



B. OFFICE OF THE SANGGUNIANG BAYAN

1. ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS (NGOS) AND PEOPLE’S ORGANIZATIONS (POS)

Pursuant to Article 62, Rule XIII of the Implementing Rules and Regulation of the Local Government Code of 1991 which mandates local government units to promote the establishment and operation of people’s organization, non-government organizations and the private sectors to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects ad activities of the local government unit, such as, but not limited to, membership in the local special bodies and involvement in the delivery of the basic services and facilities.

Office/Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	Government to Government, Government to Citizen, Government to Business			
Who may avail:	All POs and NGOs			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Duly accomplished Application Form (2 copies, original)	Office of the Sangguniang Bayan			
Board Resolution signifying intention for accreditation (2 copies, original)	Respective POs and NGOs			
Certificate of Registration (1 original, 1 photocopy)	SEC, DOLE, CDA etc.			
Annual accomplishment Report (1 original, 1 photocopy)	Client			
Financial Statement (1 original, 1 photocopy)	Client			
Profile indicating the purposes and objectives of our organization (1 original, 1 photocopy)	Client			
Copy of the Minutes of the Meeting of the Organization.	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook in the office	1. Give logbook to the client and provide a copy requirements for accreditation to the applicant		2 minutes	Desiree A. Faldas Administrative Aide III
2. Submit the letter of application and the required documents	2.1. Receive the application and check the requirements		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	2.2. Process the Accreditation (Upon the instruction of the Committee Chairperson on Rules, include in the Calendar of Business)		Depends on the schedule of session and its approval	Julio C. Castigador SB Secretary



	2.3. Prepare the Certificate of Resolution of Accreditation		After approval	SB Secretary & Staff
	2.4. Inform the client to claim the Certificate of Accreditation		2 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
3. Claims the Certificate of Accreditation in the Office (upon receiving a notification from the SB Secretariat that the certificate is ready to be released)	3. Issue the Certificate of Accreditation		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I

2. ISSUANCE OF PHOTOCOPY OF SAGGUNIANG BAYAN DOCUMENTS

The public may request for certified true copies of Sangguniang Bayan documents. These documents include ordinances, resolutions, minutes of the deliberations and Committee Reports/Recommendations.

Office/Division:	Office of the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	Government to Government, Government to Citizen, Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Written Request Requirement		Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Written Request Requirement (Name, Address, Title of Requested Document, No. of copies and Purpose) *Make sure to secure the Order of Payment that will be issued	1.1. Receive request and retrieve the desired document		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	1.2. Photocopy the requested document	PHP 2.00/page	5 minutes	Desiree A. Faldas Administrative Aide III
2. Pay the required fees at the Municipal Treasurer's Office *Make sure to secure the Official Receipt that will be issued upon	2. Accept the payment and issue the Official Receipt	PHP 70.00	5 minute	Precious Christy Compas LRCO I Or Lalyn B. Fara-on



payment				Administrative Aide III
3. Return to the SB Office, presents OR for the release of the requested document	3. Check the OR and certify the authenticity the approve the release		3 minutes	Julio C. Castigador SB Secretary
4. Receives the requested document ad signs the record book	4. Release the requested document and record in the record book		3 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	TOTAL	PHP 70.00 + PHP2.00/page		

3. TRICYCLE FRANCHISE APPLICATION/RENEWAL

Pursuant to the provision of sub-paragraph vi, paragraph 3, Section 447 (a) of the Local Government Code of 1991 which states that “Subject to the guidelines prescribed by the Department of Transportation and Communications, shall regulate the operation of tricycles ad grant franchises for the operation thereof within the territorial jurisdiction of the municipality, the Sangguniang Bayan is given the legislative authority to issue franchise ordinances for the operation of tricycles within the territorial jurisdiction of the municipality.”

Office/Division:	Office of the Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	Tricycle Operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Community tax certificate	Office of the Municipal Treasurer – Window 1
Certificate or Registration from LTO (1 original, 1 photocopy)	Client
Proof of purchase or Official Receipt of purchased Tricycle unit (1 original, 1 photocopy)	Client
Barangay Clearance	Barangay Hall
Photocopy of Driver’s License	Client
Certification from the PNP/TMEU that the Unit was inspected and in good running condition	Bingawan Municipal Police Station
Mayor’s Permit for Tricycle for Hire Service	Mayor’s Office
2 pieces 2x2 colored ID picture	Client



Certification from Bingawan Tricycle Owners & Drivers Association (BITODA)		BITODA President		
Trash Can		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure all requirements then proceed to Sangguniang Bayan Office for the verification of the required documents. *Make sure to secure the Order of Payment that will be issued	1. Accept all documentary requirements and verify completeness		5 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
2. Pay the applicable fees and charges to the Municipal Treasurer's Offices *Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment and issue the Official Receipt	See table below	5 minutes	Precious Christy Compas LRCO I Or Lalyn B. Fara-on Administrative Aide III
3. Present the motorized tricycle unit to Traffic Management Group (TMG) at the Bingawan Police Station for inspection	3. Inspect the unit and prepare the Inspection Report		15 minutes	Members of the Inspection Team
4. Return to the SB Office, present OR and the Inspection Report	4. 1. Check the OR and the Inspection Report; record the applicant and unit information		3 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
	4.2. Process the Application for Tricycle Franchise (Upon the instruction of the Committee Chairperson on Rules, include in the Calendar of Business)		Depends on the schedule of session and its approval	Julio C. Castigador SB Secretary
	4.3. Prepare the Franchise Ordinance (printing & signing of MTOP)		After Approval	SB Secretariat
	4.4. Inform the Client to claim the Approved MTOP		2 minutes	Rezel L. Montilla Local Legislative Staff Asst. I
5. Receive the MTOP	5. Release the MTOP Release the		2 minutes	Desiree A. Faldas



	requested document and record in the record book			Administrative Aide III
		TOTAL		
SCHEDULE OF FEES				
1. Annual Franchise Fee				PHP 100.00
2. Filing Fee (one-time payment)				PHP 200.00
3. Service Fee				PHP 50.00
4. Mayor's Permit for TFH service				PHP 100.00
5. Matrix Fee				PHP 50.00
6. Copy of the Comprehensive Traffic Code				PHP 100.00
7. Conduction Sticker Fee				PHP 50.00
8. Number Plate				PHP 200.00
9. Inspection Fee				PHP 50.00