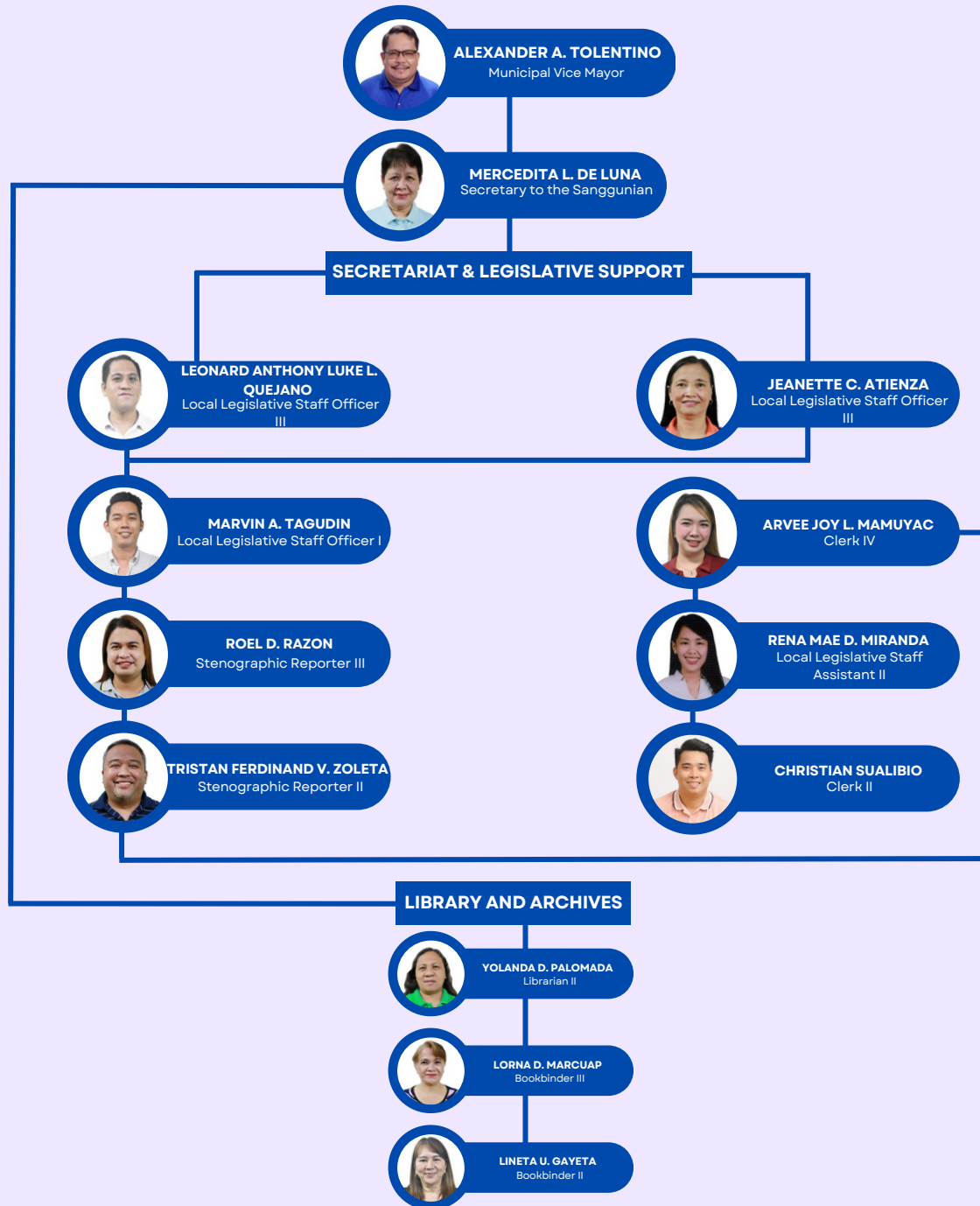


OFFICE OF THE SECRETARY TO THE SANGGUNIANG

Organizational Chart





OFFICE OF THE SECRETARY TO THE SANGGUNIAN

VISION: Effective, efficient and result-oriented Legislative Secretariat.

MISSION: To provide the law-making activities in the Sangguniang Bayan (SB) with adequate and capable staff support.

1. ISSUANCE OF CERTIFIED COPIES OF RESOLUTION/ORDINANCE

It is the duty of the Sangguniang Bayan Secretary to furnish, upon request of any interested party, certified copies of public characters in the custody of the office.

Office or Division	Office of the Secretary to the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of Request letter		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter and sign in the log-book.	1.1 Receive the letter and validate	None	3 minutes	Lorna D. Marcuap <i>Bookbinder</i>
2. Wait for the requested document	2.1 Verify the record in the Database/Archive and prepare the document	None	10 minutes	Tristan Ferdinand Zoleta <i>Stenographer Reporter II</i> Mercedita L. de Luna <i>SB Secretary</i>
	2.2 Affix the signature/ dry seal		1 minute	
3. Receive the requested document	3.1 Provide the copy of the requested documents	None	5 minutes	Lorna D. Marcuap <i>Bookbinder</i>
4.1 Present the Official Receipt 4.2 Receive the requested document	4.1 Check the Official Receipt 4.2 Provide the copy of the requested documents	None	2 minutes	Lorna D. Marcuap <i>Bookbinder</i>
TOTAL:		None	21 minutes	

** The fees imposed for certified copies of the ordinances/resolution shall not be collected for copies furnished to other offices and branches of the government for official business pursuant to TAX ORDINANCE NO. 23-01 or the Revised Revenue Code of the Municipality of Sariaya 2023.*



OFFICE OF THE SECRETARY TO THE SANGGUNIANG

I. PROVISION OF LIBRARY, CIRCULATION SERVICES & READER AND REFERENCE SERVICES

Circulation is a service of lending library materials (books, serials, etc. that are owned by a library) to the clients/users of the library. Circulation includes checking out library materials to library users, renewing the borrowed items, reserving checked out items for the user, checking in materials returned, and checking the materials for damage at the time of return.

Office or Division	Municipal Library			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) Valid Identification Card or Sariaya Municipal Library issued library card				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the log book	1.1 Give the log book and get the user's ID card	None	2 minutes	Yolanda Palomado <i>Librarian II</i>
2. Client choose/search for the book he needs	2.1 Guide and assist client where research needs are located	None	5 minutes	Yolanda Palomado <i>Librarian II</i>
3. Fill out the borrower's card.	3.1 Check if the book borrower's cards are properly filled out. 3.2 Release the borrowed book	None	2 minute	Yolanda Palomado <i>Librarian II</i>
4. Return the book/research materials after use	4.1 Receive the returned book/research materials 4.2 Release the user's ID card	None	2 minutes	Yolanda Palomado <i>Librarian II</i>
TOTAL:		None	11 minutes	



OFFICE OF THE SECRETARY TO THE SANGGUNIAN

II. COMPUTING, INTERNET ACCESS AND PRINTING SERVICES (TECH4ED)

This service allows client the usage of library computers for their typing or online research jobs including scanning and printing. The service is available at the library by appointment or limited, first come first served walk-in access at the library.

Office or Division	Municipal Library			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Residents of Sariaya			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid Identification Card				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the log book	1.1 Give the log book and get the user's ID card	None	1 minute	Yolanda Palomado <i>Librarian II</i>
2. Client wait for computer vacancy	2.1 Assist and guide the client to the available unit if there is any	None	2 minutes	Yolanda Palomado <i>Librarian II</i>
3. Use computer for research	3.1 Assist on research and printing 3.2 Release the user's ID card	None	5 minutes	Yolanda Palomado <i>Librarian II</i>
TOTAL:		None	8 minutes	



OFFICE OF THE SECRETARY TO THE SANGGUNIAN

III. PROVISION OF LIBRARY ELECTRONIC RESOURCES (E-RESOURCES)

The service is provision of information or researched materials to clients requesting help via social media platform or online. This service is usually provided to students working on their research. Information can be found on the library's database of e-resources .

Office or Division	Municipal Library			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Residents of Sariaya			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter 2. Scanned copy of valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a request letter thru email specifying the subject of research (Attach a copy of ID to the request/letter)	Respond to the request and notify client when the information requested can be sent	None	3 minutes	Yolanda Palomado <i>Librarian II</i>
	1.2 Search from the library's database for the material requested		20 minutes	
	1.3 Send to the materials to the user via electronic mail.		5 minutes	
TOTAL:			28 minutes	



OFFICE OF THE SECRETARY TO THE SANGGUNIAN

1. ASSISTANCE FOR SECURING APPOINTMENT TO E-GOVERNMENT SERVICES (TECH4ED)

This service allows client to acquire an appointment to access e-government services such as acquiring National Police Clearance, NBI Clearance, also DFA, NBI, PSA Services, and other agencies that need access to computer and internet.

Office or Division	Municipal Library			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Residents of Sariaya and others interested			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Two (2) valid IDs Active e-mail address			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the log book.	1.1 Ensure needed information are written at the log book		2 minutes	Aldrin Decena
2. Answer the questions required.	2.1 Ask the client on the information to fill in the data required on the e-Government System		15 minutes	Aldrin Decena
3. Client to pay the necessary fee to payment centers or use their own online bank transfer.	3.1 Ask the client to pay the corresponding fee	NPCS - P180 NBI - 160 DFA - 1,000 Depends on the agency	10 minutes	Client
4. Wait for the certificate to be printed	4.1 Print the corresponding appointment certificate		2 minutes	Micah Rae Regalado
5. Receive the appointment certificate	5.1 Issue appointment certificate		1 minute	Aldrin Decena
	TOTAL		30 minutes	
Note: Certain payment channels may charge convenience fee on top of the above listed.				

INTERNAL SERVICES

RECEIVING INVITATION, PROGRAMS AND OTHER COMMUNICATION FOR THE SANGGUNIANG BAYAN AND SB SECRETARY

Office or Division	SANGGUNIANG BAYAN			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Different Department of the Municipal Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits invitations, programs, or other communications addressed to the Sangguniang Bayan/ SB Secretary	1.1 Receives invitation, programs and other communication and stamps them received	None	2 minutes	Lorna Marcuap Marvin Tagudin
1.2 Wait for the receiving copy	1.2 Issues the receiving copy			
TOTAL:		N/A	2 minutes	

ISSUANCE OF CERTIFIED COPIES OF RESOLUTION/ORDINANCE

Office or Division	Office of the Secretary to the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of Request letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter and sign in the logbook	1. Receive the letter and validate	N/A	3 minutes	Lorna D. Marcuap <i>Bookbinder</i>
2. Wait for the requested document	2.1 Verify the record in the Database/Archive, prepare the document	N/A	10 minutes	Tristan Ferdinand Zoleta <i>Stenographer Reporter II</i> & Lorna D. Marcuap <i>Bookbinder</i>
	2.2 Affix the signature/ dry seal		1 minute	Mercedita L. de Luna <i>SB Secretary</i>
4. Receive the requested document	Provide the copy of the requested documents	N/A	2 minutes	Lorna D. Marcuap <i>Bookbinder</i>
TOTAL:			16 minutes	