

**Office of the Sangguniang
Bayan**

External & Internal Services



VISION

The Sangguniang Bayan of Tantaran imploring the aid of the Almighty, commits to work as one in order to provide effective and efficient legislation with integrity, transparency and accountability.

MISSION

To exercise power vested by the Local Government Code of 1991 and to support the Executive Department in the implementation and accomplishment of its mission.

LIST OF SERVICES:

EXTERNAL

1. Application of Motorized Tricycle Operator's Permit (MTOP)
2. Renewal of Motorized Tricycle Operator's Permit (MTOP)
3. Dropping/Cancellation of Motorized Tricycle Operator's Permit (MTOP)
4. Availing copies of Records of Public Documents
5. Request for Legislative Action on Complaints/Appealed Cases Filed Against Officials of Component LGUs and Various Concerns Lodged by Private Entities/Individuals
6. Request for Review of Annual Budget of Barangay
7. Request for Review of Ordinance of Barangay
8. Request for Review of Supplemental Budget of Barangay

INTERNAL

1. Request for Enactment of the Annual Budget of the Municipality
2. Request for Enactment of the Supplemental Budget of the Municipality
3. Request for a Passage of Resolution

EXTERNAL SERVICES

1. APPLICATION OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPO)

Article 100, (3), (vi) of Rules and Regulation Implementing the Local Government Code of 1991 provides that the Sanggunian, subject to the guidelines prescribed by the Department of Transportation and Communication, regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle owner/driver who are applying for Tricycle Operator's Permit			
Checklist of Requirements				Where to Secure
1. Notarized Application Form 2. 2 xerox copies of Certificate of Registration 3. 2 xerox copies of Original Receipt (Official Receipt of LTO) 4. 1 xerox copy of vehicle insurance 5. 1 copy each (back and front picture of vehicle) 6. Barangay Clearance 7. 1 folder long 8. Sketch Plan of Garage 9. Deed of Sale for Transfer of Unit				Sangguniang Bayan Office/Law Office Owner Owner Owner Owner Barangay Hall Owner Owner Law Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/comply all necessary requirements	1. Issuance of list of requirements	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
2. Submit necessary requirements	2. Receive the requirements	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
3. Present Tricycle for inspection	3. Conduct inspection of tricycle unit as to the compliance to the requirement (every 3 rd Wednesday of the month)	None	10 minutes	<i>SB Member on Transportation</i> Sangguniang Bayan Office
4. Pay appropriate fees	4. Issue Official Receipt	₱530.00	10 minutes	<i>Marilyn A. Dela Cruz/Renila G. Derla</i> Revenue Collection Clerk Office of the Municipal Treasurer
5. Approval of Franchise	5. Conduct sessions for the approval of franchise	None	1 month	<i>Sangguniang Bayan Members</i> Sangguniang Bayan Office

	5.1 Preparation of MTOP Permit			
6. Approval of MTOP Permit	6. Transmit to Mayor's Office for approval	None	1 day	<i>Timee Joy G. Torres-Gonzales Municipal Mayor Office of the Municipal Mayor</i>
7. Received MTOP	Record the issuance of MTOP	None	5 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan Office</i>
8. End of Transaction				
TOTAL:		₱530.00	1 month, 8 hours & 35 minutes	

2. RENEWAL OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

Article 100, (3), (vi) of Rules and Regulation Implementing the Local Government Code of 1991 provides that the Sanggunian, subject to the guidelines prescribed by the Department of Transportation and Communication, regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle owner/driver who are applying for Tricycle Operator's Permit			
Checklist of Requirements		Where to Secure		
1. Notarized Application Form 2. Latest Xerox copies of Original Receipt (Official Receipt LTO)		Sangguniang Bayan Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/comply all necessary requirements	1. Issuance of list of requirements	None	5 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan Office</i>
2. Submit necessary requirements	2. Receive the requirements	None	5 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan Office</i>
3. Present Tricycle for inspection	3. Conduct inspection of tricycle unit as to the compliance to the requirement (every 3 rd Wednesday of the month)	None	10 minutes	<i>SB Member on Transportation Sangguniang Bayan Office</i>

4. Pay appropriate fees	4. Issue Official Receipt	₱530.00	10 minutes	<i>Marilyn A. Dela Cruz/Renila G. Derla</i> Revenue Collection Clerk Office of the Municipal Treasurer
5. Approval of Franchise	5. Prepare MTOP for Vice Mayor & Mayor's signature	None	1 month	<i>Sangguniang Bayan Members</i> Sangguniang Bayan Office
6. Approval of MTOP Permit	6. Transmit to Mayors Office for approval	None	1 day	<i>Timee Joy G. Torres-Gonzales</i> Municipal Mayor Office of the Municipal Mayor
7. Received MTOP	Record the issuance of MTOP	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
7. End of Transaction				
TOTAL:		₱530.00	1 month & 35 minutes	

3. DROPPING/CANCELLATION OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

Article 100, (3), (vi) of Rules and Regulation Implementing the Local Government Code of 1991 provides that the Sanggunian, subject to the guidelines prescribed by the Department of Transportation and Communication, regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle owner/driver who are applying for Tricycle Operator's Permit			
Checklist of Requirements		Where to Secure		
1. Notarized Application Form 2. Xerox Copies of MTOP		Sangguniang Bayan Office Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized application for cancellation or dropping of franchise	1. Prepare MTOP Cancellation/Dropping of franchise	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
2. Pay appropriate fees	2. Issue Official Receipt	₱530.00	10 minutes	<i>Marilyn A. Dela Cruz/Renila G. Derla</i> Revenue Collection Clerk

				<i>Office of the Municipal Treasurer</i>
3. Received MTOP Cancellation/Dropping	3. Record the issuance of MTOP	None	5 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan Office</i>
4. End of Transaction				
TOTAL:		₱530.00	20 minutes	

4. AVAILING COPIES OF RECORDS OF PUBLIC DOCUMENTS

Section 469, ©, (5) of the Local Government Code of 1991 provides that furnish, upon request of any interested party, certified copies of records of public character in custody, upon payment to the treasurer of such fees as may be prescribed by ordinance..

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
Checklist of Requirements	Where to Secure			
1. Request Letter/Form	Sangguniang Bayan Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the the letter/request form	1. Prepare the requested documents	None	5 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan Office</i>
2. Pay appropriate fees	2. Issue Official Receipt	₱150.00- True Copy ₱30.00- Verification Fee	10 minutes	<i>Marilyn A. Dela Cruz/Renila G. Derla Revenue Collection Clerk Office of the Municipal Treasurer</i>
3. Received the documents	3. Record the issuance of request documents	None	5 minutes	<i>Mylene P. Paris Ma. Teresa A. Puerin Sangguniang Bayan Office</i>
4. End of Transaction				
TOTAL:		₱180.00	20 minutes	

5. REQUEST FOR LEGISLATIVE ACTION ON COMPLAINTS/APEALED CASES FILED AGAINST OFFICIALS OF BARANGAYS AND VARIOUS CONCERNS LODGED BY PRIVATE ENTITIES/INDIVIDUALS

Cases filed with and acted by the local sanggunian concerned against any erring local officials are lodged before this office for appeal and re-investigation by the Sangguniang Bayan and other complaints by the concerned complaint for investigation in aid of legislation.

The Sangguniang Bayan may censure, reprimand, suspend, remove, or fine the respondent official on the following grounds by virtue of (Sec. 60, RA 7160, RA 3019, RA 6770): Disloyalty to the Republic of the Philippines; Culpable violation of the Constitution; Dishonesty, oppression, misconduct in office, gross negligence or dereliction of duty; Commission of any offense involving moral turpitude or an offense punishable by at least prison major (6 years and 1 day to 12 years imprisonment); Abuse of authority; Unauthorized absence for fifteen (15) consecutive working days in the case of Mayors and four consecutive sessions in case of members of the Sangguniang Bayan concerned; Application for, or acquisition of, foreign citizenship or residence status of an immigrant of another country; and such other grounds as maybe provided by RA 7160, RA6713, RA 3019, Administrative Code of 1987, the Revised Penal Code and all other applicable general and special laws.

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	All			
Checklist of Requirements		Where to Secure		
1. Verified Complaint/s or Appealed Case (1 original, 5 photocopy)		LGUs/Agency/Individual		
2. Affidavits (1 original/certified true copy)		LGUs/Agency/Individual		
3. Formal Verified Complaint/Position Paper with original signature of concerned party (1 original, 5 photocopy)		From private persons and other stakeholders		
4. Annexes (Transcript of proceedings, verification and certificate of non-forum shopping, if applicable) (1 certified true copy, 5 photocopy)		LGUs/Agency/Individual		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook at the Public Assistance Counter and Complaint Desk (PACCD)	1. Present the Visitor's Logbook to the client	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
2. Fill-out the Request Form	2. Provide the Request Form	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office

3. Submit the required documents	3. Received the filled-out endorsement, affidavits, verified complaints, annexes and transcript of proceedings	None	10 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.1 Evaluate/Assess the documents as to the completeness of the required copies	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.2 Evaluate/Assess documents as to the completeness of required copies, attachments and annexes, if applicable.	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.3 Acknowledge receipt and record documents	None	10 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan
	3.4. Receive the documents for further verification and docketing (Assigning of Administrative Case Number)	None	1 Day	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.5 Forward the documents to the Local Legislative Staff for inclusion in the Order of Business	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.6 Receive documents for inclusion in the Order of Business on first reading and referral	None	1 day	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.7 Conduct session for the first reading and referrals	None	1 day	SB Plenary
	3.8 Prepare Notice of Hearing and Order for the submission of the Respondent's verified answer	None	1 day	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian <i>Cesar L. Dasilao</i> Presiding Officer

4. Receive Notice of Hearing and Order	4. Issue Notice of Hearing and Order for the submission of the Respondent's verified answer	None	7 Days	<i>Marlyn C. Panguiton</i> Secretary to the Sanggunian
5. Submit the Respondent's Verified Answer	5. Receive the Respondent's Verified Answer 5.1 Review the submitted Respondent's Verified Answer 5.2 Endorse the Respondent's Verified Answer to the Committee on Justice and Legal Matters	None	15 Days	<i>Ma. Teresa A. Puerin</i> Records Officer I <i>Mylene P. Paris</i> Administrative Officer IV <i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
6. Receive subpoena for a preliminary investigation	6. Issue subpoena for the conduct of preliminary investigation to determine whether a prima facie case exists 6.1 Inform the client on the schedule of preliminary investigation	None	10 Days	Committee on Justice and Legal Matters/Secretary to the Sanggunian
7. Attend the Preliminary investigation	7. Conduct preliminary investigation	None	1 Day	Committee on Justice and Legal Matters/Secretary to the Sanggunian
	7.1 Submit written report and recommendations to the Body, to wit: *For deliberations and decision of the case on a majority vote, if the parties are willing to submit the case for resolution on the basis of pleadings and evidence on record *Written report and a formal order embodying the matters taken up during the preliminary investigation, if the parties desire a formal investigation	None	10 Days	Committee on Justice and Legal Matters/SB Plenary

8. Receive subpoena for a formal investigation	8. Issue subpoena for the conduct of the formal investigation 8.1 Inform the client on the schedule of the formal investigation	None	1 Day	Committee on Justice and Legal Matters/Secretary to the Sanggunian
9. Submit self for the formal investigation	9. Conduct of formal investigation	None	90 Days	Committee on Justice and Legal Matters
	9.1 Draft the proposed decision/order of the case for approval of the Body	None	20 Days	Committee on Justice and Legal Matters
	9.2 Deliberate/ Approve the proposed decision/order of the case by majority vote	None	1 Day	Committee on Justice and Legal Matters/SB Plenary
	9.3 Prepare the approved decision/order 9.4 Affix signature certifying the adoption and correctness of the approved decision/order	None	5 Days	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian SB Member & Presiding Officer
	9.5 Review and affix signature attesting the adoption and correctness of the approved decision/order	None	1 Day	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	9.6 Stamp the LGU Seal on the copies of the approved decision/order 9.7 Sort, scan the original copies of the approved Decision/order	None	1 Day	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan
10.Receive the Decision/Order	10. Prepare one (1) original copy of the Decision/order for each of the Complainant, Respondent and Municipal Mayor 10.1 Release the Decision/Order	None	2 Days	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan
TOTAL:		None	168 Days, 45 minutes	

6.REQUEST FOR REVIEW OF ANNUAL BUDGET OF THE BARANGAY

Copies of approved annual budget by barangays are submitted to this august Body for review. In simple transaction, the subject for consideration passes three (3) readings only commencing at the time the same is calendared for first reading until disposed by the Body.

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	All barangay of Tantaran, South Cotabato			
Checklist of Requirements		Where to Secure		
1. Endorsement Letter (1 original, 5 photocopy) 2. Approved Annual Budget (13 copies)		Concerned barangay Concerned barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook at the Public Assistance Counter and Complaint Desk (PACCD)	1. Present the Visitor's Logbook to the client	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
2. Fill-out the Request Form	2. Provide the Request Form	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
3. Submit filled-out request form, endorsement letter and approved budget	3.Received the filled-out endorsement letter and approved annual budget	None	10 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.1 Evaluate/Assess the documents as to the completeness of the required copies and attachments	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.2 Acknowledge receipts and record documents	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.3.Forward the documents to the Legislative Staff for inclusion in the Order of Business	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.4Facilitate the documents for inclusion in the Order of Business on First Reading and Referrals	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office

	3.5 Conduct sessions for the first reading and referrals			
	3.6 Conduct Committee Meeting	None	60 days	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.7 Render Committee Reports			
	3.8.Pass resolutions either declaring the annual budget operative/inoperative			
	3.9 Prepare resolution declaring the annual budget operative/inoperative	None	3 days	<i>Marlyn C. Panaguiton</i> <i>Secretary to the Sanggunian</i>
	3.10 Review and affix signature in the resolution attesting the declaration of the annual budget as operative or inoperative	None	2 day	<i>Marlyn C. Panaguiton</i> <i>Secretary to the Sanggunian</i>
	3.11 Review and affix signature on the resolution certifying the declaration of the annual budget as operative/inoperative	None	1 Day	<i>Cesar L. Dasilao</i> <i>Municipal Vice Mayor</i> <i>Presiding Officer</i>
	3.12 Stamp the LGU Seal on the copies of the resolution declaring the annual budget operative/inoperative	None	10 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan Office
4. Receive the original copy of the approved resolution declaring the annual budget operative/inoperative	4. Facilitate the release of original copy of the resolution declaring the annual budget operative/inoperative	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
	4.1 Release the original copy of the resolution declaring the annual budget operative/inoperative	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
TOTAL:		None	66 Days, 60 minutes	

7.REQUEST FOR REVIEW OF ORDINANCES OF BARANGAY

Copies of approved ordinances of the barangays are submitted to this august Body for review. In simple transaction, the subject for review passes 3(three) readings only commencing at the time the same is calendared for first reading until disposed of by the Body.

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	All barangay of Tantaran, South Cotabato			
Checklist of Requirements		Where to Secure		
1. Endorsement Letter (1 original, 5 photocopy) 2. Proof of the conduct of public hearing, if applicable 3. Attendance Sheet, if applicable 4. Minutes of the Meeting, if applicable		Concerned barangay Concerned barangay Concerned barangay Concerned barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook at the Public Assistance Counter and Complaint Desk (PACCD)	1. Present the Visitor's Logbook to the client	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan
2. Fill-out the Request Form	2. Provide the Request Form	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan
3. Submit endorsement letter with required documents	3.Received the endorsement letter and approved ordinance with required documents	None	10 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.1 Evaluate/Assess the documents as to the completeness of the required copies	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.2 Acknowledge receipts and record documents	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.3.Forward the documents to the Legislative Staff for inclusion in the Order of Business	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office

	3.4.Facilitate the documents for inclusion in the Order of Business on First Reading and Referrals	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
	3.5 Conduct sessions for the first reading and referrals 3.6. Conduct Committee Meeting 3.7. Render Committee Reports 3.8 Pass resolutions either approving or disapproving the ordinances	None	30 days	SB Plenary Concerned SB Committee
	3.9. Prepare resolution approving or disapproving the ordinances	None	3 days	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	3.10. Review and affix signature attesting to the correctness and passage of the resolution approving/disapproving the ordinances	None	1 day	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	3.11.Review and affix signature certifying to the correctness and passage of the resolution approving/disapproving the ordinances	None	1 Day	<i>Cesar L. Dasilao</i> Vice Mayor Presiding Officer
	3.14 Stamp the LGU Seal on the copies of the resolution approving/disapproving the ordinances	None	10 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan
4. Receive the original copy of the approved resolution approving/disapproving the ordinances	4. Facilitate the release of original copy of the resolution	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan
	4.1 Release the original copy of the resolution approving/disapproving the ordinances	None	5 minutes	
TOTAL:		₱180.00	35 Days, 60 minutes	

8.REQUEST FOR REVIEW OF SUPPLEMENTAL BUDGET OF BARANGAY

Copies of approved supplemental budget of barangays are submitted to this august Body for review. In simple transaction, the subject for consideration passes three (3) readings only commencing at the time the same is calendared for first reading until disposed of by the body

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	All barangay of Tantaran, South Cotabato			
Checklist of Requirements		Where to Secure		
1. Endorsement Letter (1 original, 5 photocopy) 2. Approved Supplemental Budget 3. Supplemental Annual Investment Plan, if applicable		Concerned barangay Concerned barangay Concerned barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook at the Public Assistance Counter and Complaint Desk (PACCD)	1. Present the Visitor's Logbook to the client	None	5 minutes	<i>Mylene P. Paris</i> <i>Administrative Officer IV</i> Sangguniang Bayan Office
2. Fill-out the Request Form	2. Provide the Request Form	None	5 minutes	<i>Mylene P. Paris</i> <i>Administrative Officer IV</i> Sangguniang Bayan Office
3. Submit endorsement letter with required documents	3.Received endorsement letter and required documents	None	10 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.1 Evaluate/Assess the documents as to the completeness of the required copies	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.2 Acknowledge receipts and record documents	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.3.Forward the documents to the Legislative Staff for inclusion in the Order of Business	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.4.Facilitate the documents for inclusion in the Order of Business on First Reading and Referrals	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office

	3.5 Conduct sessions for the first reading and referrals 3.6 Conduct Committee Meeting 3.7.Render Committee Reports 3.8. Pass resolutions either declaring the supplemental budget operative/inoperative	None	60 days	SB Plenary Concerned SB Committee
	3.9.Prepare resolution declaring the supplemental budget operative/inoperative	None	3 days	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	3.10.Review and affix signature in the resolution attesting the declaration of the supplemental budget as operative or inoperative	None	1 day	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	3.11 Review and affix signature on the resolution certifying the declaration of the supplemental budget as operative/inoperative	None	1 Day	<i>Cesar L. Dasilao</i> Municipal Vice Mayor
	3.12 Stamp the LGU Seal on the copies of the resolution declaring the supplemental budget operative/inoperative	None	10 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan Office
4. Receive the original copy of the approved resolution declaring the supplemental budget operative/inoperative	4. Facilitate the release of original copy of the resolution declaring the supplemental budget operative/inoperative	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
	4.1 Release the original copy of the resolution declaring the annual budget operative/inoperative	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
TOTAL:		None	65 Days, 60 minutes	

INTERNAL SERVICES

1. REQUEST FOR ENACTMENT OF THE ANNUAL BUDGET OF THE MUNICIPALITY

Copies of proposed annual budget of the municipality are submitted to this august Body for review. In simple transaction, the subject for consideration passes three (3) readings only commencing at the time the same is calendared for first reading until disposed by the Body.

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipality of Tantangan, South Cotabato			
Checklist of Requirements		Where to Secure		
-Endorsement Letter (1 original, 5 photocopy) -Proposed Local Expenditure Program (1 original, 12 photocopy)		Office of the Municipal Mayor Office of the Municipal Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook at the Public Assistance Counter and Complaint Desk (PACCD)	1. Present the Visitor's Logbook to the client	None	5 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan Office</i>
2. Fill-out the Request Form	2. Provide the Request Form	None	5 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan Office</i>
3. Submit filled-out request form, endorsement letter and proposed Local Expenditure Program (LEP) and its attachments	3. Receive filled-out request form, endorsement letter and approved proposed Local Expenditure Program (LEP)	None	10 minutes	<i>Mylene P. Paris Ma. Teresa A. Puerin Sangguniang Bayan Office</i>
	3.1 Evaluate/Assess the documents as to the completeness of the required copies	None	5 minutes	<i>Ma. Teresa A. Puerin Records Officer I Sangguniang Bayan Office</i>
	3.2 Evaluate/Assess documents as to the completeness of required copies and attachments	None	5 minutes	<i>Ma. Teresa A. Puerin Records Officer I Sangguniang Bayan Office</i>
	3.3 Acknowledge receipt and record documents	None	5 minutes	<i>Ma. Teresa A. Puerin Records Officer I Sangguniang Bayan Office</i>

	3.4 Receive the Documents	None	5 minutes	<i>Mylene P. Paris Ma. Teresa A. Puerin Sangguniang Bayan Office</i>
	3.5 Forward the documents to the Legislative Staff for the inclusion in the Order of Business	None	5 minutes	<i>Mylene P. Paris Ma. Teresa A. Puerin Sangguniang Bayan Office</i>
	3.6 Conduct sessions for the first reading and referrals 3.7 Conduct Committee Meeting 3.8 Render Committee Report 3.9 Enact ordinance approving the Local Expenditure Program (LEP) 3.10 Prepare the enacted ordinance approving the Local Expenditure Program (LEP)	None	75 days	SB Plenary Concerned SB Committee
	3.11 Forward the documents to the Municipal Mayor's Office for approval	None	15 minutes	<i>Mylene P. Paris Ma. Teresa A. Puerin Sangguniang Bayan Office</i>
	3.12. Affix signature of approval on the pertinent documents	None	10 days	<i>Timee Joy G. Torres-Gonzales Municipal Mayor</i>
	3.13 Stamp the LGU Seal on the copies of the approved appropriation ordinance	None	15 minutes	<i>Ma. Teresa A. puerin Records Officer I Sangguniang Bayan</i>
4. Receive the approved Appropriation Ordinance	4. Sort, prepare for release copies of the original and photocopy of the appropriation ordinance	None	10 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan</i>
	4.1 Release the original and photocopy of the approved appropriation Ordinance	None	10 minutes	<i>Mylene P. Paris Administrative Officer IV Sangguniang Bayan</i>
TOTAL:		None	85 days and 95 minutes	

2. Request for Enactment of the Supplemental Budget of the Municipality

Copies of proposed supplemental budget of the municipality are submitted to this august Body for consideration.

In simple transaction, the approval of the supplemental budget passes three (3) readings commencing at the time the same is calendared for first reading until disposed by the Body, unless, otherwise, there is a necessity/urgency to pass the same.

.	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipality of Tantangan, South Cotabato			
Checklist of Requirements		Where to Secure		
-Endorsement Letter (1 original, 5 photocopy) -Proposed Supplemental Budget (1 original, 12 photocopy)		Office of the Municipal Mayor Office of the Municipal Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook at the Public Assistance Counter and Complaint Desk (PACCD)	1. Present the Visitor's Logbook to the client	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
2. Fill-out the Request Form	2. Provide the Request Form	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
3. Submit filled-out request form, endorsement letter and proposed Local Expenditure Program (LEP) and its attachments	3. Receive filled-out request form, endorsement letter and approved proposed Local Expenditure Program (LEP)	None	10 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.1 Evaluate/Assess the documents as to the completeness of the required copies	None	5 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan Office
	3.2 Evaluate/Assess documents as to the completeness of required copies and attachments	None	5 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan Office
	3.3 Acknowledge receipt and record documents	None	5 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan Office

	3.4 Receive the documents	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.5 Forward the documents to the Legislative Staff for the inclusion in the Order of Business	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.6 Conduct sessions for the first reading and referrals 3.7 Conduct Committee Meeting 3.8 Render Committee Report 3.9.Pass Resolutions declaring operative/inoperative the supplemental budget 3.10 Prepare resolution declaring operative/inoperative the supplemental budget	None	75 days	SB Plenary Concerned SB Committee
	3.11 Review and affix signature attesting the correctness & passage of the approved resolution declaring operative/inoperative the supplemental budget	None	3 days	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	3.12 Review and affix signature certifying the correctness & passage of the approved resolution declaring operative/inoperative the supplemental budget	None	1 day	<i>Cesar L. Dasilao</i> Municipal Vice Mayor Presiding Officer
	3.13 Forward the documents to the Municipal Mayors Office for approval	None	15 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.13 Stamp the LGU Seal on the copies of the approved resolution declaring	None	15 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer I Sangguniang Bayan

	operative/inoperative the supplemental budget			
	3.14 Affix signature of approval on the pertinent documents	None	10 days	<i>Timee Joy G. Torres-Gonzales</i> Municipal Mayor
	3.14 Sort, segregate the approved resolution declaring operative/inoperative the supplemental budget	None	15 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
4. Receive the approved resolution declaring operative/inoperative the supplemental budget	4. Facilitate the release of the approved resolution declaring operative/inoperative the supplemental budget	None	10 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
	4.1 Release the original and photocopy of the approved resolution declaring operative/inoperative the supplemental budget	None	10 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
TOTAL:		None	89 days and 110 minutes	

3.Request for a Passage of Resolution

Request of the Municipal Mayor on matters which requires a passage of a resolution are submitted to this august Body for its consideration. In simple transaction, the passage of a resolution passes three (3) readings only commencing at the time the same is calendared for first reading until disposed by the Body.

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All offices and barangays of the Municipality of Tantaran, South Cotabato and other stakeholders			
Checklist of Requirements	Where to Secure			
-Endorsement Letter (1 original, 5 photocopy) -Request Letter and attachments (1 original, 12 photocopy)	Office of the Municipal Mayor Office of the Municipal Mayor			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitor's Logbook at the Public Assistance Counter and Complaint Desk (PACCD)	1. Present the Visitor's Logbook to the client	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office

2. Fill-out the Request Form	2. Provide the Request Form	None	5 minutes	<i>Mylene P. Paris</i> Administrative Officer IV Sangguniang Bayan Office
3. Submit endorsement letter with required documents	3. Receive endorsement letter with required documents	None	10 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.1.Evaluate/Assess the documents as to the completeness of the required copies	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.2.Evaluate/Assess documents as to the completeness of required copies and attachments	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.3 Acknowledge receipt and record documents	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.4.Receive/evaluate the documents 3.5 Forward the documents to the Local Legislative Staff for inclusion in the Order of Business	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan s Office
	3.5 Facilitate the documents for the inclusion in the Order of Business on First Reading and Referrals	None	5 minutes	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office
	3.6.Conduct sessions for the first reading and referrals 3.7.Conduct Committee Meeting 3.8.Render Committee Report 3.9.Pass applicable Resolutions	None	30 Days	<i>Mylene P. Paris</i> <i>Ma. Teresa A. Puerin</i> Sangguniang Bayan Office

	3.10.Prepare the approved resolution	None	3 Days	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	3.11. Review and Affix signature attesting to the correctness and passage of the resolution	None	1 day	<i>Marlyn C. Panaguiton</i> Secretary to the Sanggunian
	.3.12. Review and Affix signature certifying to the correctness and passage of the resolution	None	1 day	<i>Cesar L. Dasilao</i> Municipal Vice Mayor
	3.13 Stamp the LGU Seal on the copies of the approved resolution 3.14 Sort, segregate the approved resolution	None	15 minutes	<i>Ma. Teresa A. Puerin</i> Records Officer IV Sangguniang Bayan
4. Receive the approved Appropriation Ordinance	4. Facilitate the release of approved resolution	None	10 minutes	<i>Mylene P. Paris</i> Records Officer I Sangguniang Bayan
TOTAL:		None	35 days and 70 minutes	

Feedback and Complaints Mechanis

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Visit the Vice Mayor's Office or upon your transaction at the said office, fill out and/or answer the client feedback form provided, and drop it at the designated drop box in the Vice Mayor's Office. Contact us at this telephone no. (083) 229-1168 or you may send at sbtantangan@gmail.com
How feedback is processed	Staff member or the designated individual from the Vice Mayor's Office will open the drop box and review the feedback forms every Friday. Records and analyze all feedback submitted and categorized based on topics or issues to streamline the analysis, prioritization and response on the issue or concern submitted.
How to file a complaint	Ask the designated staff at the information desk of the Vice Mayor's Office for a client complain form and write down your complaint, make sure to provide the following information: -Name of the person being complained -Date, time and place of the incident -Evidence Complaints can also be filed via telephone or email at this contact information's: 229-1168 or sbtantangan@gmail.com
How complaints are processed	The designated staff from Vice Mayor's Office opens the complaints drop box daily and evaluated each complaint Upon evaluation the designated staff from Mayor's Office shall start the investigation and call the attention of concern or involved individuals for further explanation The said staff will submit a report anchored to the result of the investigation to the Municipal Mayor for appropriate action. The designated staff will relay the result of the investigation to the client complaint.
Contact Information of Mayor's Office	For inquiries and further information clients may contact at this contact number: 229-1168 or sbtantangan@gmail.com