

Issuance of Receiving Incoming Letters, Communications Addressed to the Sangguniang Bayan as to any matter Concerning the General Welfare Issuance of Copies of Resolutions, Ordinances & Issuance of Franchise

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Constituents/Clients of Reina Mercedes, Isabela			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submit letter request stating the reason in securing documents such as Municipal Resolutions & Ordinances		To be provided by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client delivers communication letters addressed to the Sangguniang Bayan	1. Reviews communication letter/s	None	10 Minutes	LLSE LLSO I LLSO II Sangguniang Bayan Office
2. Client request for resolution and ordinance	2. Prepare photocopy of Resolutions and Ordinances	None	5 Minutes	LLSE LLSO I LLSO II Sangguniang Bayan Office
3. Receive the copies of requested document	3. Issuance of signed documents	None	1 Minute	LLSE LLSO I LLSO II Sangguniang Bayan Office
TOTAL:		None	16 Minutes	