



**OFFICE OF THE VICE MAYOR/ SANGGUNIANG PANLUNGSOD**  
3<sup>rd</sup> Floor, Tabaco City Hall Annex Building

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
<b>RECEIVING OF COMMUNICATIONS/ LETTERS/ DOCUMENTS</b>	1	Receiving and Recording	5 minutes	1. Communications/ Letters/ Documents	<ul style="list-style-type: none"> <li>Lanie P Cardiaño</li> <li>Gabrielle Ven L. Buban</li> </ul>	None	G2C G2B G2G	Simple
<b>REQUEST FOR CERTIFIED TRUE COPIES OF RESOLUTIONS, ORDINANCES, CERTIFICATIONS, MINUTES, JOURNAL OF PROCEEDINGS AND OTHER RELATED LEGISLATIVE DOCUMENTS</b>	1	Requests for Sangguniang Panlungsod documents by filling out the request form Receives request Reviews the submitted documents If documents are complete, requests is entered in the logbook for legislative action Searches and verifies the requested document/s from files if available, informs the requesting party Determines the amount to be paid by the client	5 - 10 minutes	<ol style="list-style-type: none"> <li>Valid ID</li> <li>Document Request Form</li> <li>Letter, if available</li> </ol>	<ul style="list-style-type: none"> <li>Lanie P. Cardiaño</li> <li>Gabrielle Ven L. Buban</li> <li>Jefferson C. De Leon</li> <li>Rhea Zabala</li> <li>Dixther B. Baloloy</li> </ul>	None	G2C G2B G2G	Simple
	2	Proceeds to the City	10 - 15		<ul style="list-style-type: none"> <li>Revenue</li> </ul>	Please see		



		Treasurers Office for Payment Instructs client to proceed to the City Treasurer's Office for payment and advices to return for the release of requested document/s	minutes		Collection Clerk	Secretary's Fee* below		
	3	Presents the OR Signing and sealing of the requested documents after presentment of OR re: payment	3 - 5 minutes		<ul style="list-style-type: none"> <li>Lanie P Cardíño</li> <li>Gabrielle Ven L. Buban</li> </ul>			
	4	Receives the Document/s Releases the requested document/s to the client	3 - 5 minutes		<ul style="list-style-type: none"> <li>Lanie P Cardíño</li> <li>Gabrielle Ven L. Buban</li> </ul>			

<b>SECRETARY'S FEE*</b>	
<b>Pursuant to the City Ordinance No. 020-2018 of the City of Tabaco or the "Tabaco City Revenue Code", pp.152-154</b>	
A. For every page or fraction thereof <ul style="list-style-type: none"> <li>Computerized/e-copy(not including the certification)</li> </ul>	G2C/G2B - P 20.00 G2G - P 10.00
B. For each certificate of correctness written on the copy or attached thereto <ul style="list-style-type: none"> <li>With Seal of Office</li> </ul>	G2C/G2B - P 20.00 G2G - P 10.00



<ul style="list-style-type: none"> <li>Without Seal of Office</li> </ul> <p>C. For certified copies of any papers, records, decrees, judgement or entry on which any person is entitled to demand and receive a copy (in connection with the judicial proceedings) for each page</p> <p>D. Photocopy or any other copy produced by copying machine per page</p> <ul style="list-style-type: none"> <li>Long size</li> <li>Short Size</li> </ul>	<p>G2C/G2B - P 100.00  G2G - P 50.00  G2c/G2B - P 80.00  G2G - P 100.00</p> <p>G2G - P 2.00  - P 3.00</p> <p>G2C/G2B - P 3.00  (long and short size)</p>
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SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
<b>EXTERNAL SERVICES</b>							
<b>FILING OF ADMINISTRATIVE DISCIPLINARY CASES AGAINST ELECTIVE BARANGAY OFFICIAL</b>	1	Files verified complaint to the office of the Secretary to the Sangguniang Panlungsod Initial evaluation of the verified complaint with the attached certificate of non-forum shopping	3 - 5 minutes	Verified complaint (2 original copies, 2 photocopies)	Glenda B. Pantí	None	G2C G2B G2G  Complex
	2	Proceeds to the City Treasurers office for payment of the filing fee	10 - 15 minutes		Revenue Collection Clerks	P1000.00 (Pursuant to City	



		Instructs client to proceed to the City Treasurer's Office for payment and advice to return for the evaluation of submitted document/s				Ordinance No. 012-2014 or the "Rules of Procedures of the Sangguniang Panlungsod of Tabaco City on Administrative Investigation", page 3)		
	3	<p>Presents OR to SP Frontline Desk Entry of the complaint to the Logbook of Communications received by the Sangguniang Panlungsod</p> <p>Evaluation of the submitted documents and transmittal of the same to the Office of the City Mayor, Office of the City Vice Mayor as well as to the office of the Local Government Officer for their information and perusal within 48 hours</p>	<p>3 - 5 minutes</p> <p>10 - 15 minutes</p>		<p>Lanie Cardíño</p> <p>Glenda B. Panti</p>	None		



	<p>Inclusion in the Agenda for the Next Regular Session</p> <p>3 minutes</p> <p>Conduct of Regular Session</p> <p>Refers to the appropriate committee</p> <p>1 - 2 hours</p> <p>Serving of the Summons to the Respondent submit Verified Answer, copy furnished to the Complainant</p> <p>2 minutes</p> <p>1 hour</p>			<p>Glenda Panti Jefferson C. De Dios Rhea B. Zabala</p> <p>Sangguniang Panlungsod</p> <p>City Vice Mayor/ Presiding Officer</p> <p>Glenda Panti Juan B. Camu</p>			
4	<p>Submits the Verified Answer</p> <p>Within fifteen (15) days from the receipt of the summon, the Respondent shall submit his/her verified answer and the office will evaluate the submitted documents and transmit the same to the office of the City Local Government Officer for</p>	10 minutes		Glenda B. Panti	None		



	<p>their information and perusal</p> <p>Inclusion in the Agenda for the next Regular Session</p> <p>Conduct Regular Session</p> <p>Refers to the appropriate Committee</p>	<p>3 minutes</p> <p>1 - 2 hours</p> <p>2 minutes</p>		<p>Glenda B. Panti</p> <p>Jefferson C. de Dios</p> <p>Rhea B. Zabala</p> <p>Sangguniang Panglungsod</p> <p>City Vice Mayor/ Presiding Officer</p>			
5	<p>Investigation Proper Commencement of Investigation by the Disciplining Authority and evaluation of documents at hand</p> <p>Preliminary Conference shall be conducted within 10 days from the determination of a prima facie case and Notice of</p>	<p>30 minutes to 1 hour</p> <p>10 - 15 minutes</p>	None	<p>Committee on Investigating Authority</p> <p>Committee on Investigating Authority</p> <p>Glenda Panti</p>			



	<p>Preliminary Conference shall be transmitted to both parties</p> <p>Issuance of Preliminary Conference Order to both parties citing what transpired and agreed upon during the Preliminary Conference</p> <p>If the parties had not amicably settled their issue, hence, a Formal Investigation would commence, and they shall be notified at least five(5) days before the scheduled date of hearing. The notice shall specify the time, date, and place of hearing.</p> <p>Submission of Memoranda/ Position Paper by both parties</p> <p>Rendition of the Decision after the report of the investigating authority</p> <p>Preparation of the</p>	<p>1 hour</p> <p>10 - 15 minutes</p> <p>3 - 5 minutes</p>		<p>Glenda B. Panti Juan B. Camu</p> <p>Committee on investigating authority Glenda Panti</p> <p>Glenda Panti</p> <p>Committee on</p>			
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	<p>Notice of Decision and its inclusion to the next Regular Session for nominal voting and transmittal of the copies thereof for finality of decision</p> <p>Preparation of the Final Approved Decision through a Resolution</p> <p>Review and affix signature</p> <p>Transmittal of the copies thereof to the complainant, respondent and to the concerned offices</p>	<p>30 minutes - 1 hour</p> <p>30 minutes - 1 hour</p> <p>2 days</p> <p>30 minutes</p> <p>1 hour</p>		<p>Investigating Authority</p> <p>Glenda Pantí Jefferson C. De Dios Rhea B. Zabala</p> <p>Glenda B. Pantí Jefferson De Dios</p> <p>Members of the Investigation Authority Glenda B. Pantí City Vice Mayor/ Presiding Officer</p> <p>Juan B Camu</p>			
<b>INTERNAL SERVICES</b>							





<b>APPROVAL OF CITY ORDINANCES</b>	1	Submits copy of the draft proposed ordinance	3 - 5 minutes	Draft copy of the proposed Ordinance	Lanie P Cardíño Gabrielle Ven L. Buban	None	G2G	Highly Technical
		Records the proposed Ordinance in the Logbook	3 - 5 minutes		Glenda B Panti Jefferson C De Dios			
		Inclusion of the proposed measure in the Order of Business of the Agenda for the next Regular Session			Proponent			
		First Reading of the proposed Ordinance	2 minutes					
		Refers to the concerned committee	3 minutes		City Vice Mayor/ Presiding Officer			
		Conducts public hearing/consultation, whenever needed	1 day		Proponent/ Referred Committee			
		Rendition of Committee Report	7 - 10 days		Proponent/ Referred Committee			
		Schedules for Second Reading as well as Third and Final Reading	1 hour		Proponent/ Referred Committee			
Preparation, preliminary review and editing of the								



	final draft of the Ordinance	1 - 2 days		Glenda Panti Jefferson C De Dios			
	Final review and printing of the Ordinance						
	Signature of the proponent/s. Secretary to the Sangguniang Panlungsod and the Presiding Officer to the Ordinance	30 minutes - 1 hour		Glenda B. Panti Jefferson C De Dios			
	Transmittal to the City Mayor of the copy of the proposed Ordinance for approval	1 - 2 hours		Jefferson De Dios			
	Approval of the City Mayor	3 minutes		Glenda B. Panti Rhea B. Zabala Candy B. Sabando			
	Once approved, copies of the Ordinance are thereby transmitted to the Sangguniang Panlalawigan of Albay for review	10 calendar days		City Mayor			
	Review of the Ordinance	3 minutes		Glenda B. Panti Rhea B. Belga			



		<p>Posting of the Ordinance at the three (3) conspicuous places of the city</p> <p>30 calendar days</p> <p>Publication of the Ordinance in a newspaper of local circulation</p> <p>10 days</p> <p>Transmittal of the copies of the Ordinance to concerned offices</p> <p>15 days</p> <p>5 minutes</p>		<p>Sangguniang Panlalawigan of Albay</p> <p>Juan B. Camu</p> <p>Glenda B. Pantí Rhea B. Zabala</p> <p>Candy B. Sabando Reil P. Marinda Dixher B. Baloloy</p>				
<b>APPROVAL OF RESOLUTIONS</b>	1	<p>Submits copy of the draft proposed Resolution</p> <p>Records the proposed Resolution in the logbook</p> <p>Inclusion of the proposed measure in</p>	<p>3 - 5 minutes</p> <p>3 - 5 minutes</p>	<p>Draft Copy of the Resolution</p> <p>Preliminary Review of the City Budget</p> <p>Officer for Barangay Appropriations</p> <p>Copy of</p>	<p>Lanie Cardíño Gabrielle Ven L. Bubán</p> <p>Glenda B. Pantí Jefferson C De Dios</p>	None	G2G	Simple



	the Order of Business of the Agenda for the next Regular Session		Barangay Ordinance for review with transmittal (1 original copy)	Proponent			
	First Reading of the proposed Resolution	2 minutes	Minutes of the Public Hearing held by the barangay	City Vice Mayor/ Presiding Officer			
	Refers to the concerned committee	3 minutes	Attendance of the Public Hearing	Proponent			
	Approval of the proposed Resolution	3 minutes		Glenda B. Pantí Jefferson C De Dios			
	Preparation, preliminary review and editing of the final draft of the Resolution	1 - 2 days		Glenda B. Pantí Jefferson C De Dios			
	Printing of the final copy of the Resolution	30 minutes - 1hr		Jefferson D. Dios			
	Signature of the proponent/s, Secretary to the Sangguniang Panlungsod and the Presiding Officer	1 - 2 hours		Glenda B. Pantí			
	Transmittal to the City Mayor, if applicable, the copy of the Resolution for approval						



		Approval of the City Mayor	3 minutes		Rhea B. Zabala Candy B. Sabando			
		Transmittal of the copies of the Ordinance to concerned offices	10 calendar days		City Mayor			
			5 minutes		Candy B. Sabando Reil P. Marinda Dixther B. Baloloy			
<b>PASSAGE OF AN APPROPRIATION ORDINANCE</b>	1	Submits copy of the request for the passage of an Appropriation Ordinance Stamps "Received" and records the request in the logbook	3 - 5 minutes	Copy of the proposed Executive Budget, Supplemental Budget Augmentation of Funds containing the amount	Lanie P. Cardíño Gabrielle Ven L. Buban			
		Inclusion of the request in the Order of Business of the Agenda for the next Regular Session	3 - 5 minutes		Glenda B. Panti Jefferson C. De Dios			
		First reading of the proposed Appropriation Ordinance	2 minutes		Proponent			



	Refers to the concerned committee	3 minutes		City Vice Mayor/ Presiding Officer			
	Conducts committee hearing	2 days		Referred Committee			
	Renders committee report to the plenary for adoption and approval	5 - 10 minutes		Referred Committee			
	Approves on Second, Third and Final Reading	1 - 2 hours		Sangguniang Panlungsod			
	Preparation, preliminary review and edit of the draft of the Appropriation Ordinance	30 minutes to 1 hour		Glenda B. Pant Jefferson C De Dios			
	Final review and printing of the Appropriation Ordinance	1 - 2 days		Glenda B Pant Jefferson C De Dios			
	Signature of the proponent/s, Secretary to the Sangguninang Panlungsod and the	1 - 2 hours		Jefferson C. De Dios			



	<p>Presiding Officer</p> <p>Transmits to the City Mayor the copy of the Appropriation Ordinance for approval</p> <p>Approval of the City Mayor</p> <p>Appropriation Ordinances authorizing the augmentation of funds for various offices of the city government need not to be transmitted to the Sangguniang Panlalawigan of Albay for Review. Thereby, copies thereof will be transmitted to the offices concerned</p> <p>Affixes dry seal on four(4)copies the Appropriation Ordinance authorizing the Annual Budget of the LGU as well as the Supplemental Budget, if</p>	<p>3 minutes</p> <p>10 calendar days</p> <p>10 minutes</p> <p>4 minutes</p>		<p>Glenda B. Pant Rhea B. Zabala Candy B. Sabando</p> <p>City Mayor</p> <p>Glenda B. Pant Candy B Sabando Dixther B. Baloloy</p> <p>Dixther B. Baloloy</p>			
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		<p>there's any</p> <p>Transmits the copies of the Appropriation Ordinance to the City Budget Office, Sangguniang Panlalawigan of Albay and the Albay Provincial Budget Office for review</p> <p>Review at the Sangguniang Panlalawigan of Albay and the Albay Provincial Budget Office</p> <p>Transmits the copies of the Appropriation Ordinance to the concerned offices after the review</p>	<p>5 minutes</p> <p>90days</p> <p>10 minutes</p>		<p>Candy B. Sabando Juan B. Camu</p> <p>Sangguniang Panlalawigan of Albay Albay Provincial Budget Office</p> <p>Candy B. Sabando Reil P. Marinda Dixther B. Baloloy</p>				
<b>PASSAGE OF A RESOLUTION</b>	1	Submits the required documents:	3 - 5 minutes	Preliminary Review of the					





<b>PERTAINING TO ORDINARY REVIEW OF LOWER SANGGUNIAN'S ORDINANCES AND RESOLUTIONS</b>	For barangay Annual Budget a. Three (3) copies of the barangay Annual Budget with the attached preliminary review from the City Budget Officer In case of barangay ordinance for review a. One (1) original copy of the barangay ordinance b. Minutes and attendance of the Public Hearing conducted		City Budget Officer for Barangay Appropriations Copy of Barangay Ordinance for review, with transmittal (1 original copy) Minutes of the Public Hearing held by the Barangay Attendance of the Public Hearing			
	Receives and records the barangay legislative measures requested for review	3 - 5 minutes		Lanie P. Cardiño Gabrielle Ven L. Buban		
	Inclusion of the proposed measure in the Order of Business of the Agenda for the next Regular Session	3 - 5 minutes		Glenda B. Pantí Jefferson C De Dios		
	First Reading of the proposed Resolution	2 minutes		Proponent		
	Refers to the concerned committee	3 minutes		City Vice Mayor/		



		<p>Conducts committee hearings</p> <p>Renders committee report to the plenary for adoption and approval</p> <p>Preparation, preliminary review and editing of the final draft of the Resolution</p> <p>Final review and printing of the Resolution</p> <p>Signature of the proponent/s, Secretary to the Sangguniang Panlungsod and the Presiding Officer</p> <p>Transmits copies of the Resolution to the concerned barangay</p>	<p>30 minutes -1 hour</p> <p>1 - 2 days</p> <p>30 minutes - 1 hour</p> <p>1 - 2 hours</p> <p>45 minutes</p> <p>30 minutes</p>		<p>Presiding Officer</p> <p>Proponent</p> <p>Glenda B. Pantí Jefferson C. De Dios</p> <p>Glenda B. Pantí Jefferson C. De Dios</p> <p>Jefferson C. De Dios</p> <p>Glenda B. Pantí City Vice Mayor Sangguniang Panlungsod</p> <p>Candy B. Sabando Reil p. Marinda Dixther B. Baloloy</p>			
	2	If the barangay	30 minutes		Lanie P			



	Ordinance was returned with comments, the Sangguniang Barangay will resubmit the corrected copy of their Ordinance			Cardiño Gabrielle Ven L. Buban			
	Stamps "received and records the document"	3 - 5 minutes		Glenda B. Pantí Jefferson Ven L. Buban			
	Inclusion of the proposed measure in the Order of Business of the Agenda for the next Regular Session	2 minutes		Proponent			
	First Reading of the proposed Resolution	3 minutes		City Vice Mayor			
	Refers to the concerned committee	30 minutes - 1 hour		Referred Committee			
	Conducts committee hearings	1 - 2 days		Referred Committee			
	Renders committee report to the plenary for adoption and approval	30 minutes - 1 hour		Glenda B. Pantí Jefferson C. De Dios			



	Preparation, preliminary review and editing of the final draft of the Resolutions	1 - 2 hours		Jefferson C. De Dios			
	Final review and printing of the Resolution	30 minutes					
	Signature of the proponent/s, Secretary to the Sangguniang Panlungsod and the Presiding Officer						
	Transmits copies of the Resolution to the concerned barangay	30 minutes					