



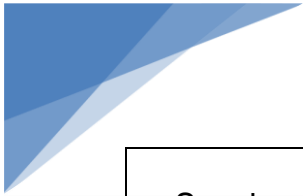
Sangguniang Bayan Office

Frontline Service



1. Office of the Vice-Mayor

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Citizens of Bongabon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Executive Agenda	1.1. Received executive agenda from Chief executive from Tuesday to 12:00 pm of Friday.	None	3 Minutes	SB Secretary Sangguniang Bayan Office
	1.2. Verify all supporting documents.	None	5 Minutes	SB Secretary Sangguniang Bayan Office
	1.3. Calendar all executive agenda to the regular session of the Sangguniang Bayan every Monday.	None	5 Minutes	SB Secretary Sangguniang Bayan Office
2. Barangay Agenda				
a. Barangay Ordinance	2.1. Received Barangay agenda every day from Tuesday to Friday at 12:00 pm.	None	3 Minutes	SB Secretary Sangguniang Bayan Office
b. Re-programmed	2.2. Verify all supporting documents	None	5 Minutes	SB Secretary Sangguniang Bayan Office



c. Supplemental	2.3. Calendar Barangay agenda to the regular session of Sanggunian Bayan every Monday	None	5 Minutes	SB Secretary Sangguniang Bayan Office
3. Issuance of secretary certificate	3. Write the name and purpose of request at the client's logbook.	PHP100.00	10 Minutes	SB Secretary Sangguniang Bayan Office
TOTAL:			36 Minutes	