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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)  |