

**OFFICE OF THE MUNICIPAL SECRETARY**

**Securing certified true copies of Municipal Council documents**

🗹 **ABOUT THE SERVICE**

The public may request for certified true copies of municipal council documents from the Sangguniang Bayan.

These documents include ordinances, resolutions and minutes of deliberations.

**REQUIREMENT(s)**

Letter Request specifying the document needed or duly filled-up Request Form

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Steps and Procedure** | **Processing Time** | **Fees to be paid** | **Person Responsible**  (Please Approach) | **Type of Transaction** | | | **Classification** | | |
| **Government**  **to**  **Government** | **Government to**  **Citizen** | **Government to**  **Business** | **Government to Government** | **Government to**  **Citizen** | **Government to**  **Business** |
| 1.Submit Letter of Request  Submit letter of request or Request Form to the receiving clerk. | 5 minutes | None | MERCIDITH M. CABOT  Administrative Officer IV |  |  |  |  |  |  |
| 2. Acceptance of Request  SB Secretary accepts and approves work on the request. | 5 minutes | None | Atty JUNSANLY I. ITUMAY  Municipal Secretary |  |  |  |  |  |  |
| 3. Research  Wait while assigned staff looks for document requested. | 5 minutes | None | MERCIDITH M. CABOT  Administrative Officer IV |  |  |  |  |  |  |
| 4. Payment of Fees  Proceed to the Municipal Treasurer's Office to pay the required fees.   * For every page of fraction thereof typewritten (not including the certificate and notation)   1st two copies  For every additional copy   * Where the copy to be furnished is in printed form the whole or in part, for each page (double this fee if there are two pages in a sheet) * For each certificate of correctness (with Seal of Official Office) written on the copy or attached   thereto.  1st two copies  For every additional copy   * For certifying the official act of the Municipal Secretary and other Municipal Officials   1st two copies  For every additional copy   * For certified copies of any papers, records, decrees, Judgment pre entry of which any person is entitled to demand and received a copy (in connection with judicial proceedings) for each one   Hundred (100) words   * Xerox or any other copy produced by copying machine per page * Certified photo copy per page * For preparing affidavits or any documents per page/per sheet | 5 minutes  5 minutes  5 minutes  5 minutes  5 minutes  5 minutes  5 minutes  5 minutes | P20.00  P 5.00  P 10.00  P 10.00  P 5.00  P 10.00  P 5.00  P 5.00  P 5.00  P 5.00  P 5.00 | License Division  Municipal Treasurer's Office |  |  |  |  |  |  |
| 5. Receive Documents  Go back to the Sangguniang Bayan, presents the Official Receipt and receives the certified copies of documents requested. | 1 minute | None | MERCIDITH M. CABOT  Administrative Officer IV |  |  |  |  |  |  |