

**OFFICE OF THE SANGGUNIANG PANLUNGSOD  
(SP)  
Bacolod City**

The Sangguniang Panglungsod, as the Legislative Body of the City, shall enact ordinances and approve resolutions necessary for an efficient and effective City Government and to further appropriate funds for the general welfare of its inhabitants/constituents.

As provided further for under R.A. 7160 or the Local Government Code of the Philippines, the Sangguniang Panlungsod of Bacolod City shall be headed by the Vice Mayor, who acts as the Presiding Officer during SP Regular/Special Sessions, together with the Sangguniang Panlungsod Members, who respectively designated as the Chairman of various committees.

**Location:** 2<sup>nd</sup> floor North Wing, Bacolod City Government Center, Barangay Villamonte, Bacolod City

**Phone number:** (034) 433-9011, (034) 431-3840

**I. RECEIVING OF DOCUMENTS /COMMUNICATIONS AND DOCKETING FOR INCLUSION IN THE AGENDA OF THE SP REGULAR SESSION.**

**ABOUT THE SERVICE:** The Sangguniang Panlungsod Office serve the people by receiving their written requests, queries and concerns that needs legislative action.

**REQUIREMENTS:** Written form of requests, queries and concerns of any office, person or group of persons, duly addressed to the Office of the Sangguniang Panlungsod, or duly endorsed by concerned offices.

*(Note: Regular Session is every Wednesday unless there is a temporary change in schedule)*

<b>HOW TO AVAIL OF THE SERVICE:</b>		
<b>STEPS</b>	<b>Time Frame</b>	<b>Person/s In Charge</b>
1. Submit in 3 complete copies/sets (1 original copy and 2 photocopies)  Cut-off time for inclusion in the Agenda is at <b>5:00 P.M. every Monday</b>	5 minutes	<b>Ryan B. Lachica,</b> <i>Records Officer II</i> <b>Percival A. Dela Cruz,</b> <i>Records Officer I</i> <b>Tracy Anne Marie R. Lesidan,</b> <i>Clerk IV</i> <b>Charity D. Arboleras</b> <i>Clerk IV</i> <b>Alan C. Pavilario</b> <i>Clerk III</i>

**II. REQUEST FOR CERTIFIED TRUE COPY OF ORDINANCES, RESOLUTIONS, TRANSCRIPT/EXCERPTS OF MINUTES OF SESSIONS, JOURNAL OF PROCEEDINGS OR COMMITTEE HEARINGS AND DOCUMENTS FILED WITH THE OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**ABOUT THE SERVICE:** The Office of the Sangguniang Panlungsod can provide any requesting person or party of a *Certified True Copy* of Ordinances, Resolutions, Transcript/Excerpts of Minutes of Sessions, Journal of Proceedings or Committee Hearings and documents filed with SP subject to the approval of the SP Secretary.

**REQUIREMENTS:** Filled-up *SP Requisition Form* or a Written Request for a Certified True Copy of Ordinances, Resolutions, and Transcript/Excerpts of Minutes of Sessions, Journal of Proceedings or Committee Hearings and documents subject to the approval of the SP Secretary. Once approved, SP Staff will give the requesting party an *Assessment Slip* with the amount to be paid at the Treasurer's Office. The OR No. is noted at the SP Requisition Slip before the release of the documents requested.

**FEE:** **Php 50.00 per page** paid at the Cashier of the City Treasurer's Office located at the ground floor of the Bacolod City Government Center and receipt issued by the Cashier (per City Ordinance No. 565, Series of 2011)

<b>HOW TO AVAIL OF THE SERVICE:</b>		
<b>STEPS</b>	<b>Time Frame</b>	<b>Person/s In Charge</b>
1. Fill-up Requisition Form available at the SP Office or submit written request to and for approval of the SP Secretary	10 Minutes	<p><b>Legislative Section:</b>  <b>Jema B. Zolayvar, LLSA III</b>  <b>Jonnette P. Barredo, Clerk III</b>  <b>Ludovico L. Tabino, Jr., Clerk II</b></p> <p><b>SP Archives:</b>  <b>Maruja M. Abayon, LLSA III</b></p> <p><b>Records Section:</b>  <b>Tracy Anne Marie R. Lesidan, Clerk IV</b>  <b>Charity D. Arboleras, Clerk IV</b>  <b>Alan C. Pavilario, Clerk III</b></p> <p><b>Approving Authority:</b>  <b>Atty. Vicente C. Petierre III</b>                      SP Secretary</p> <p><b>Christine G. Templa</b>                      Board Secretary IV</p>

**III. REQUEST FOR PHOTOCOPY OF ORDINANCES, RESOLUTIONS, TRANSCRIPT/EXCERPTS OF MINUTES OF SESSIONS, JOURNAL OF PROCEEDINGS OR COMMITTEE HEARINGS AND DOCUMENTS FILED WITH THE OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**ABOUT THE SERVICE:** Office of the Sangguniang Panlungsod can provide any requesting person or party of a *Photocopy* of Ordinances, Resolutions, Transcript/Excerpts of Minutes of Sessions, Journal of Proceedings or Committee Hearings and documents at any time for research or files purposes.

**REQUIREMENTS:** Filled-up *SP Requisition Form* or a Written Request for a Photocopy of Ordinances, Resolutions, Transcript/Excerpts of Minutes of Sessions, Journal of Proceedings or Committee Hearings and documents filed with SP. SP Staff will give the requesting party an *Assessment Slip* with the amount to be paid at the Treasurer's Office. The OR No. is noted at the SP Requisition Slip before the release of the documents requested.

**FEES:** **Php 2.00 per page** paid at the Cashier of the City Treasurer's Office located at the ground floor of the Bacolod City Government Center and receipt issued by the Cashier

<b>HOW TO AVAIL OF THE SERVICE:</b>		
<b>STEPS</b>	<b>Time Frame</b>	<b>Person/s In Charge</b>
1. Fill up requisition form at the SP Office or submit written request to and for approval of the SP Secretary	10 Minutes	<p><b>Legislative Section:</b>  <b>Jema B. Zolayvar, LLSA III</b>  <b>Jonnette P. Barredo, Clerk III</b>  <b>Ludovico L. Tabino, Jr., Clerk II</b></p> <p><b>SP Archives:</b>  <b>Maruja M. Abayon, LLSA III</b></p> <p><b>Records Section:</b>  <b>Tracy Anne Marie R. Lesidan</b>  <b>Clerk IV</b>  <b>Charity D. Arboleras, Clerk IV</b>  <b>Alan C. Pavilario, Clerk III</b></p> <p><b>Approving Authority:</b>  <b>Atty. Vicente C. Petierre III</b>  <b>SP Secretary</b>  <b>Christine G. Templa</b>  <b>Board Secretary IV</b></p>

**IV. RELEASING OF ORDINANCES AND RESOLUTIONS PASSED BY THE SANGGUNIANG PANLUNGSOD TO CONCERNED INDIVIDUALS OR GROUPS**

**ABOUT THE SERVICE:** Passed Resolutions and approved Ordinances are public documents, and such are made available for the constituents of Bacolod City.

**REQUIREMENTS:** Issuance of Transmittals to concerned persons, groups or offices

<b>HOW TO AVAIL OF THE SERVICE:</b>		
<b>STEPS</b>	<b>Time Frame</b>	<b>Person/s In Charge</b>
1. Issuance of Transmittals	24-72 Hours	<i>Jema B. Zolayvar, LLSA III</i> <i>Jonnette P. Barredo, Clerk III</i> <i>Ludovico L. Tabino, Jr., Clerk II</i>