



1. Securing Legislative Document

Application for Payment of Securing Legislative Document.

Office or Division:	Office of the City Vice Mayor / Office of the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Constituents of the City of Binan Government Agencies / Offices Different Organizations / Groups			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (2 copies)		Office of the City Vice Mayor / Office of the Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Request Slip, Receiving Log Book, and Request Slip	1.SUBMISSION OF REQUEST	N/A	2 minutes	Alma Andal Ma. Chinky Pintucan Milagros Malig Rochelle Esguerra Caridad Alzona
	a) Shall fill-up the Request Slip (Form No. CVMO-012-1) form specifying the needed document, purpose and other details. b) Record the accomplished Request Slip to the Receiving Log Book (Form No. CVMO-013-Ø). Note: Shall require additional information as necessary, if disapproved, the Secretary shall advise requesting party. If request made is "FOR AGENDA INCLUSION ONLY", no payment will be required, but if the requestor is asking for a certification then comply with the process and proceed to the next step		2 minutes	Carmen Marcilla
2. Assessment of Fees	3.PAYMENT OF FEES	P100.00 / page (As Amended by City Ordinance No. 4-B (2022))	5 minutes	Alma Andal Ma. Chinky Pintucan Milagros Malig Rochelle Esguerra Caridad Alzona Carmen Marcilla
	a) Shall hand over the same to the personnel-in-charge of the records who shall check availability of the documents requested, assess the fees to be paid (Form No. CVMO-014- Ø), indicate the same in the letter request and secure approval from			

	<p>the Secretary to the Sanggunian.</p> <p>b) Shall proceed to the Office of the City Treasurer, Cash Division, present the assessed fee and settle the payment.</p> <p>Note: The Official Receipt number shall be indicated in the Request Form.</p>		N/A	Revenue Collection Clerk / City Treasurer
3. Official Receipt and Certified True Copy of document(s) requested	<p>3. PREPARATION OF DOCUMENTS</p> <p>a) Shall check Official Receipt upon presentation by Requestor</p> <p>b) Shall prepare / produce the documents, stamp "Certified True Copy" and have it signed by the Secretary to the Sanggunian or any authorized signatory.</p> <p>3.1 ISSUANCE / RELEASE OF DOCUMENTS</p> <p>a) Shall secure acknowledgment of receipt from the requestor duly recorded in the letter request and release the requested document.</p>	N/A	<p>1 minute</p> <p>5 – 10 minutes (Depending on the Number of Pages of the Documents / Copies Requested)</p> <p>2 minutes</p>	<p>Merlinda Tenorio Alma Andal Ma. Chinky Pintucan Milagros Malig Rochelle Esguerra Caridad Alzona</p> <p>Rodolfo J. Olivete Jr. Carmen Marcilla Sec. Geronimo Dimaranan</p> <p>Merlinda Tenorio Alma Andal Ma. Chinky Pintucan Milagros Malig Rochelle Esguerra Caridad Alzona</p>
END OF TRANSACTION				