

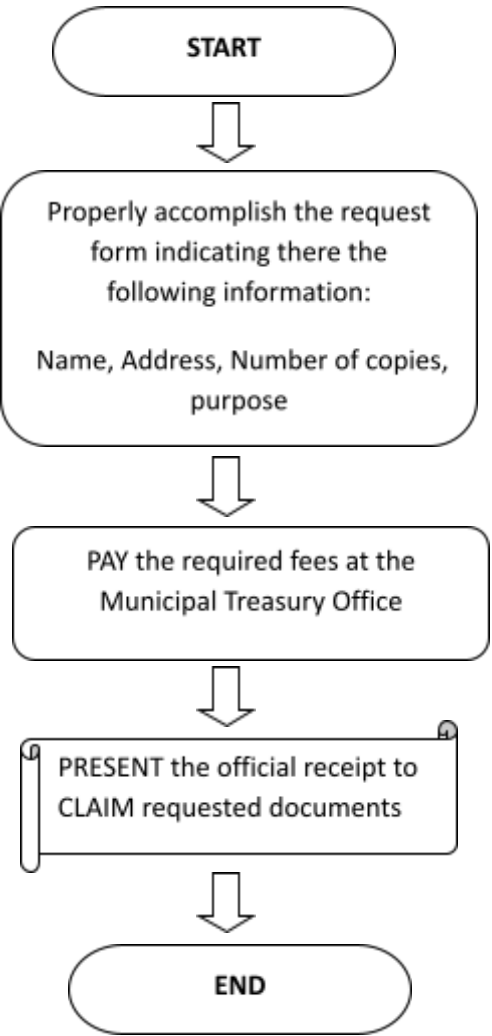
ISSUANCE OF COPY/IES OF THE SANGGUNIANG BAYAN DOCUMENTS

Availability of the Service: Monday to Friday 8:00AM to 5:00PM NO NOON BREAK

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON'S/ RESPONSIBLE
1	PROPERLY ACCOMPLISH the Request Form indicating there in the following information a. Name b. Address c. Number of Copies d. Purpose	SEARCH for the requested documents	5 minutes	Mr. Edward Juanito
		COMPUTED/DETERMINE the corresponding amount to be paid and advise client to pay at the municipal treasury office	2 minutes	Ms. Florence Budas
		RECORD the request in the logbook		
2	PAY the required fees at the Municipal Treasury Office	ISSUE Official Receipt	6 minutes	Revenue Collection Clerk
3	PRESENT the official receipt to CLAIM requested documents	RECEIVE the OR and RELEASE the requested documents	2 minutes	Mr. Edward Juanito
MAXIMUM PROCESSING TIME = 15 minutes				

Note: Waiting time is not included in the process

FLOW CHART ON THE ISSUANCE OF COPY/COPIES OF THE SANGGUNIANG BAYAN DOCUMENTS



ONLINE ISSUANCE OF COPY/IES OF THE SANGGUNIANG BAYAN DOCUMENTS

Availability of the Service: Monday to Friday 8:00AM to 5:00PM NO NOON BREAK

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON'S/ RESPONSIBLE
1	PROPERLY ACCOMPLISH the Online Request Form indicating there in the following information a. Name b. Address c. Number of Copies d. Purpose	RECEIVE request (email; website;webapp) SEARCH for the requested documents	5 minutes	Mr. Bernabe C. Saingan
		COMPUTED/DETERMINE the corresponding amount to be paid and advise client to pay at the municipal treasury office ACCOUNT NUMBER via LANDBANK.	2 minutes	Ms. Jovie Balli
2	PAY the required fees	CONFIRM the payment if received via LandBank Account.	6 minutes	Revenue Collection Clerk
3	SEND the scanned official receipt issued by the Bank to CLAIM requested documents via email.	RECEIVE the scanned OR and RELEASE/send the requested documents	2 minutes	Mr. Bernabe Saingan

MAXIMUM PROCESSING TIME = 15 minutes

Note: Waiting time is not included in the process

