

I. OTHER FRONTLINE SERVICES**93. REQUEST FOR CERTIFIED TRUE COPY OF SANGGUNIANG PANLUNGSOD DOCUMENTS*****DESCRIPTION of the SERVICE :***

Certified true copies of ordinances and resolutions may be requested at the Sangguniang Panlungsod

REQUIREMENT :

- * None

FEE:

- * P 50.00 per page

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
1. Client requests for a copy of the document		
2. Locates the requested copy from the file and advises the client to pay the fee at the CTO	5 minutes	JUSTA M. MOSCA <i>SP Board Secretary IV</i>
3. Upon presentation of the receipt, the requested document is photocopied	4 minutes	TRISTAN ABJELINA <i>Local Legislative Assistant I</i>
4. Signs the document as Certified True Copy	1 minute	MICAH MARALIT <i>Secretary to the SP</i>