

SANGGUNIANG BAYAN OFFICE CITIZENS' CHARTER

SANGGUNIANG BAYAN OFFICE CITIZENS' CHARTER	It will Take	RESPONSIBLE PERSONNEL/OFFICIALS
<p>Barangay Ordinances/Budget/Incoming Communications:</p> <ul style="list-style-type: none"> > Receives and reviews as to completeness of the required documents and record them in a logbook for inclusion in the order of business for approval of the council. > Calendars under the Communications of the Agenda; undergo referrals, committee hearings, study and deliberations before recommending for approval. 	<p>5 minutes</p> <p>succeeding sessions</p>	<p>Carina C. Aldover - SB Secretary Christian L. Balitaan - LLSA II</p> <p>Carina C. Aldover - SB Secretary Chairperson, Comm. on Rules, Privileges & Legal Matters</p>
<p>Approved Barangay Budget/Barangay Ordinances:</p> <ul style="list-style-type: none"> > Prepares resolutions approving barangay budget and/or barangay ordinances, affix official seal and releases to concerned signatories once signed by the officials. 	<p>10 minutes</p>	<p>Carina C. Aldover - SB Secretary Christian L. Balitaan - LLSA II</p>
<p>Request for accreditation of POs, NGOs and other Associations:</p> <ul style="list-style-type: none"> > Receives and reviews as to completeness of the documents as required in Municipal Ordinance No. 2010-07; record in the logbook and include in the order of business. > Calendars under the Communications of the Agenda; undergo referrals, committee hearings, study and deliberations before recommending for approval. > Releases resolutions accrediting the NGOs, POs & Ass. after duly signed by the concerned signatories, affixing the official seal 	<p>5 minutes</p> <p>succeeding sessions</p> <p>5 minutes after duly signed</p>	<p>Carina C. Aldover - SB Secretary Christian L. Balitaan - LLSA II Czar Augustus F. Vieña - Admin. Aide III</p> <p>Carina C. Aldover - SB Secretary Chairpeson, Comm. on Rules, Privileges & Legal Matters</p> <p>Carina C. Aldover - SB Secretary Christian L. Balitaan - LLSA II Czar Augustus F. Vieña - Admin. Aide III</p>
<p>Request for resolution approving Subdivision Plans:</p> <ul style="list-style-type: none"> > Receives and reviews as to completeness of the required documents and record them in a logbook for inclusion in the order of business for approval of the council. > Calendars under the Communications of the Agenda; undergo referrals, committee hearings, study and deliberations before recommending for approval. > Releases resolutions approving Subdivision plans once signed by the concerned 	<p>5 minutes</p> <p>succeeding sessions</p>	<p>Carina C. Aldover - SB Secretary Christian L. Balitaan - LLSA II</p> <p>Carina C. Aldover - SB Secretary Chairperson, Comm. on Rules, Privileges & Legal Matters</p>

<p>signatories, affixing the official seal of the office and after paying the appropriate payment as stated in Municipal Ordinance No. 2010-06 (<i>Subdivision fee - P 1,000.00 - P 5,000.00 as determined by the Comt. on Ways and Means</i>)</p>	<p>5 minutes after duly signed</p>	<p>Carina C. Aldover - SB Secretary Christian L. Balitaan - LLSA II Czar Augustus F. Vieña - Admin. Aide III</p>
<p>Issuance of Tricycle Franchise/Renewals:</p> <ul style="list-style-type: none"> > Interviews and advises tricycle operators of the prescribed size of the side cars- height =45" and width = 42" as stated in No. 4, Section 3Y.08 Rules and Regulations of the Revised Revenue Code of 2010 of Puerto Galera and advises to attend orientation during Wednesday, 8:00 A.M. > Issues schedule of franchise payment prescribed in Chapter 6 Section 22 of Municipal Ordinance No. 014-2019 > Releases certificate of franchise from the Tricycle Franchising and Regulatory Board (TFRB) after duly signed by the MTFRB Chairperson, Municipal Engineer and MTFRB Secretary. <p>Request for copies of Approved Resolutions/Ordinances/Journals/etc.</p> <ul style="list-style-type: none"> > Receives requests and releases to requesting persons, office and/or agencies upon payment of prescribed fees as stated in Article G. Section 4G.01 of the Revised Revenue Code of 2010. 	<p>5 minutes</p> <p>5 minutes</p> <p>10 minutes</p>	<p>Carina C. Aldover - SB Secretary Anne Christine Y. Cual - Admin. Aide III</p> <p>Anne Christine Y. Cual - Admin. Aide III</p> <p>Anne Christine Y. Cual - Admin. Aide III Czar Augustus F. Vieña - Admin. Aide III Raymund E. de Jesus - Casual/Tricycle Franchising Freia Lyne A. Geronimo - Casual/Admin. Aide <i>MTFRB Chairperson</i>, Coun. Ricardo B. Ilagan</p> <p>Carina C. Aldover - SB Secretary Christian L. Balitaan - LLSA II Czar Augustus F. Vieña - Admin. Aide III</p>