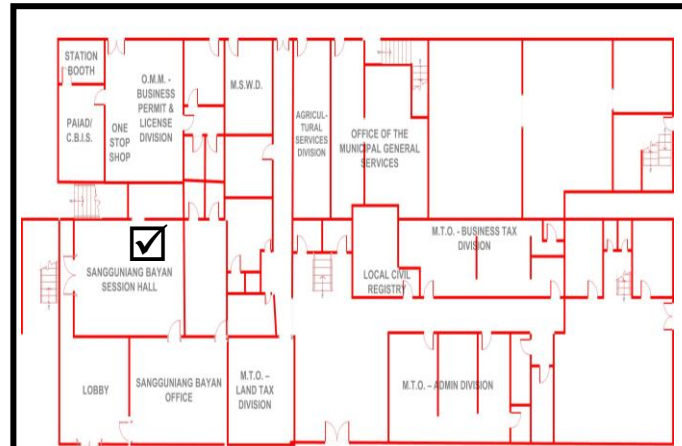




# OFFICE OF THE SANGGUNIANG BAYAN

The present Sangguniang Bayan of Kalibo, as the Legislative Body of the Municipality, is composed of the Vice Mayor as the Presiding Officer, eight (8) regular members, and the President of the Municipal Chapters of the Liga ng mga Barangay. It enacts ordinances & approves resolutions and appropriate funds responsive and necessary for the ethical, economical, efficient and effective municipal governance for the general welfare of the Municipality and its constituents. It also reviews barangay ordinances and executive order.

The Office of the Sangguniang Bayan is headed by the Vice Mayor with the Secretariat providing the technical support to ensure orderly legislative session and shape quality legislation. It also assists in the performance of its legislative functions and responsibilities, and in documenting legislative processes and transactions in the day to day management and operations of the Office. It also takes charge of the local archive and facilitates the grant of MTOP's.



## OFFICE OF THE SANGGUNIANG BAYAN

For more information, please contact: Hon. Madeline A. Regalado and/or Diana T. Fegarido –SB Secretary • Tel. No. (036) 268-4134 : 262-4268

### ☑ SERVICES OFFERED:

## A. Legislative Process

### ☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Proponent submits proposed Ordinance/s or resolution to the SB secretariat for inclusion in the agenda for first reading.	2 minutes	Diana T. Fegarido SB Secretary Maribel R. Perez Administrative Officer I
2. Proposed ordinance/resolution is referred to concerned Committee during the plenary. (as necessary)		Madeline A. Regalado Vice Mayor
3. Concerned Committee Chairperson (when necessary) conducts Committee Hearing/Meeting to determine the adequacy, propriety and legality and submits Committee Report (findings and/or recommendations.)		Concerned SB Committee
4. Committee on Rules prioritizes proposed ordinance for 2 <sup>nd</sup> reading deliberation/debate and amendments.		Hon. Arnaldo M. Tejada, Jr. Chairman , Committee on Rules
5. Proposed ordinance/resolutions is scheduled for 3 <sup>rd</sup> and final reading.		Sangguniang Bayan in session



6. If approved, SB Secretary certifies adopted/enacted resolutions/ordinance and presents to Presiding Officer for attestation		Diana T. Fegarido
7. Adopted ordinance/resolution is forwarded to the LCE for approval.		Maria Cristina M. Caliso Administrative Aide I
8. Municipal Mayor approves the ordinance/resolution or Vetoes the same.	With 10 days	William S. Lachica Municipal Mayor
9. Said document is forwarded back to the Office of the Sangguniang Bayan. If Vetoes, Council may either vote to override or not.		OMM staff
10. Approved, resolution/ordinance is submitted to Sangguniang Panlalawigan (SP) for review. Furnished copy to other concerned agencies or entities for their information, guidance and or appropriation.	Within 2 days upon receipt	Diana T. Fegarido Erna M. Macavinta Administrative Assistant II

## B. Request for Certified True Copies of Official Document/Records

### FEES

Certified True Copy      P 60.00/copy

### HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits request &/or fills in Request Form. Staff verifies purpose of request & availability of requested documents and instruct client to pay the corresponding fee if authorized by head of office.	15 minutes	Maribel R. Perez Records Officer I Johndy S. Mendoza Administrative Aide I
2. Client pays at the Municipal Treasurer's Office (MTO)(if required)		Business Tax & Fees Division Staff
3. Client present Official Receipt (OR) to SB Staff. Staff photocopy the requested documents, double check and affix initial.	15 minutes	Maribel R. Perez Johndy S. Mendoza
4. SB Secretary certifies authenticity of the document	2 minutes	Diana T. Fegarido
5. Release of document	3 minutes	Maribel R. Perez Erna M. Macavinta Johndy S. Mendoza

Approximate Processing Time : 30 minutes



## C. Issuance / Renewal / Transfer/Amendment Municipal Tricycle Operator's Permit (M.T.O.P.) - Franchise

### FEES

- MTOP Renewal & Body Number P 1175 (Renewal every three (3) years)
- Amendment P 100

### REQUIREMENTS:

#### A. Renewal/Transfer

- Original MTOP/Franchise Confirmation Verification/Provisional Authority
- Updated Original and Photocopy of CR and OR issued by the LTO
- Barangay Certification of Residency and TODA Certification
- Voter's Registration/ID from Kalibo COMELEC
- MTOP Application and/or Body Number Permit
- Latest Community Tax Certificate (Cedula)
- Any valid Identification Card and Power/Water Bill

#### B. Amendment

- Original MTOP Verification/Provisional Authority
- Updated Original Copy of CR and OR issued by the LTO
- Latest Community Tax Certificate (Cedula)

### HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits the Requirements who evaluates the documents. Upon compliance: 1.a. SB staff prepares application form and issues order of payment 1.b. If not complete, instructs client to complete the requirements.	5 minutes	Jose Gil N. Honrado Messenger Johndy S. Mendoza Administrative Aide I Abigail R. Torre Administrative Aide
2. Business Permit and License Division (BPLD) for Body Number validation and payment to Municipal Treasurer's Office		Business Tax & Fees Division Staff Treasurer's Office Staff
3. Seminar/Accreditation of Operators/ Drivers (as scheduled) after compliance of all requirements	4 hours	Hon. Augusto C. Tolentino SB Member Diana T. Fegarido SB Secretary
4. Verification/Encoding, printing of Confirmation/Verification/Provisional Authority for MCH-Service	10 minutes	Artemio R. Arrieta, Jr. Administrative Officer II Abigail R. Torre Administrative Aide Jose Gil N. Honrado Messenger



5. Verification and Signature of approving officer	15 minutes	Madeline A. Regalado Vice Mayor Diana T. Fegarido SB Secretary
6. Releasing of Provisional Authority/Confirmation & Verification & Stickers	5 minutes	Johndy S. Mendoza Administrative Aide I Eda Marie S. Tolentino Administrative Aides

Approximate Processing Time: 75 minutes.

## SERVICE STANDARDS

- ✚ Wear official uniform, ID, and agency pin;
- ✚ Serve the client with a smile and utmost courtesy, serving and answering telephone calls within three (3) rings;
- ✚ Attend to the needs of the clients within one (1) minute after entering the office;
- ✚ Give the public complete direction and referrals;
- ✚ Provide comfortable lounge to clients, with reading materials available at our mini Library;
- ✚ Provide Bulletin Board for posting of Ordinances/Resolutions and other related Public Service updates;
- ✚ Provide organizational chart of elected SB Members and employees with pictures;
- ✚ Post Legislative Process flowchart and procedures on how to request for SB Records;
- ✚ Provide checklist of requirements;
- ✚ Establish a white board with a Calendar of Activities for the month; a Daily Time Record corner and a wall clock to serve as easy access for the whereabouts of the personnel in the office;
- ✚ Ensure an ambience of professionalism and high public service standard including cleanliness and sanitation of SB office, furniture/fixtures and facilities; and
- ✚ Ensure that the office has rendered prompt, adequate, and efficient service for client satisfaction;

## PERFORMANCE PLEDGE

We, the staff of the Office of the Sangguniang Bayan headed by the Municipal Vice Mayor Madeline A. Regalado, pledge and commit to deliver prompt, adequate, efficient and effective public service. Specifically, we will: wear official uniform, ID, agency pin and attend to the needs of the client within one (1) minute after entering the office; serve the client with a smile and utmost courtesy and answer telephone calls within three (3) rings; give the public complete direction clear instructions and referrals of



SB related transactions including that of other offices, if feasible; ensure that the office has rendered prompt, adequate, efficient and effective service.

Provide and make available wide range of reading materials in the Municipal Library; provide organizational chart of SB elected officials and employees with pictures and flowchart of SB transactions; provide checklist of requirements; maintain effective and efficient liaison service with different departments of the local government units, national line agencies, private institutions, and various stakeholders of the community.