



OFFICE OF THE SANGGUNIANG PANLUNGSOD 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 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 are respectively designated as the Chairman of various committees.

Location: 2nd Floor, Bacolod City Government Center, Circumferential Road,
Barangay Villamonte, Bacolod City

Phone number: **Secretariat Office** (034) 435-3603 & (034) 431-3839;
Stenographic Services Section (034) 431-3840;
Property Section (034) 431-3837

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

The Sangguniang Panlungsod Office serves the people by receiving their written requests, queries and concerns that needs legislative action. 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 on Wednesdays** unless there is a temporary change in schedule and **Regular Cut-Off Schedule is on Tuesdays 12:00 Noon**)*

Office or Division:	Sangguniang Panlungsod Secretariat Office - Records & Correspondences Section
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<ul style="list-style-type: none"> Written Communication/Letter addressed to the Sangguniang Panlungsod specifying the concern or request to the council. (4 Copies: 1 original and 3 photocopies) Written Communication/Letter must be duly signed and contact number must be indicated for reference purposes Written Communication/Letter must be docketed by SP 		<ul style="list-style-type: none"> Client Client <i>Records Section</i> of the SP Secretariat 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter or communication addressed to the SP at the Records Section of the SP Secretariat Office located at the 2 nd Floor, Bacolod City Government Center along Circumferential Road, Barangay Villamonte, Bacolod City.	1.1 The Records Section checks the letter and if in order (<i>concern or request is clearly stated and duly signed</i>).	None	3 mins.	Tracy Anne Marie R. Lesidan Clerk IV Alan C. Pavilario Clerk III
	1.2 Docket the documents as officially received by the SP <i>for consideration to be included in the session for the week of the City Council</i> .	None	1 min.	Tracy Anne Marie R. Lesidan Clerk IV Alan C. Pavilario Clerk III
	1.3 Refers all correspondences to the Floor Leader for Final Approval for inclusion in the Agenda.	None	5 hours	Atty. Vicente C. Petierre III SP Secretary

2. If letters or communications were addressed to the Vice Mayor of to any of the City Councilors, it will be endorsed to the SP Secretariat and the Records Section will have it docketed for consideration for inclusion in the Agenda for the week's session.	1.1 The Records Section checks the letter and if in order (<i>concern or request is clearly stated and duly signed</i>).	None	3 mins.	Tracy Anne Marie R. Lesidan Clerk IV Alan C. Pavilario Clerk III
	1.2 Docket the documents as officially received by the SP for <i>consideration to be included in the session for the week of the City Council.</i>	None	1 min.	Tracy Anne Marie R. Lesidan Clerk IV Alan C. Pavilario Clerk III
	1.3 Refers all correspondences to the Floor Leader for Final Approval for inclusion in the Agenda.	None	5 hours	Atty. Vicente C. Petierre III SP Secretary
TOTAL:		None	5 hours & 4 minutes	

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

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.

The Php 50.00 per page to be paid at the Cashier of the City Treasurer's Office located at the ground floor of the Bacolod City Government Center is based on City Ordinance No. 565, Series of 2011.

Office or Division:	Sangguniang Panlungsod Secretariat Office - Legislative Services Section
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business to Business Entity <input type="checkbox"/> G2G – Government to Government
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WHERE TO SECURE	

<ul style="list-style-type: none"> • Letter Request addressed to the Sangguniang Panlungsod or filled-up Request Form • If request is approved, an Assessment Slip will be issued by SP Staff for the requesting party to use as basis for payment at the Treasurer's Office. • Pay at the City Treasurer's Office • Official Receipt is presented to SP Staff to release the Certified True Copy/ies as requested. 	<ul style="list-style-type: none"> • <i>Legislative Services Section</i> of the SP Secretariat • <i>Legislative Services Section</i> of the SP Secretariat • <i>City Treasurer's Office</i> • <i>Legislative Section</i> of the SP Secretariat 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit letter request or filled-up Request Form for Certified True Copy of any SP document/s to the Legislative Services Section of the SP Secretariat Office located at the 2nd Floor, Bacolod City Government Center along Circumferential Road, Barangay Villamonte, Bacolod City.</p>	<p>The Legislative Section will check the letter request or the Request Form for Certified True Copy of any SP document and have it approved by the SP Secretary.</p>	<p>None</p>	<p>3 minutes</p>	<p>Ludovico L. Tabino, Jr. Admin. Asst. III</p> <p>Charito T. Desphy SP Staff</p> <p>Jonnette P. Barredo Board Secretary I</p> <p>Atty. Vicente C. Petierre III SP Secretary</p>
<p>2. If request is approved, get an Assessment.</p>	<p>An Assessment Slip will be issued by SP Staff for the requesting party to use as basis for payment at the Treasurer's Office.</p>	<p>None</p>	<p>3 mins.</p>	<p>Ludovico L. Tabino, Jr. Admin. Asst. III</p> <p>Charito T. Desphy SP Staff</p>
<p>3. Client pays at the City Treasurer's Office.</p>	<p>An Official Receipt will be issued to the Client.</p>	<p>P50.00/ page</p>	<p>5 mins.</p>	<p>City Treasurer's Office</p>

4. The Client returns to the SP Office to present his/her Official Receipt .	The SP Staff takes note of the OR # and date paid on the approved SP Requisition Form or on the Letter Request and release the documents requested.	None	4 mins.	Ludovico L. Tabino, Jr. Admin. Asst. III Charito T. Desphy SP Staff
TOTAL:		Number of pages at P50.00 per page.	15 mins.	

III. 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

The 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.

The Php2.00 per page to be paid at the Cashier of the City Treasurer's Office located at the ground floor of the Bacolod City Government Center is based on City Ordinance No. 565, Series of 2011.

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CHECKLIST OF REQUIREMENTS	
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<ul style="list-style-type: none"> • Letter Request addressed to the Sangguniang Panlungsod or filled-up Request Form • If request is approved, an Assessment Slip will be issued by SP Staff for the requesting party to use as basis for payment at the Treasurer's Office. • Pay at the City Treasurer's Office • Official Receipt is presented to SP Staff to release the Certified True Copy/ies as requested. 	<ul style="list-style-type: none"> • <i>Legislative Services Section</i> of the SP Secretariat • <i>Legislative Services Section</i> of the SP Secretariat • <i>City Treasurer's Office</i> • <i>Legislative Section</i> of the SP Secretariat

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or filled-up Request Form for Photocopy/ies of any SP document to the Legislative Services Section of the SP Secretariat Office located at the 2 nd Floor, Bacolod City Government Center along Circumferential Road, Barangay Villamonte, Bacolod City.	The Legislative Section will check the letter request or the Request Form for Photocopy/ies of any SP document and have it approved by the SP Secretary.	None	3 mins	Ludovico L. Tabino, Jr. Admin. Asst. III Charito T. Desphy SP Staff Jonnette P. Barredo Board Secretary I Atty. Vicente C. Petierre III SP Secretary
2. If request is approved, get Assessment Slip	An Assessment Slip will be issued by SP Staff for the requesting party to use as basis for payment at the Treasurer's Office.	None	3 mins	Ludovico L. Tabino, Jr. Admin. Asst. III Charito T. Desphy SP Staff
3. Client pays at the City Treasurer's Office	An Official Receipt is issued.	P2.00/ page	5 mins	City Treasurer's Office
4. The Client returns to the SP Office to present his/her Official Receipt .	The SP Staff takes note of the OR # and date paid on the approved SP Requisition Form or on the Letter Request and release the documents requested.	None	4 mins.	Ludovico L. Tabino, Jr. Admin. Asst. III Charito T. Desphy SP Staff
TOTAL:		Number of pages at P2.00 per page.	15 mins.	

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

Passed Resolutions and approved Ordinances are public documents, and such are made available for the constituents of Bacolod City. Thus, the SP makes and issues *Transmittals* to concerned persons, groups or offices which also serve as proof that the SP have already furnished said concerned individuals or groups. This is done weekly, a day or two after every session.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> The Sangguniang Panlungsod Office transmits all approved Resolutions and Ordinances on a weekly basis after each session to all concerned individuals/groups or offices of each and every particular legislation. 		<ul style="list-style-type: none"> <i>Legislative Section</i> of the SP Secretariat 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

