

12. Office of the Secretary to the Sangguniang Panlungsod

12.1. AVAILMENT OF LEGISLATIVE DOCUMENTS (CERTIFIED COPIES OF SANGGUNIANG PANLUNGSOD DOCUMENTS AND CERTIFICATIONS)

ABOUT THE SERVICE:

Interested individuals may secure certified copies of Sangguniang Panlungsod records thru the Office of the Secretary to the Sangguniang Panlungsod – Records Section documents such as resolutions, ordinances, minutes of sessions and the corresponding transcript thereof. All other documents such as but not limited to certifications and clearances may be procured at the Administrative Section of the same office.

CLIENT GROUPS:

- City Government or any of its Departments/Offices
- Barangay Officials
- Interested constituents/juridical entities
- Cooperatives/ POs/GOs/NGOs

REQUIREMENT:

Letter of Request

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

10 minutes

Note: Release and procurement of documents depend upon the availability of the requested document. Legislative documents which were executed and consummated within the period prior to the merger of two municipalities may require sufficient time for its release.

TOTAL FEES/CHARGES:

P 5.00 per page of the document +P 50.00 for certified true copy (payment shall be made upon issuance of the requested documents)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the SP	Transaction Time	Responsible Persons
1. Proceed to the Office of the Secretary to the Sangguniang	Receives the letter of intent and	2 minutes	VILMA L. MIRANDA Admin. Aide III (Utility Worker II)

Panlungsod, submit letter of intent and convey request for a certified copy of SP document and certification	accommodate client's request		AILENE G. ALILING Admin. Asst. IV (Bookbinder IV)
	Conducts research and prepares a copy of the requested document.	6 minutes	JENNIFER C. JESALVA Admin. Officer II
2. Receive the copy of the requested document.	Issues a certified copy of the requested document	2 minutes	JENNIFER C. JESALVA Admin. Officer II

12.2. FILING OF ADMINISTRATIVE CASES

ABOUT THE SERVICE:

Aggrieved constituent's vis a vis the services being rendered by barangay elective officials may file their verified administrative complaints to the Office of the Secretary to the Sangguniang Panlungsod.

CLIENT GROUPS:

Aggrieved constituents/party

REQUIREMENT:

Copy of Verified Complaint, furnished to the Respondents.

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

21 minutes

TOTAL FEES/CHARGES:

P150.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the SP	Transaction Time	Responsible Person
1. Proceed to the Office of the Secretary to the Sangguniang Panlungsod and file the verified complaint	Receives the verified complaint of the Complainant in 4 copies and scrutinize the documents submitted	5 minutes	DAN G. ALCALA LLSO V
	Includes in the agenda and the	3 minutes	NERIO RONIE N.SIPOY Asst. Sec. to the SP

	Presiding Officer shall rule/order on the matter Calendars Committee Report of the Committee on Barangay Affairs. If not settled, the case will be referred to the Committee of the Whole Issues summons	5 minutes 3 minutes	JOCELYN D. REVOLTAR LLSO I LAUREN MAY E. SINCUA LLSO III
2. Wait for the notice from the Council for the hearings of the case or Summary Proceedings	Hearing and promulgation of decision		DAN G. ALCALA LLSO V NERIO RONIE N.SIPOY Asst. Sec. to the SP
3. Receives the decision	Transmits the decision	5 minutes	

Note: Decision on Administrative case depends on the proceedings of the City Council.

12.3. ACCREDITATION OF POs, GOs, NGOs AND OTHER SIMILAR ENTITIES

ABOUT THE SERVICE:

Cooperatives, PO's, GO's, NGO's and other similar entities may apply for accreditation of their organization to the Office of the Secretary to the Sangguniang Panlungsod. Subject however to full compliance and submission of the requirements prescribed therefor.

CLIENT GROUPS:

Cooperatives, PO's, GO's, NGO's and other juridical entities

REQUIREMENTS:

- Duly accomplished Application Form for Accreditation (4 sets)
- Board Resolution
- Certificate of Registration
- List of Current Officers and Members
- Original Sworn Statement stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in DILG Memorandum Circular
 - Annual Accomplishment Report
 - Financial Statement

- Profile indicating the purposes and objectives of our organization
- Latest Copy of the Minutes of the Meeting of the organization.
- For CSOs applying to be members of the Local School or Health Board:
Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

21 minutes

TOTAL FEES/CHARGES:

P500.00 (Payment shall be made after the approval of the application and issuance of certification)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the SP	Transaction Time	Responsible Persons
1. Proceed to the Office of the Secretary to the Sangguniang Panlungsod and file the application for accreditation in 4 copies.	Receives the application for accreditation in 4 copies and scrutinize the submitted documents.	5 minutes	VILMA L. MIRANDA Admin. Aide III (Utility Worker II)
	Includes request in the agenda and the Presiding Officer shall rule/order on the matter.	3 minutes	JOCELYN D. REVOLTAR LLSO I
	Maybe referred to the Committee on Livelihood, Cooperatives, POs, GOs and NGOs (Committee Hearing)	5 minutes	NERIO RONIE N.SIPOY Asst. Sec. to the SP
2. Wait for the notice from the Committee on Livelihood, Cooperatives, PO's, GO's and NGO's	Committee Hearing		
3. Session Proper	Calendar or inclusion of Committee Report of the Committee on Livelihood, Cooperatives, POs, GOs and NGOs/ Approval		

4. Receive the copy of accreditation	Issues the accreditation document	5 minutes	JENNIFER C. JESALVA Admin. Officer II
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Note: Issuance of Resolution and Certificate of Accreditation depends on the action of the Council. (Maybe referred to the Committee on Livelihood, Cooperatives, POs, GOs and NGOs.)

12.4. AVAILMENT OF LAND RECLASSIFICATION – FROM AGRICULTURAL TO NON-AGRICULTURAL USAGE

ABOUT THE SERVICE:

Any individual/partnership/corporation (public/private) may apply for reclassification of land from agricultural to non-agricultural usages to the Office of the Secretary to the Sangguniang Panlungsod. Subject however to full compliance and submission of the requirements prescribed therefor.

CLIENT GROUPS:

- Land owners
- City Government of Sorsogon (for housing projects)

REQUIREMENTS:

- Letter request
- Proof of ownership e.g. Certified true copy of the Original Certificate of Title or Trans of Certificate of Title (OCT/TCT) or other documents establishing ownership certified by the Registry of Deeds.
- Special Power of Attorney (if the applicant is other than the owner of the land or Board Resolution if the owner is a corporation)
- Vicinity map of the area
- Zoning Certification from the City Zoning Administrator's Office.
- Certification from Department of Agriculture (Certificate of Eligibility for Reclassification)
- Certification from the Department of Agrarian Reform (Certificate of Non-CARP Coverage)
- Certification from National Irrigation Administration (NIA) (Certificate of Non-Irrigation Coverage)
- Certification from Philippine Coconut Authority (PCA) (Certificate of Inspection and Verification) – if applicable
- Certification from Sugar Regulatory Administration (SRA) (Certificate of Coverage/Non-Coverage)- if applicable
- Certificate from Bureau of Fisheries and Aquatic Resources (BFAR) (if applicable)
- Other documents the committee or the City Council may prescribe.

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

10 minutes

TOTAL FEES/CHARGES:

P500.00 (after the approval of the application)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the SP	Transaction Time	Responsible Persons
1. Proceed to the Office of the Secretary to the Sangguniang Panlungsod to submit the application with complete requirements	<p>Calendars the same for the next regular session/ referral to the Committee on Land Use, Urban Planning and Housing for deliberation</p> <p>Advice the client to wait for the notice of hearing from the committee in-charge</p>	10 minutes	<p>VILMA L. MIRANDA Admin. Aide III (Utility Worker II)</p> <p>JOCELYN D. REVOLTAR LLSO I</p>
	<p>Prepares the excerpt of the reclassification ordinance as approved by the City Council</p> <p>Signs the documents: SP Secretary, City Vice Mayor and City Mayor</p> <p>Transmittal of the Ordinance to the Sangguniang Panlalwigan for review</p> <p>Upon receipt of the review action from the Sangguniang Panlalawigan declaring the ordinance as valid, transmit copies to the applicant and other concerned government agencies</p>		<p>LAUREN MAY E. SINCUA LLSO III</p> <p>ROVAN E. DOMASIAN SP Secretary</p> <p>MARK ERIC C. DIONEDA City Vice Mayor</p> <p>MA. ESTER E. HAMOR City Mayor</p> <p>GWENNIE JOY T. DIONGLAY Admin. Aide III (Utility Worker II)</p> <p>GWENNIE JOY T. DIONGLAY Admin. Aide III (Utility Worker II)</p>

Note: Issuance of the excerpt copy of the ordinance depends on the proceedings and actions of the Committee concerned and of the City Council and after the review action by the Sangguniang Panlalawigan

12.5. AVAILMENT OF CERTIFICATION OF POSTING (AS REQUESTED e.g. WATER DISTRIBUTION COMPANIES, ELECTRIC COMPANIES, TELECOMMUNICATIONS COMPANIES)

ABOUT THE SERVICE:

Any individual/partnership/corporation may apply/request for the issuance of Certification of Posting at the SP Bulletin Board to the Office of the Secretary to the Sangguniang Panlungsod.

CLIENT GROUPS:

Proprietors/ Business Sectors

REQUIREMENTS:

- Letter request
- Document/s to be posted

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

10 minutes

TOTAL FEES/CHARGES:

P500.00 (after the approval of the application)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the SP	Transaction Time	Responsible Persons
1. Proceed to the Office of the Secretary to the Sangguniang Panlungsod to submit the letter request along with the document/s to be posted	Calendars the same for the next regular session Advice the client to wait for the notice of hearing from the committee in-charge	10 minutes	VILMA L. MIRANDA Admin. Aide III (Utility Worker II) JOCELYN D. REVOLTAR LLSO I
	Posting of the documents		VILMA L. MIRANDA

			Admin. Aide III (Utility Worker II)
	Issues and transmits the certificate of posting to applicant		GLORIA D. ELONA Admin. Aide III (Utility Worker II)

Note: Issuance of the certification depends on the proceedings and actions of the Committee concerned and of the City Council.

12.6. AVAILMENT OF LEGISLATIVE APPROVAL / CLEARANCE FOR SPECIAL PROJECTS (FUNERAL HOMES, SLAUGHTERHOUSE, ENTERTAINMENT CENTERS AND OTHERS)

ABOUT THE SERVICE:

Any individual/partnership/corporation (public/private) may apply for the issuance of Legislative Approval/Clearance for special projects to the Office of the Secretary to the Sangguniang Panlungsod. Subject however to full compliance and submission of the requirements prescribed therefor.

CLIENT GROUPS:

- Proprietors/ Business Sectors
- Government

REQUIREMENTS:

- Letter request
- Proof of ownership e.g. Certified true copy of the Original Certificate of Title or Trans of Certificate of Title (OCT/TCT) or other documents establishing ownership certified by the Registry of Deeds. (or Lease Contract or other similar contract)
- Special Power of Attorney (if the applicant is other than the owner of the land or Board Resolution if the owner is a corporation)
- Zoning Certification from the City Zoning Administrator's Office.
- Other pertinent documents the Committee or the City Council may prescribe.

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

15 minutes

TOTAL FEES/CHARGES:

P1,000.00 (after the approval of the application)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the SP	Transaction Time	Responsible Persons
1. Proceed to the Office of the Secretary to the Sangguniang Panlungsod to submit the letter request with the requirements.	<p>Calendars the same for the next regular session/referral to the concerned committee/s or deliberation</p> <p>Advice the client to wait for the notice of hearing from the committee in-charge</p>	10 minutes	<p>NERIO RONIE N.SIPOY Asst. Sec. to the SP</p>
	<p>Prepares the excerpt copy of the resolution as approved by the City Council</p> <p>Signs the documents</p>		<p>LAUREN MAY E. SINCUA LLSO III</p> <p>ROVAN E. DOMASIAN SP Secretary</p> <p>MARK ERIC C. DIONEDA City Vice Mayor</p>
2. Receives the approved resolution	Transmit copies of the resolution to the applicant and other concerned government agencies	5 minutes	<p>GWENNIE JOY T. DIONGLAY Admin. Aide III (Utility Worker II)</p> <p>LAUREN MAY E. SINCUA LLSO III</p>

Note: Issuance of the certification depends on the proceedings and actions of the Committee concerned and of the City Council.

12.7. AVAILMENT OF SUBDIVISION SCHEME/PLAN APPROVAL**ABOUT THE SERVICE:**

Any individual/partnership/corporation (public/private) may apply for THE approval of Subdivision Scheme/Plan to the Office of the Secretary to the Sangguniang Panlungsod. Subject however to full compliance and submission of the requirements prescribed therefor.

CLIENT GROUPS:

- Land owners
- City Government of Sorsogon (for housing projects)

REQUIREMENTS:

- Letter request
- Proof of ownership e.g. Certified true copy of the Original Certificate of Title or Trans of Certificate of Title (OCT/TCT) or other documents establishing ownership certified by the Registry of Deeds.
- Special Power of Attorney (if the applicant is other than the owner of the land or Board Resolution if the owner is a corporation)
- Subdivision Scheme/Plan & Vicinity map of the area
- Zoning Certification from the City Zoning Administrator's Office.
- Other documents the committee or the City Council may prescribed.

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

15 minutes

TOTAL FEES/CHARGES:

(after the approval of the application)

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the SP	Transaction Time	Responsible Persons
	<p>Receives the application for Subdivision approval from the Technical Working Group (TWG) – City Zoning Administrator's Office</p> <p>Calendars the same for the next regular session/referral to the concerned committee/s for deliberation</p>	10 minutes	<p>VILMA L. MIRANDA Admin. Aide III (Utility Worker II)</p> <p>JOCELYN D. REVOLTAR LLSO I</p>
	<p>Prepares the excerpt copy of the resolution as approved by the City Council</p> <p>Signs the documents</p>		<p>LAUREN MAY E. SINCUA LLSO III</p> <p>ROVAN E. DOMASIAN SP Secretary</p> <p>MARK ERIC C. DIONEDA City Vice Mayor</p>
1. Receives the approved resolution	Transmit copies of the resolution to the applicant and	5 minutes	GWENNIE JOY T. DIONGLAY

	other concerned government agencies		Admin. Aide III (Utility Worker II)
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Note: Issuance of the excerpt copy of the Resolution for the approval of the Subdivision Scheme/Plan depends on the proceedings and actions of the Committee concerned and of the City Council