



OFFICE OF THE SANGGUNIANG BAYAN

EXTERNAL SERVICES

1. ISSUANCE OF RESOLUTION FOR ACCREDITATION OF CSO/NGO

Exercise of legislative authority to enact and pass legislation for welfare of its constituents.

Office or Division:		Office of the Sangguniang Bayan		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request Certified True Copy of Certificate of Registration Copy of Constitution and By-Laws				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for accreditation	1. Receive request letter/proposal and attached documents. 2. Calendar for session.	None	10 minutes	SB Secretary S. Sonza
TOTAL:		None	10 minutes	



2. EVALUATION OF SIMPLE/COMPLEX SUBDIVISION

Legislative process of declaring the usage of a particular land in pursuance of development activity

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Client		
Location Clearance from housing and use regulatory board		MPDO		
Transfer Certificate of Title (2 photocopies)		LRA		
Tax declaration (2 photocopies)		MAssO		
Current year Tax receipt		MTO		
Lot plan		Civil Engineer		
Affidavit of consent from the registered lot owner (In case the application is not the registered lot owner)		Owner		
Contract of Sale or Lease or Deed of Sale (In case the application is not the registered lot owner)		Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive request. 1.1		3 minutes	



1.Submit letter request and required documents	Checking of required documents 2.Calendar for session. 2.1 Referral to committee.	1 face - P 35/sq. ft 2 face - P 70/sq.ft		
TOTAL:		Depends on computation	3 minutes	



3. TRICYCLE FRANCHISE

Requirement of LTO for legal operation of a motorized tricycle units within the jurisdiction of the Municipality of Sara

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cedula (CTC)		MTO or Barangay		
Police Clearance		PNP		
Barangay Clearance		Barangay		
Certification from the Tricycle Operators and Drivers Association (TODA)		TODA		
Driver's License (Photocopy)		LTO		
Official Receipt and Certificate of Registration OR/CR (photocopy)		LTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and other documents	1. Receive request. 1.1 Checking of required attachment /documents. 2. Calendar for session. 2.1 Referral to committee.	None	5 minutes	SB Secretary S. Sonza
TOTAL:		None	5 minutes	