

THE CITIZEN'S CHARTER



OFFICE OF THE SANGGUNIANG BAYAN
 Second Floor Municipal Building, Maragondon, Cavite
 Tel. Nos. 046-4121158

ATTY. JANE M. ANGUE
 SB SECRETARY

Service : ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS(NGO'S) AND PEOPLE'S ORGANIZATION(POs)

Who may avail of the service: Any organized group or association fitting for accreditation

Schedule of Service Availability: (Monday to Friday, 8:00A.M.-5:00PM) NO NOON BREAK except holidays

- Requirement: 1. Duly Accomplished Application Form
 2. Board Resolution signifying intention for accreditation
 3. Certificate of Registration(SEC, DOLE, etc.)
 4. List of current officers and members
 5. Annual Accomplishment Report
 6. Financial Statement
 7. Profile indicating the purposes and objectives of the organization
 8. Copy of the minutes of the meeting of the organization
 9. Copy of Constitution and By-laws

Fees: NONE

HOW TO AVAIL THE SERVICE...

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/LOCATIO N	REQUIREMENTS
1	Secure application form	Inform/explain to the client the requirements	5 mins.	Aurea A. Reyes	Sangguniang Bayan	See above requirements
2	Submit the duly accomplished application form and other requirements	Verify the completeness of submitted documents Record the documents received	5 mins.	Rosalie B. Malimban	Sangguniang Bayan	
3		Calendar the application for deliberation	5 mins.	Atty. Jane M. Angue	Sangguniang Bayan	
4		Forward the application to the Committee Chairman on NGO's	2 mins.	Aurea A. Reyes Rosalie B. Malimban	Sangguniang Bayan	
5		Review and deliberation	Maximum of 5 working days	Chairman, Committee on Rules and Ethics and SB Members	Sangguniang Bayan	
6		If the application is approved, prepare the Certificate of Accreditation If the application is disapproved, issue notice to the NGO/PO Chairman stating therein the reason/s for disapproval	5mins. 5 mins.	Atty. Jane M. Angue Atty. Jane M. Angue	Sangguniang Bayan	

7		Have the certificate signed by the SB Secretary, Presiding Officer and Municipal Mayor	1 day(depending on the availability of the signatories)	Rosalie B. Malimban	Sangguniang Bayan and Office of the Mayor	
8		Notify the client that the application has been disapproved	1min.	Aurea A. Reyes/ Rosalie B. Malimban	Sangguniang Bayan	
9	Return to the office after 6 working days or upon receipt of notice and get Certificate of Accreditation	Issue Certificate of Accreditation to the client Record the document issued	2 mins.	Aurea A. Reyes/ Rosalie B. Malimban	Sangguniang Bayan	

Service: Issuance of Copy/ies of Sangguniang Bayan Documents

Who may avail the service: Any person, group or private entity

Requirements: None

Fees: Php 115.00 per type of document

HOW TO AVAIL THE SERVICE...

STEP S	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Properly accomplish the Request Form indicating there in the following information: Name, Address, Number of Copies, Purpose	Search for the requested document/s	5 mins.	Aurea A. Reyes Rosalie B. Malimban	Sangguniang Bayan	None
2		Compute/determine the corresponding amount to be paid and advise client to pay at the Municipal Treasure's Office Record the request in the logbook	2 mins.	Rosalie B. Malimban Aurea A. Reyes	Sangguniang Bayan Sangguniang Bayan	
3	Pay the corresponding fee	Issue Official Receipt	1 min.	Staff at the Treasurer's Office	Treasurer's Office	
4	Present the official receipt to claim the requested documents	Receive the OR and release the requested documents	2 mins.	Aurea A. Reyes	Sangguniang Bayan	

Service: Review of Barangay Ordinances

Who may avail the service: Barangay Chairman/Barangay Secretary

Requirements: Barangay Ordinance/s to be reviewed and supporting documents, if necessary

Fees: NONE

HOW TO AVAIL OF THE SERVICE...

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Submit ordinance/s and supporting documents	Receive and verify the completeness of the documents submitted	5 mins.	Aurea A. Reyes	Sangguniang Bayan	
2		Calendar the ordinance for deliberation	5mins.	Atty. Jane M. Angue	Sangguniang Bayan	
3		Review and deliberation	2 weeks (depending on the recommendation of the body)	Committee on Barangays Affairs/SB Members	Sangguniang Bayan	
4		If the ordinance is approved, prepare resolution of approval on review	30 mins.	Atty. Jane M. Angue	Sangguniang Bayan	
5		If disapproved or need further review/clarifications, notify the Punong Barangay concerned/ return to the council or origin	5 mins.	Atty. Jane M. Angue	Sangguniang Bayan	
6		Have the resolution signed by the SB Secretary and Presiding Officer	5mins.	Rosalie B. Malimban	Sangguniang Bayan	
7	Get copy of resolution of approval on review	Issue the resolution to the client	2mins.	Aurea A. Reyes	Sangguning Bayan	