



VISION: *A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance*

MISSION: *To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth*

CITIZEN'S CHARTER

OFFICE OF SANGGUNIANG BAYAN

FRONTLINE SERVICE 1: RECEIVE AND RECORD BARANGAY ORDINANCES

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	COMPLETED AT THE OFFICE
	CLIENT	SB					
1	Submit copy of pertinent documents	Accept copy of pertinent documents	1 min.	1. Transmittal letter 2. Brgy. ordinance 3. Certificate of Public hearing (if reviewed ordinance) 4. Copy of old ordinance (if what's to be reviewed is amendatory ordinance) 5. Certificate of 3 Readings	None	Mryna S. Cartagenas	
2	Wait	Stamp "Received" on original and duplicate copies of transmittal, affix signature and current date on the copies	1 min.	Stamp pad, ballpen	None	-do-	
3	Receive stamped duplicate copy	Present stamped duplicate copy to client	1 min.	None	None	-do-	
4	Leave	Record title of ordinance/received document.	2 mins.	Record book, ballpen	None	-do-	
5	Follow-up update	SB Committee, SB session- Review of barangay ordinance	a. 60 days appropriation ordinance b. 30 days for administrative, c. General/regulator d. Revenue ordinance		None	Committee Staff	
6	Secure copy of SB approval or disapproval	Release copy of reviewed ordinance and SB resolution	2 mins.	Record book	None	Joyce P. Pregunta	Yes

FRONTLINE SERVICE 2: RECEIVE AND RECORD BARANGAY RESOLUTIONS

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	COMPLETED AT THE OFFICE
	CLIENT	SB					
1	Submit copy of pertinent documents	Accept copy of pertinent documents	1 min.	1. Transmittal Letter 2. Barangay Resolution	None	Myrna S. Cartagenas	
2	Wait	Stamp "Received" on original and duplicate copies of transmittal, affix signature and current date on both copies	1 min.	Stamp pad and ballpen	None	-do-	
3	Receive stamped duplicate copy	Present stamped duplicate copy to client	1 min.	None	None	-do-	
4	Leave	Record title of the resolution,	2 mins.	Record book and ballpen	None	-do-	
5	Follow-up output of the resolution	2 weeks session process, or endorse for prompt action	3-15 days	Record book	None	Concerned SB Committee or Kagawad	
6	Secure output	Present the subject matter as requested for		Copy of resolution or output	None	Myrna S. Cartagenas	Yes

FRONTLINE SERVICE 3: APPLICATION FOR SUBDIVISION PROJECTS/MISCELLANEOUS SALES

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	COMPLETED AT THE OFFICE
	CLIENT	SB					
1	Submit copy of pertinent documents	Accept copy of the Application for Subdivision Project	1 min.	Transmittal Letter and pertinent documents	₱1,200/ha	Orlaine Mae L. Caet	
2	Wait	Stamp "Received" on original and duplicate copies of transmittal, affix signature and current date on both copies	1 min.	Stamp pad and ballpen	None	-do-	
3	Receive stamped duplicate copy	Present stamped duplicate copy to client	1 min.	None	None	-do-	
4	Leave	Record details of the received document,	2 mins.	Record book and ballpen	None	-do-	
5	Follow-up	SB session and approval	2-3 weeks	Submitted documents		Committee on Housing and Land Utilization	
6	Secure copy of SB resolution approving such application	Release of SB resolution	2 mins.	Record book	None	Mariane Joyce P. Pregunta	Yes

FRONTLINE SERVICE 4: FRANCHISE APPLICATIONS

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	COMPLETED AT THE OFFICE
	CLIENT	SB					
1	Submit copy of pertinent documents	Accept copy of pertinent documents	3-5 min.	<ul style="list-style-type: none"> a) LTO Official Receipt b) LTO Certificate of Registration (CR) c) Barangay Clearance d) Police Clearance issued by the PNP e) Inspection Slip issued by the MuTra f) Application business license and permit g) Certified True Copy of professional driver's license h) Driver's medical certificate i) Operator's residence certificate or Cedula j) Sworn application for certificate of public convenience to operate, duly verified. 	₱350.00	Katherine Janina M. Albelda	
2	Wait	Stamp "Received" applications for MTOP	Less than a minute	Stamp pad and ballpen	None	-do-	
3	Receive stamped duplicate copy	Present stamped duplicate copy to client	1 min.	None	None	-do-	
4	Leave	Record details of the received document, make it ready for any legislative process	2 mins.	Record book and ballpen	None	-do-	
5	Follow-up	SB session referral and approval	2 weeks	SB resolution		Committee on Transportation	
6	Secure copy of resolution and Order	Release resolution and Franchise Order	1 min.	Order and resolution	None	Mariane Joyce P. Pregunta/ Katherine Janina M. Albelda	Yes

FRONTLINE SERVICE 5: APPLICATION FOR NGO ACCREDITATION

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	COMPLETED AT THE OFFICE?
	CLIENT	SB					
1	Submit copy of pertinent documents	Accept copy of pertinent documents	1 min.	Transmittal letter, Constitution and By-Laws, List of Officers, Organizational Structure, Programs/ Projects/ Activities	None	Evitha P. Pejano	
2	Wait	Stamp "Received" on original and duplicate copies of transmittal, affix signature and current date on both copies	1 min.	Stamp pad and ballpen	None	-do-	
3	Receive stamped duplicate copy	Present stamped duplicate copy to client	1 min.	None	None	-do-	
4	Leave	Record name of the NGO, make it ready for any legislative process	2 mins.	Record book and ballpen	None	-do-	
5	Follow-up	SB sessions	2-3 weeks	Logbook	None	Committee on NGO Accreditation	
6	Secure copy of SB resolution	Release of SB resolution	1 min.	Record book	None	Mariane Joyce P. Pregunta	Yes

FRONTLINE SERVICE 6: APPLICATION FOR THE HOLDING OF A SPECIAL DERBY

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	COMPLETED AT THE OFFICE?
	CLIENT	SB					
1	Submit letter from derby promoter duly indorsed by the Mayor especially as regards beneficiary	Accept documents	1 min.	Letter request and Mayor's endorsement	None	Mariane Joyce P. Pregunta	
2	Wait	Refer documents to appropriate SB Committee	1 month	Letter request and Mayor's indorsement	None	Committee on Games and Amusement	
3	Wait	SB session/ Review/ Approve application	2-3 weeks	Letter request and Mayor's indorsement	None	SB Members	
4	Secure copy of resolution and payment of special permit fee	Release copy of resolution	1 min.	SB resolution	₱1,000	Mariane Joyce P. Pregunta	Yes

FRONTLINE SERVICE 7: ISSUANCE OF CERTIFIED COPIES OF LEGISLATIVE DOCUMENTS

STEPS	ACTIVITIES/PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	COMPLETED AT THE OFFICE?
	CLIENT	SB					
1	Express request, or present request letter	Accept request, or read request letter	1 min.	Letter request	None	Manilyn L. Portrias	
2	Wait	Locate document and determine the number of pages	2-5 mins.	Document files	None	-do-	
3	Pay fee at MTO	Reproduce/ Photocopy of the requested document, affix signature and municipal seal	2-5 mins.	Photocopier, paper, stamp pad, ballpen Official seal	₱2.00 per page ₱30.00 per page	-do-	
4	Accept reproduced documents	Present certified true copy of requested document; and record transaction	1 min.	Release of photocopied documents	₱50.00	-do-	Yes

For complaints, comments and suggestions please contact:

✉ Loon, Bohol 6327 Philippines e✉ lguloon@yahoo.com ☎ (038) 505-9131 📞 (038) 505-7058 (connecting all departments)

📘 <https://www.facebook.com/lguloonofficial/>