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| **Office or Division:** | | Office of the Vice Mayor | | | |
| **Classification:** | | Simple | | | |
| **Type of Classification:** | | G2C | | | |
| **Who may avail:** | | Individuals, private, organizations, NGOs, and other government agencies | | | |
| **Checklist of Requirements:**  Original copy of the document and attachments (if any), with the receiving copy returned to the person | | | | **Where to secure** | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO**  **BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Receiving of official documents, communications**  **correspondences, notices, letters, invitations from individuals, private organizations or other government agencies** | Preliminary review of the document and stamp the same with the date and time of receipt | | None | 5 minutes | Receiving personnel |
| Forwarded to the Receiving Personnel for schedule and proper endorsement | | None | 6 minutes | Receiving Personnel |
| An admin | |  |  |  |
|  | personnel will inform the client of the action taken | | None | 24 hours | Receiving Personnel |

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| **Office or Division:** | | Office of the Vice Mayor | | | |
| **Classification:** | | Simple | | | |
| **Type of Classification:** | | G2G | | | |
| **Who may avail:** | | Offices within the Quezon City Local Government | | | |
| **Checklist of Requirements:**  Original copy of the document and attachments (if any), with the receiving copy returned to the person | | | | **Where to secure** | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO**  **BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Receiving of official documents, communications, correspondences, notices, letters, and invitations from the offices.** | Preliminary review of the document and stamp the same with the date and time of receipt | | None | 5 minutes | Receiving personnel |
| Forwarded to the Chief of Staff for schedule and proper endorsement | | None | 6 minutes | Receiving personnel |

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| **Office or Division:** | | Office of the Vice Mayor | | | |
| **Classification:** | | Simple | | | |
| **Type of Classification:** | | G2G | | | |
| **Who may avail:** | | Personnel, Job Order Contracts, and Consultants under the  Legislative Department | | | |
| **Checklist of Requirements:**  Request letter/Filled up form with attachments (if any), with the receiving copy returned to the person | | | | **Where to secure** | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO**  **BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Personnel Related Transactions, including Issuance**  **of Certificate of Acceptance,**  **Checks, Obligation**  **Requests,**  **Application for Leave of Absence,**  **for Travel**  **Authority, for**  **Travel Order, and**  **Acceptance of**  **Resignation Letter** | Preliminary review of the document and stamp the same with the date and time of receipt | | None | 24 hours | Receiving personnel |
| Forwarded to the Admin Officer for proper action | | None | 24 hours | Admin Officer |

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| **Office or Division:** | | Office of the Vice Mayor | | | |
| **Classification:** | | Simple | | | |
| **Type of Classification:** | | G2G | | | |
| **Who may avail:** | | Heads of Offices under the Legislative Department | | | |
| **Checklist of Requirements:**  Submission of Purchase Request Form with attachments (if any), with the receiving copy returned to the person | | | | **Where to secure** | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO**  **BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Receiving of**  **Purchase Requests** | Preliminary review of the | |  |  |  |
|  | document and stamp the same with the date and time of receipt | | None | 24 hours | Receiving personnel |
| Forwarded to the | |  |  |  |
|  | (Admin  Officer/Chief of Staff) for proper action | | None | 24 hours | Admin Officer/  Chief of Staff |

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| **Office or Division:** | | Office of the Vice Mayor | | | |
| **Classification:** | | Simple | | | |
| **Type of Classification:** | | G2C, G2G | | | |
| **Who may avail:** | | Individuals, Businesses, government offices | | | |
| **Checklist of Requirements:**  Original copy with attachments (if any), with the receiving copy returned to the person | | | | **Where to secure** | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO**  **BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Receiving of Complaints or other Matters that require the Agency Action** | Receiving of documents and  Forward to the  Legislative | | None | 2 minutes | Receiving personnel |
| Review of the  Legislative | | None | 60 minutes | Legislative  (Division) |
| Legislative shall forward the same  to the SB Secretary or the | |  |  |  |
|  | proper committees for inclusion in the Agenda or other appropriate action | | None | 24 hours | Legislative  (Division) |

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| **Office or Division:** | | Office of the Vice Mayor | | | |
| **Classification:** | | Simple | | | |
| **Type of Classification:** | | G2C, G2G | | | |
| **Who may avail:** | | Individuals, Businesses, government offices | | | |
| **Checklist of Requirements:**  Request letter with attachments (if any), with the receiving copy returned to the person | | | | **Where to secure** | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO**  **BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Request for certified true copies of local ordinances or resolutions** | Receiving of request letter and forward to the Legislative | | None | 2 minutes | Receiving personnel |
| Review of the  Legislative | | None | 6 minutes | Legislative  (Division) |
| Legislative shall | |  |  |  |
|  | forward the same to the Office of the SB ecretary for proper action | | None | 24 hours | Legislative  (Division) |

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| **Office or Division:** | | Office of the Vice Mayor | | | |
| **Classification:** | | Simple | | | |
| **Type of Classification:** | | G2G | | | |
| **Who may avail:** | | Office of the City Council Secretary | | | |
| **Checklist of Requirements:**  Cover letter with the final draft of the legislative measure, with the receiving copy returned to the person | | | | **Where to secure** | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO**  **BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Receiving of**  **Approved Legislative**  **Measures for**  **Signature** | Receiving of the final draft of the legislative measures  approved by the  Municipal Council | | None | 2 minutes | Receiving personnel |
| Review of the Legislative  If there are no amendments, the same shall be forwarded to the Vice Mayor for signature. | |  |  |  |
|  | If there are  amendments, the concerned councilor/s shall be contacted and the same shall be returned to the Office of the Municipal Secretary with the directive to amend the same. | | None | 24 hours | Legislative  (Division) |