



**Office of the Secretary to the Sangguniang
Panlalawigan**



1. Receiving of Incoming Documents

Receiving documents such as endorsement letters, Municipal ordinances/resolutions, administrative cases, memorandum, among others.

Office or Division:	Office of The Secretary to The Sangguniang Panlalawigan			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 2 Copies Endorsement letter (for filing and receipt) 2. 2 Copies Each of the Original Document (for filing and receipt, except Annual and Supplemental Budget which needs 4 copies)			OSSP Records Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the Client Log Book in the office lobby	1.Provides the Log Book to the Client	None	1 Minute	Jose Sebial Watchman I
2. Submits documents/letters to the Records Section	2.Accepts, reviews for completeness	None	5 Minutes	Yvonne V. Balsomo Administrative Officer III Grace D. Baldado Local Legislative Staff Officer III
	2.1 Records the document & upload softcopy to the Legislative Tracking System	None	3 Minutes	Grace D. Baldado Local Legislative Staff Officer III
	2.2 Transmits the documents to the Secretary	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III
NOTE: For Municipal Ordinances/Resolutions that need Legislative Action, it must be submitted on or before Thursday, so that it will be included in the Calendar of Business for the next regular session and will be referred to the appropriate Committee. (If submitted after Thursday, Ordinance will not be included in the next regular session but on the succeeding session of the Sangguniang Panlalawigan)				
TOTAL:		None	12 Minutes	



2. Preparation of Agenda for SP Session

The agenda serves as a notice of meeting if it is sent out to the members of the Sangguniang Panlalawigan in advance prior to the session. It is where the different endorsement letters, including but not limited to the contracts, Memorandum of agreements, Municipal resolutions, among others, will be read in the first reading and for referral to the appropriate committee.

Office or Division:	Office of the Secretary to the Sangguniang Panlalawigan			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 2 Copies of Endorsement letter (for filing and receipt) 2. 2Copies Each of the Original Document Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Contracts, Municipal Resolutions/Ordinances (for filing and receipt, except Annual and Supplemental Budget which needs 4 copies)			OSSP Records Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the Client Log Book in the office lobby	1.Provides the Log Book to the Client	None	1 Minute	Jose Sebial Watchman I
2. Submits documents/letters	2.Accepts, reviews the documentary attachment	None	7Minutes	Yvonne V. Balsomo Administrative Officer III
	21Records the document & upload softcopy to the Legislative Tracking System	None	1 Day	Yvonne V. Balsomo Administrative Officer III Grace D. Baldado Local Legislative Staff Officer III Rowena D. Dapar Administrative Officer V



	2.2 Transmits it to the Secretary	None	5 Minutes	Yvon V. Balsomo Administrative Officer III Grace D. Baldado Local Legislative Staff Officer III
	2.3 Secretary will then calendar it on the Agenda of the Session for first reading	None	1 Day	Joselito E. Quibranza Department Head Rowena D. Dapar Administrative Officer V
	2.4 Encodes the Agenda for the SP Session	None	4 Days	Rowena D. Dapar Administrative Officer V
<p>NOTE: For Municipal Ordinances/Resolutions that need Legislative Action, it must be submitted on or before Thursday, so that it will be included in the Calendar of Business for the next regular session and will be referred to the appropriate Committee. (If submitted after Thursday, Ordinance will not be included in the next regular session but on the succeeding session of the Sangguniang Panlalawigan)</p>				
TOTAL:		None	6 Days, 13 Minutes	



3. Transcript of Journal/Minutes of the SP Session/Administrative Cases/Certifications

The journal is an accurate record of what had transpired during the Sangguniang Panlalawigan session and will serve as a future reference to every concerned individual.

Minutes capture the purpose of the meeting and its agreed outcomes are a record that can be referred back to and can be used for follow-up purposes.

Office or Division:	Office of the Secretary to the Sangguniang Panlalawigan			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to any business entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request with approval from the Provincial Vice Governor(1 copy only)			Vice Governor's Office	
2. Official receipt from the Provincial Treasurers Office(1 copy only)			OSSP Records Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the Client Log Book in the office lobby	1.Provides the Log Book to the Client	None	3 Minutes	Jose Sebial Watchman I
2. Submits request letter for assessment and verification * Make sure to secure the Order of Payment that will be issued	2.Receives the required documents and checks for completeness	None	3Minutes	Joselito E. Quibranza Department Head Yvonne V. Balsomo Administrative Officer III Rowena D. Dapar Administrative Officer V
	2.1 Issues the Order of Payment if all the required documents are Provided	None	3Minutes	



	2.2 Starts processing the request	None	10 Minutes	
3. Returns to the Records Section for the processing and release of the documents	3. Checks the Official Receipt and Issues the documents	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III
	3.1 Records the document & upload softcopy to the Legislative Tracking System	None	5 Minutes	Grace D. Baldado Local Legislative Staff Officer III
TOTAL:		None	27 Minutes	



4. Facilitation of Administrative Cases against Elected Municipal Officials

Under Title 2, Chapter 4 of BATAS PAMBANSA BLG. 337 An elective local official may be suspended or removed from office on any of the following grounds committed while in office:

- (1) Disloyalty to the Republic of the Philippines;
- (2) Culpable violation of the Constitution;
- (3) Dishonesty, oppression, misconduct in office and neglect of duty;
- (4) Commission of any offense involving moral turpitude;
- (5) Abuse of authority;
- (6) Unauthorized absence for three consecutive months.

Office or Division:	Office of the Secretary to the Sangguniang Panlalawigan			
Classifications :	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Verified Complaint			OSSP Records Section	
2. Official receipt from the Provincial Treasurers Office for the Docket Fee (Php 1,500.00)			Provincial Treasurers Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the Client Log Book in the office lobby	1. Provides the Log Book to the Client	None	3 Minutes	Jose Sebial Watchman I
2. Submits verified complaint for assessment and verification * Make sure to secure the Order of Payment that will be issued	2. Receives the required document and check for completeness	None	15 Minutes	Yvonne V. Balsomo Administrative Officer III Rowena D. Dapar Administrative Officer V
	2.1 Issues the Order of Payment if all the required documents	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III



	are Provided			
	2.2 Starts processing the request	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III
3. Returns to the Records Section for the processing and filing of the documents	2.4 Checks the Official Receipt	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III Grace D. Baldado Local Legislative Staff Officer III
	3. Calendars the Complaint for Extra Judicial Hearing of the Sangguniang Panlalawigan	None	7 Days	Rowena D. Dapar Administrative Officer V
	3.1 Records the document & uploads softcopy to the Legislative Tracking System	None	10 Minutes	Yvonne V. Balsomo Grace D. Baldado Local Legislative Staff Officer III
<p>Within seven Days after the complaint is filed, the Sangguniang concerned, shall require the respondent to submit his verified answer within seven Days from receipt of said complaint, and commence the hearing and investigation of the case within ten Days after receipt of such answer of the respondent. No investigation shall be held within ninety Days immediately prior to an election, and no preventive suspension shall be imposed within the said period. If preventive suspension has been imposed prior to the aforesaid period, the preventive suspension shall be lifted.</p>				
TOTAL:		None	40 Minutes	



5. Receiving of Incoming Documents

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1. 2 Copies Endorsement letter (for filing and receipt) 2. 2 Copies Each of the Original Document (for filing and receipt, except Annual and Supplemental Budget which needs 4 copies)			OSSP Records Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the Client Log Book in the office lobby	1.Provides the Log Book to the Client	None	1 Minute	Jose Sebial Watchman I
2. Submits documents/lettersto the Records Section	2.Accepts, reviewsfor completeness	None	5Minutes	Yvonne V. Balsomo Grace D. Baldado Local Legislative Staff Officer III
	2.1Records the document & upload softcopy to the Legislative Tracking System	None	3 Minutes	Grace D. Baldado Local Legislative Staff Officer III
	2.2Transmits the documents to the Secretary	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III
NOTE: For Municipal Ordinances/Resolutions that need Legislative Action, it must be submitted on or before Thursday, so that it will be included in the Calendar of Business for the next regular session and will be referred to the appropriate Committee. (If submitted after Thursday, Ordinance will not be included in the next regular session but on the succeeding session of the Sangguniang Panlalawigan)				
TOTAL:		None	12 Minutes	



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2. Submits documents/letters	2.Accepts, reviews the documentary attachment	None	7Minutes	Yvonne V. Balsomo Administrative Officer III
	2.1Records the document & upload softcopy to the Legislative Tracking System	None	1 Day	Yvonne V. Balsomo Administrative Officer III Grace D. Baldado Local Legislative Staff Officer III Rowena D. Dapar



				Administrative Officer V
	2.2 Transmits it to the Secretary	None	5 Minutes	Yvonne V. Balsomo Administrative Officer II Grace D. Baldado Local Legislative Staff Officer III
	2.3 Secretary will then calendar it on the Agenda of the Session for first reading	None	1 Day	Joselito E. Quibranza Department Head Rowena D. Dapar Administrative Officer V
	2.4 Encodes the Agenda for the SP Session	None	4 Days	Rowena D. Dapar Administrative Officer V
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	2.1Issues the Order of Payment if all the required documents are Provided	None	3Minutes	



	2.2 Starts processing the request	None	10 Minutes	
3. Returns to the Records Section for the processing and release of the documents	3. Checks the Official Receipt and Issues the documents	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III
	3.1 Records the document & upload softcopy to the Legislative Tracking System	None	5 Minutes	Grace D. Baldado Local Legislative Staff Officer III
TOTAL:		None	27 Minutes	



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	2.1 Issues the Order of Payment if all the required documents are Provided	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III
	2.2 Starts processing the request	None	3 Minutes	Yvonne V. Balsomo



				Administrative Officer III
3. Returns to the Records Section for the processing and filing of the documents	3.Checks the Official Receipt	None	3 Minutes	Yvonne V. Balsomo Administrative Officer III Grace D. Baldado Local Legislative Staff Officer III
	3.1Calendars the Complaint for Extra Judicial Hearing of the Sangguniang Panlalawigan	None	7 Days	Rowena D. Dapar Administrative Officer V
	3.2Records the document & uploads softcopy to the Legislative Tracking System	None	10 Minutes	Yvonne V. Balsomo Administrative Officer III Grace D. Baldado Local Legislative Staff Officer III
<p>Within seven Days after the complaint is filed, the Sangguniang concerned, shall require the respondent to submit his verified answer within seven Days from receipt of said complaint, and commence the hearing and investigation of the case within ten Days after receipt of such answer of the respondent. No investigation shall be held within ninety Days immediately prior to an election, and no preventive suspension shall be imposed within the said period. If preventive suspension has been imposed prior to the aforesaid period, the preventive suspension shall be lifted.</p>				
TOTAL:		None	40 Minutes	