



The Sangguniang Panlungsod (SP) as the legislative body of the Local Government of Bacolod, the Sangguniang Panlungsod 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 constituents.

As further provided under Republic Act 7160, or the Local Government Code of the Philippines, the Sangguniang Panlungsod of Bacolod City is headed by the Vice Mayor, who also sits as the Presiding Officer, while elected Sangguniang Panlungsod Members are designated as Chairpersons of various committees.

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

Phone numbers: Vice Mayor's Office (034) 432-7153
Secretariat Office (034) 435-3603 & (034) 431-3839;
Stenographic Services Section (034) 431-3840;
Property Section (034) 431-3837

OUR SERVICES

I. RECEIVING OF DOCUMENTS FOR INCLUSION IN THE AGENDA OF THE SANGGUNIANG PANLUNGSOD SESSIONS

About Our Service:

The Sangguniang Panlungsod Office serves the people by receiving duly addressed written requests, queries and concerns coming from any office, person or group of persons that need legislative action. Written communication that meets the requirements are then brought to the Records and Correspondence Section for inclusion in the agenda as approved by the Floor Leader and the Presiding Officer.

Regular Sessions are on Wednesdays at 3:00pm unless there is a temporary change in the schedule. As per Internal Rules of Procedures passed under SP Resolution No. 790, Series of 2022, the Regular Cut-Off Schedule for inclusion in the agenda is every Tuesday at 12:00 Noon, except those matters or subjects that are deemed URGENT as certified by the Office of the City Mayor and/or by the Secretary to the Mayor.

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"> Request Letter addressed to the Sangguniang Panlungsod citing specific concern or request to the Council and duly signed with printed name and contact details <ul style="list-style-type: none"> 1 original copy and 3 photocopies <p><i>Pls. Note: Cut-off of Records Section for items to be included in the week's agenda is <u>every Tuesday 12:00 noon as per approved Internal Rules.</u></i></p>		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit written communication.	1.1 Check the communication and review all details.	None	30 minutes	<i>Clerk IV</i> Records & Correspondence Section
	1.2 Docket the communication.		15 minutes	<i>Records Officer II</i>
2. Secure the Receiving Copy.	2.1 Release the Receiving Copy to the Client.	None	15 minutes	<i>Clerk IV</i> Records & Correspondence Section
	2.2 Prepare Referral Slip and submit with the communication to the Floor Leader for	None	1 day	<i>Records Officer II</i> <i>SP Secretary</i>

	appropriate action.			
	2.3 Send notification of Status/ Action of items included in the Agenda of the SP Session either verbal or thru SMS or email.	None	1 day	<i>Clerk IV - Records & Correspondence Section</i>
TOTAL		None	2 days and 1 hour	

II. ISSUANCE OF CERTIFIED TRUE COPIES OR PHOTOCOPIES OF DOCUMENTS OF THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR PRIVATE CLIENTS

About Our Service:

The Office of the Sangguniang Panlungsod shall provide any requesting person or party with a CERTIFIED TRUE COPY OR PHOTOCOPY of Ordinances, Resolutions, Transcripts of Minutes of Sessions, Journal of Proceedings or Minutes of Committee Hearings and other available documents filed with SP subject to the approval of the SP Secretary.

As per City Ordinance No. 565, Series of 2011, a charge of Php50.00 per page for Certified True Copies and Php2.00 per page for Photocopies shall be paid to the Cashier of the City Treasurer's Office located at the Ground Floor of the Bacolod City Government Center. This is for Private Clients/ Individuals and Private Companies/ Organizations/ Entities.

Office or Division:	Sangguniang Panlungsod Secretariat Office Legislative Services Section
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CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> • Filled-up Requisition Form • Assessment Slip 	<ul style="list-style-type: none"> • <i>Legislative Section</i> of the SP Secretariat

<ul style="list-style-type: none"> • Official Receipt 		<ul style="list-style-type: none"> • <i>Legislative Section of the SP Secretariat</i> • <i>City Treasurer's Office</i> 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the Requisition Form.	1.1 Validate the Requisition Form.	None	10 minutes	<i>Receiving Clerk Legislative Services Section</i>
	1.2 Process request for approval and have it duly signed by the SP Secretary/ Board Secretary.	None	30 minutes	<i>Administrative Assistant Legislative Services Section</i>
	1.3 Issue an Assessment Slip as basis for payment.	None	5 minutes	<i>SP Secretary/ Board Secretary</i> <i>Administrative Assistant Legislative Services Section</i>

<p>2. Present assessment slip and pay required amount.</p>	<p>2.1 Review and process payment and issue Official Receipt.</p> <p>a. Certified True Copy/ies</p> <p>b. Regular Photocopy/ies</p> <p>2.2 Prepare the documents requested.</p> <p>a. For certified true copies, have it duly signed by the SP Secretary.</p>	<p>P50.00 per Page</p> <p>P2.00/ page</p>	<p>30 minutes</p> <p>15 minutes</p>	<p><i>Cashier</i> City Treasurer's Office</p> <p><i>Administrative Assistant</i> Legislative Services Section</p> <p><i>SP Secretary</i></p>
<p>3. Return to SP Office and present OR.</p>	<p>3.1 Verify OR and log the OR No and date of payment on the approved SP Requisition Form.</p> <p>3.2 Log details of the documents to be released.</p>	<p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p><i>Administrative Assistant</i> Legislative Services Section</p> <p><i>Releasing Clerk</i> Legislative Services Section</p>
<p>4. Receive Requested Certified True Copies or Photocopies</p>	<p>4. Releases the Requested Certified True Copies or Photocopies accordingly and</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Releasing Clerk</i> Legislative Services Section</p>

accordingly and signs in the Releasing Logbook.	checks the signed part in the Releasing Logbook.			
TOTAL:		P50.00 per page (for Certified True Copies) P2.00 per page (for Regular Photo-copies)	1 hour and 45 minutes	

III. ISSUANCE OF CERTIFIED TRUE COPIES OR PHOTOCOPIES OF DOCUMENTS OF THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR PUBLIC CLIENTS

About Our Service:

The Office of the Sangguniang Panlungsod shall provide any requesting person or party with a CERTIFIED TRUE COPY OR PHOTOCOPY of Ordinances, Resolutions, Transcripts of Minutes of Sessions, Journal of Proceedings or Minutes of Committee Hearings and other available documents filed with SP subject to the approval of the SP Secretary.

Issuance of certified true copies/ regular photocopies is free of charge for Public Clients and Government Agencies who are individuals, groups, organizations or offices that are Government- affiliated.

Office or Division:	Sangguniang Panlungsod Secretariat Office Legislative Services Section
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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Filled-up Requisition Form • Assessment Slip • Official Receipt 		<ul style="list-style-type: none"> • <i>Legislative Section</i> of the SP Secretariat • <i>Legislative Section of the SP Secretariat</i> • <i>City Treasurer's Office</i> 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the Requisition Form.	1.1 Validate the Requisition Form.	None	10 minutes	<i>Receiving Clerk</i> Legislative Services Section
	1.2. Process request for approval and have it duly signed by the SP Secretary/ Board Secretary.	None	10 minutes	<i>Administrative Assistant</i> Legislative Services Section <i>SP Secretary/ Board Secretary</i>
	1.3 Prepare the documents requested. a. Photocopy the original documents and have it verified and signed as Certified True Copies by the SP Secretary.	None	45 minutes	<i>Administrative Assistant</i> Legislative Services Section <i>SP Secretary</i>

	b. Photocopy original documents requested.			
2. Receive Requested Certified True Copies or Photocopies accordingly and signs in the Releasing Logbook.	2.1 Log details of the documents to be released. 2.2 Releases the Requested Certified True Copies or Photocopies accordingly and checks the signed part in the Releasing Logbook.	None	5 minutes 5 minutes	<i>Releasing Clerk</i> Legislative Services Section
TOTAL:		None	1 hour and 15 minutes	

NOTHING FOLLOWS