo the following activities	None		
3. Attend to Session or Hearing once requested by the Sanggunian/ Committee assigned	3.1 Calendar in the Agenda of the Regular Session	None	On the immediately ensuing Regular Session	<i>Journal & Minutes Division SP Secretary SP Majority Leader</i>
	3.2 Refer to appropriate Committee/s for review during the Regular Session	None	Immediately after 1 st Reading in a	<i>Vice-Mayor and the SP Members</i>



			Regular Session	
	3.3 Conduct of Committee and/or Public Hearing	None	Within 30 days after referral	<i>Committee on Ordinances & Legal Matters</i> <i>Committee on Barangay Affairs</i> <i>Resolutions & Ordinances Division</i>
	6.4 Report by the Committee in the Regular Session	None	On the next Regular Session after final findings of the committees	<i>Committee Chairmen of the above Committees</i>
	6.5 If the matter is approved, prepare the resolution	None	5 working days	<i>SP Secretary</i>
5. Submit additional requirements, if needed	6.6 If disapproved or need further review or clarifications, inform the requesting barangay	None	Immediately after instruction from the Committee	<i>SP Secretary</i>
	7 Number & record in the Book and Print the final version of the approved measure	None	1 hour	<i>Records Division</i> <i>Administrative Division</i>
	8 Sign the approved measures by all Signatories	None	4 working days	<i>Vice-Mayor & SP Members</i> <i>SP Secretary</i> <i>Records Division</i>
	9 Forward to the City Mayor for approval/ signature and affix official seal upon return of approved document	None	15 minutes after completion of signatures	<i>SP Secretary</i> <i>Records Division</i>



4 Request for copies of approved measure	7. Furnish the copy upon request by the applicant	None	5 minutes upon request	<i>Records Division</i>
	8. Distribute the copies to concerned agencies/individuals	None	30 minutes after receipt of the approved measure	<i>Records Division</i>
TOTAL		None	Within 30 days from receipt of the barangay ordinance	