



Legislative Services
Office of the Secretary to the
Sangguniang Panlungsod



1. Provision of Legislative Services

Office or Division:	Office of the City Secretary to the Sanggunian
Classification:	Simple
Type of Transactions:	G2C - Government to Citizen
Who may avail:	Concerned Agency/Citizen of Laoag

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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- Letter request specifying the document

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1. Receives letter request 1.1 If disapproved, secretary advises requesting party 1.2 If approved, requesting party is instructed to pay the fees	None	15 minutes	Administrative Officer II Revenue Collection Clerk II
2. Pay the required fee at the Office of the City Treasurer	2. Accepts payment and issue Official Receipt	50.00/page 50.00 Secretary's Fee	2 minutes	Revenue Collectors, CTO
3. Present Official Receipt to Adm. Aide I	3. Checks the Official Receipt 3.1 Prepares the documents requested	None	15 minutes	Administrative Officer III Administrative Aide I



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the requested documents	4. Issuance/release of requested document to acknowledge "Received" by requesting party	None	15 minutes	Administrative Officer III Administrative Aide I
TOTAL		Depend on the number of pages	44 minutes	