



OFFICE OF THE CITY VICE MAYOR, SANGGUNIANG PANLUNGSOD MEMBERS AND SECRETARY TO THE SANGGUNIANG PANLUNGSOD

Internal Services



1. ISSUANCE OF CERTIFIED PHOTOCOPY/IES OF RESOLUTION/S AND ORDINANCE/S

Certified photocopy/ies of resolution/s and ordinance/s is issued to any requesting individual upon approval for a certain purpose.

Office or Division:		Secretary to the Sangguniang Panlungsod Office		
Classification:		Simple		
Type of Transaction:		G2C / G2B / G2G - Government to Citizen / Government to Business / Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter addressed to the Secretary to the Sangguniang Panlungsod (1 original copy)			To be provided by the Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter for verification • Make sure to secure the Order of Payment that will be issued	1. Verify request and issue order of payment	None	30 minutes	Jeane Eunice M. Lim Administrative Officer V Luzviminda M. Ocampo Supervising Administrative Officer Secretary to the SP Office
2. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by showing the Order of Payment • Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment and issue the official receipt	P50.00 per page	10 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Return to the Secretary to the SP Office, 2 nd Floor to present the official receipt and for the processing and release of	3.1 Check the official receipt	None	10 Minutes	Jeane Eunice M. Lim Administrative Officer V
	3.2 Prepare the requested document and forward to the Acting Secretary			Catherine C. Abacan Acting Secretary to the Sangguniang Panlungsod



requested document	to the SP for approval signature /			Secretary to the SP Office
4. Receive the requested document	4. Release requested document	None	5 minutes	Jeane Eunice M. Lim Administrative Officer V Secretary to the SP Office
	TOTAL:	P50.00 per page	55 minutes	

2. ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

Certificate of No Pending Administrative Case is issued to all requesting Barangay Officials.

Office or Division:	Secretary to the Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Barangay Officials of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Slip (1 original copy)			Secretary to the Sangguniang Panlungsod Office, 2 nd Floor	
Government Issued Identification Card (ID) (1 photocopy)			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the request slip with the photocopy of government issued ID • Make sure to secure the Order of Payment that will be issued	1. Verify request and issue order of payment	None	30 minutes	Lina S. Adriano Administrative Assistant VI Secretary to the SP Office
2. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by	2. Issue the official receipt	P50.00	10 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V



showing the Order of Payment • Make sure to secure the Official Receipt that will be issued upon payment				Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Photocopy the official receipt at the Community Center, 1 st Floor or any photocopying shop. Return to the Secretary to the SP Office, 2 nd Floor, present the original and photocopy of official receipt	3.1 Receive, check and return the original official receipt to the client	None	20 Minutes	Lina S. Adriano Administrative Assistant VI Catherine C. Abacan Acting Secretary to the SP Secretary to the SP Office
	3.2 Prepare the requested document and forward to the Acting Secretary to the SP for approval / signature			
4. Affix signature in the logbook and receive the requested document	4. Release requested document	None	5 minutes	Lina S. Adriano Administrative Assistant VI Secretary to the SP Office
	TOTAL:	P50.00	1 hour and 5 minutes	



3. ISSUANCE OF CERTIFICATE OF FRANCHISE TO TRICYCLE OWNERS

Certificate of Franchise is issued to all requesting tricycle owners.

Office or Division:	Secretary to the Sangguniang Panlungsod Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle Owners of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application with approval of BPLO representative (1 photocopy)			City Business Permit and Licensing Office – Dropping/MTOP Window – 1 st Floor, Saluysoy, City of Meycauayan, Bulacan	
Principal				
Government Issued Identification Card (ID) (1 photocopy)			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO	
Representative				
Authorization Letter from the person being represented (1 original copy)			To be provided by the client	
Government Issued Identification Card of the person being represented (1 original and 1 photocopy with specimen signature)			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all required documents • Make sure to secure the Order of Payment that will be issued	1. Verify submitted documents and issue order of payment	None	10 minutes	Nelson E. Bañez Administrative Aide IV Maria Teresa C. Rivera Administrative Assistant III Secretary to the SP Office
2. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by showing the Order of Payment • Make sure to secure the Official Receipt that will be issued upon payment	2. Issue the official receipt	P600.00	10 minutes	Michelle A. Lanozo Senior Administrative Asst. I Ethel B. Zuñiga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office



3. Proceed to the City Business Permit and Licensing Office – Dropping/MTOP Window – 1 st Floor and present the official receipt	3.1 Receive and issue Claim Slip for the scheduled date of the release of requested certificate and forward complete documents to the Secretary to the SP Office	None	5 Minutes	<p>Ma. Eliza S. Zuñiga Administrative Aide IV</p> <p>Ma. Elizabeth Payas License Inspector II City Business Permit and Licensing Office</p>
	3.2 Schedule committee / session hearing for review and approval of the request	None	24 days	<p>Edgard E. Umbrete Administrative Assistant II</p> <p>Rowena P. Figueroa Local Legislative Staff Officer I</p> <p>Marx Angelo Urbano Administrative Assistant II</p> <p>Catherine C. Abacan Acting Secretary to the SP Secretary to the SP Office</p> <p>City Council City Vice Mayor and Sangguniang Panlungsod Members' Office</p>
	3.3 Forward approved Ordinance to the Sangguniang Panlalawigan for review/approval	None	30 days	<p>Luzviminda M. Ocampo Supervising Administrative Officer Secretary to the SP Office</p> <p>Sangguniang Panlalawigan Council Provincial Government of Bulacan</p>
	3.4 Prepare the Certificate of Franchise to Tricycle and forward to the City Vice Mayor and City Mayor for signature	None	2 days	<p>Marx Angelo Urbano Administrative Assistant II</p> <p>Josefina O. Violago City Vice Mayor City Vice Mayor's Office</p> <p>Atty. Henry R. Villarica City Mayor City Mayor's Office</p>



4. Present Claim Slip as to scheduled date and receive the requested certificate	4. Release the requested certificate	None	10 minutes	Nelson E. Bañez Administrative Aide IV Maria Teresa C. Rivera Administrative Assistant III Secretary to the SP Office
	TOTAL:	P50.00	56 days and 35 minutes	

Issuance of Certificate of Franchise to Tricycle qualified for multi-stage processing.

4. ISSUANCE OF COPY OF RESOLUTION AND CERTIFICATE OF ACCREDITATION

Copy of Resolution and Certificate of Accreditation is issued to the requesting Peoples' Organization, Non-Government Organization and Civil Society Organization.

Office or Division:	Secretary to the Sangguniang Panlungsod Office		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Peoples’ Organization, Non-Government Organization and Civil Society Organization in the City of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter of Application Form (Annex D) (1 original and 6 photocopies)		To be provided by the client	
Application Form for Accreditation (Annex C) (1 original and 6 photocopies)		Secretary to the Sangguniang Panlungsod Office, 2 nd Floor, Saluysoy, City of Meycauayan, Bulacan	
Duly approved Board Resolution (1 original and 6 photocopies)		To be provided by the client	
Certificate of Registration or Accreditation from any NGA (1 original and 6 photocopies)		To be provided by the client	
List of Current Officers (Annex F) (1 original and 6 photocopies)		To be provided by the client	
Additional Requirements for Civil Society Organization’s operating for at least one (1) year			
Minutes of the Annual Meeting (1 original and 6 photocopies)		To be provided by the client	
Annual Accomplishment Report (1 original and 6 photocopies)		To be provided by the client	
Financial Statement (1 original and 6 photocopies)		To be provided by the client	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the application form and all the required documents	1.1 Check the submitted documents, give the received copy of application and inform the client to wait for the invitation for the schedule of Committee Hearing	None	20 minutes	Rowena P. Figueroa Local Legislative Staff Officer I Secretary to the SP Office
	1.2 Schedule the committee hearing and prepare invitation for signature and dissemination	None	3 working days	Edgard E. Umbrete Administrative Assistant II Rowena P. Figueroa Local Legislative Staff Officer I Secretary to the SP Office Chairman, City Council of the Respective Committee City Vice Mayor and SP Members' Office
2. Attend the committee hearing as per schedule (officers of the organization)	2.1 Conduct the Committee Hearing and approve the request for accreditation	None	16 working days	Rowena P. Figueroa Local Legislative Staff Officer I Edgard E. Umbrete Administrative Assistant II Marx Angelo Urbano Administrative Assistant II Catherine C. Abacan Acting Secretary to the SP Secretary to the SP Office City Council City Vice Mayor and Sangguniang Panlungsod Members' Office



	2.2 Inform the client of the date of release of requested documents	None	30 minutes	Rowena P. Figueroa Local Legislative Staff Officer I Secretary to the SP Office
3. Present the received copy of application, affix signature in the logbook and receive the requested document	3. Check the received copy of application and release the copy of resolution and certificate of accreditation	None	10 minutes	Rowena P. Figueroa Local Legislative Staff Officer I Edgard E. Umbrete Administrative Assistant II Secretary to the SP Office
	TOTAL:	None	19 working days and 1 hour	

Issuance of Copy of Resolution and Certificate of Accreditation qualified for multi-stage processing.