



Sangguniang Bayan Office

External Services



1. Issuance Of Franchise To Operate Motorized Tricycle For Hire

The Local Government Code of 1991 empowers LGUs to regulate the operation of tricycles and grant or renew franchise to operate tricycle for hire within the municipality valid for three years. The approval of franchise to operate motorized tricycle for hire takes three consecutive municipal council sessions in the Sangguniang Bayan provided all requirements are complied with.

Office/Division:	Sangguniang Bayan Office			
Classification:	Highly Technical with Multi stage			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All interested to operate tricycle for hire			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application form duly filled up, 3 copies 2. Current OR of Motorcycle registration, 1 photocopy 3. Certificate of Registration "For Hire" (in the name of the Applicant, 1 photocopy 4. Clear stencil of motor and chassis number, 1 copy 5. Previous MTOP and Franchise, if renewal, 1 photocopy each 6. Professional Driver's License, 1 photocopy 7. Unit (Tricycle) subject for MTOP			Treasury Office LTO/Owner/Applicant LTO/Owner/Applicant Owner/Applicant Owner/Applicant/Treasury/SB LTO/Owner/Applicant Owner/Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled up application with complete requirements	1.1 Receive application, verify completeness of requirements, inspect subject tricycle, assess and collect fees and endorse application to the SB	Refer to Citizens Charter of the Treasury	1 Hour, 30 Minutes	<i>Treasurer</i> Treasury Office
	1.2 Receives application endorsed by the Treasury	None	10 minutes	<i>SB Secretary</i> SB Office



2. Appear before the Sangguniang Bayan during session upon notice.	2.1 Deliberate and adopt the ordinance. Notify applicant for appearance upon motion of the Sangguniang Bayan.	None	28 days	SB/ SB Secretary SB Office
	2.2 Prepares Franchise Ordinance	None	30 minutes	SB Secretary SB Office
	2.3 Approve Franchise Ordinance	None	30 minutes	Vice Mayor/Presiding Officer, Mayor
	2.4 Submit approved franchise ordinance at Sangguniang Panlalawigan for review	none	1 day	SB Secretary SB Office
3. Receive approved franchise ordinance at SB Office.	3.1 Let applicant sign the receiving logbook for franchise ordinance and release one (1) original copy of Franchise Ordinance	None	10 minutes	SB Secretary SB Office
	3.2 Furnish copy of approved franchise ordinance to the Treasurer for processing the issuance of Motorized Tricycle Operators Permit.	None	10 minutes	SB Secretary SB Office
Totals		None	29 Days, 3 Hours	



2. Dropping Of Franchise For Motorized Tricycle For Hire

The Sangguniang Bayan may drop franchise issued upon voluntary request of the franchisee for valid reasons. Request for dropping of franchise may be granted after two sessions of the municipal council as long as the franchisee presents proof that there was no committed violation on the part of the franchisee while the unit is in use.

Office/Division:	Sangguniang Bayan Office			
Classification:	Highly Technical with Multi-stage			
Type of Transaction:	G2C- Government to citizen			
Who may avail:	Franchise grantees for Motorized Tricycle for Hire			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly filled up application form, 2 copies 2. Police clearance -1 original 3. Local Tax Clearance, 1 original copy			Treasury Office PNP –local station Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled up application form with complete requirements	1.1.Receive application and verify the completeness of requirements	NONE	10 minutes	<i>SB Secretary</i> SB Office
2. Appear before the Sangguniang Bayan during session upon notice.	3.1 Notify applicant for appearance upon motion of the Sangguniang Bayan.	None	28 days	<i>SB Secretary</i> SB Office
	3.2 Prepare Certificate for dropping	None	20 minutes	<i>SB Secretary</i> SB Office
	3.3 Approve Certificate for dropping	None	30 minutes	<i>SB /Vice Mayor</i> SB Office
	Issue Order of Payment	None	5 Minutes	<i>SB Secretary</i> SB Office



3. Pay the required fee and take the official receipt	Collect the fee and issue official receipt	Certification Fee – PHP100.00	10 Minutes	<i>RCC II</i> Treasury Office
4. Give the official receipt and claim Certificate for dropping	4.1 Verify official receipt and release certificate of dropping.	None	10 minutes	<i>SB Secretary</i> SB Office
Totals		PHP100.00	28 Days, 1 Hour, 25 Minutes	

3. Securing Copies of Sanggunian Bayan Documents

The Secretary to the Sanggunian shall furnish, upon request of any interested party, certified copies of records of public character in his custody, upon payment of fees prescribed by ordinance.

Office/Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Individuals or agencies in need of documents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Filled up request form			Sangguniang Bayan Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled up request form.	Receive request and verify the availability of document requested.	None	20 minutes	<i>SB Secretary</i> SB Office
	Reproduce requested document and certify as photocopy.	None	45 minutes	<i>SB Secretary</i> SB Office
	Issue Order of payment	None	10 minutes	<i>SB Secretary</i> SB Office



2. Pay required fees	Issue official receipt	PHP100.00 per page	10 Minutes	RCC II Treasury Office
3. Present Official receipt and Claim requested document	Release requested document	None	10 minutes	SB Secretary SB Office
TOTAL		PHP100.00 per page	1 Hour, 35 Minutes	

4. Issuance Of Franchise To Operate Cockpit

The Local Government Code of 1991 empowers the body to authorize and license the operation and maintenance of cockpits and regulate cockfighting within the municipality for every three years. The approval of franchise to operate cockpit takes three consecutive municipal council sessions in the Sangguniang Bayan provided all requirements are complied with.

Office/Division:	Sangguniang Bayan Office			
Classification:	Highly Technical with Multi stage			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Any qualified individual or juridical who wants to operate cockpit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application form duly filled up, 2 copies 2. Proof of financial capacity (ITR Bank Acct etc.(1 original 3. Local Tax Clearance, 1 original copy (for renewal) 4. Certificate of compliance to zoning requirements, 1 original copy (for new)			SB Office Applicant Treasury Office Zoning Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled up application with complete requirements	1.1 Receive application and verify the completeness of requirements	None	30 minutes	SB Secretary SB Office



2. Appear before the Sangguniang Bayan during session upon notice.	2.1 Deliberate and adopt the ordinance. Notify applicant for appearance upon motion of the Sangguniang Bayan.	None	36 days	<i>SB/SB Secretary</i> SB Office
	2.2 Prepares Franchise Ordinance	none	4 Hours	<i>SB Secretary</i> SB Office
	2.3 Approve Franchise Ordinance	None	7 days	<i>Mayor/Vice Mayor</i>
	2.4 Submit approved ordinance to Sangguniang Panlalawigan for review	None	1 day	<i>SB Secretary</i> SB Office
3. Claim approved franchise upon notice	3.1 Notify applicant, for status, if approved to come and receive copy of ordinance and furnish a copy to the Treasury	None	1 day	<i>SB Secretary</i> SB Office
Total		None	45 Days, 4 Hours, 30 Minutes	



Sangguniang Bayan Office

Internal Services



1. Processing of resolutions/ordinances for signature of the Local Chief Executive

Resolutions/ordinances enacted by the Sangguniang Bayan is submitted to the Office of the Mayor for signature of the Local Chief Executive.

Office/Division:		Sangguniang Bayan Office		
Classification:		Simple		
Type of Transaction:		Government to government		
Who may avail:		LGU Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode draft of resolution/ ordinance enacted by the Sangguniang Bayan and enter in the logbook	1.1 Approval and Signature of the Presiding Office	None	15 minutes	<i>SB Secretary</i> Vice Mayor
2. Submit to the Office of the Mayor for signature	2.1 Approve /disapprove by the Local Chief Executive	None	Refer to Citizens Charter of Mayors Office	<i>Mayor's Office Staff</i>
3. Receive approve/ disapprove document	3.1 Release approved/ disapproved resolution/ ordinance	None	10 minutes	<i>Mayor's Office staff</i> SB Office
4. Submit approved ordinance/resolution to Sangguniang Panlalawigan if needed.	4.1 Review and approval of Sangguniang Panlalawigan	None	1 day	<i>SB Secretary</i>