

SANGGUNIANG PANLUNGSOD

Ground Floor, Pedro B. Generalao Bldg (SP), Buhanginan Hills, Pala-o, Iligan City, 9200
 Tel.: (063) 221-4345 / 222-1098 (Fax) 225-4510 (Loc. 125) email : iligan.sp@gmail.com

Frontline Service : GRANTING OF REQUEST OF A COPY OF SP RESOLUTION/CITY ORDINANCE

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
 On Mondays provision of services starts after flag raising

Who May Avail of the Service : Anybody/General Public

What are the requirements : Request letter with signature over printed name addressed to the Secretary to the Sangguniang Panlungsod

Duration : 12 minutes



How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit letter request to the Receiving Officer.	Receive the letter request. Forward the letter request to the in-charge.	2 mins.	Jeannie R. Fabros		
2	Answer basic questions.	Receive the letter request and review the validity of the request. Require client to answer basic questions in relation to the request made.	2 mins.	Jeselda S. Maybituin		

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3	Proceed to the Cashier's Office for payment.	Retrieve record/requested. Assess payment. Inform client to comply the required payment in relation to the granting of the request. Instruct client to pay at the Cashier's Office. While the client pays the corresponding fee, photo copy the record requested.	3 mins.	Rosalie E. Balisco/ Alice A. Ocoy	Php50 per page	Note: From Records Section stating the number of pages to be paid at the Cashier of the City Treasurer
4	Present Official Receipt.	Receive and record Official Receipt. Record in the logbook the title of Resolution/Ordinance requested.	2 mins.	Rosalie E. Balisco		Official Receipt Official Record Book
5	Affix signature on the release portion of the Record Book upon receipt of the documents requested.	Release the Resolution/Ordinance & require client to affix signature in the logbook as proof of receipt.	3 mins.	Rosalie E. Balisco		
END OF TRANSACTION						



SANGGUNYANG PANLUNGSOD OFFICE