

Republic of the Philippines  
Province of Isabela  
**MUNICIPALITY OF BENITO SOLIVEN**  
**OFFICE OF THE SANGGUNIANG BAYAN**

**ACCREDITATION OF NON-GOVERNMENT ORGANIZATIONS (NGOs) AND PEOPLES ORGANIZATIONS (POs)**

STEP NO.	STEPS INVOLVED	SERVICE PROVIDED	OFFICE LOCATION	PERSON INCHARGE	DURATION OF ACTIVITY
1	ACQUIRE REQUIREMENTS FOR ACCREDITATION OF ORGANIZATIONS: -Duly accomplished Application Form -Board Resolution signifying intention for accreditation -Certificate of Registration (SEC, DOLE, etc.) -List of current officers and members -Annual Accomplishment Report -Financial Statement: -Profile indicating the purposes and objectives of the organization -Copy of the minutes of the meeting of the organization -Copy of the Constitution and By-Laws	Explain to the client the requirements and give application form.	Sangguniang Bayan Office	SB Secretariat	5 minutes
2	SUBMISSION OF APPLICATION AND REQUIREMENTS	Receive application and check the requirements.	Sangguniang Bayan Office	SB Secretariat	5 minutes
3	PROCESSING ACCREDITATION	Upon instruction of the Committee Chair on the Rules include in the Calendar of Business	Sangguniang Bayan Office	SB Secretariat	Depends upon the schedule of session and its approval.
4	PREPARING ACCREDITATION PAPERS	Prepare the Certificate or Resolution for Accreditation	Sangguniang Bayan Office	SB Secretary and Staff	Depends upon the schedule of session and its approval.
5	ISSUANCE OF ACCREDITATION PAPRES	Issue of Certificate or resolution of Accreditation	Sangguniang Bayan Office	SB Secretariat	10 minutes

**ISSUANCE OF PHOTOCOPY/TRUE COPY OF SANGGUNIANG BAYAN DOCUMENTS**

STEP NO.	STEPS INVOLVED	SERVICE PROVIDED	OFFICE LOCATION	PERSON INCHARGE	DURATION OF ACTIVITY
1	REQUEST FOR SANGGUNIANG BAYAN DOCUMENTS WRITTEN REQUEST REQUIREMENTS: NAME: ADDRESS: Number of copies: Purpose:	Search for the requested document/s.	Sangguniang Bayan Office	SB Secretariat	5 minutes
2	Pay the corresponding fee (Secretary's Fee as per approved Local Revenue Code)	Issue Official Receipt	Treasurer's Office	Treasury Personnel	
3	RELEASING OF REQUESTED DOCUMENT/S	Check the OR and release the document/s.	Sangguniang Bayan Office	SB Secretariat	15 minutes

**BARANGAY ORDINANCES AND RESOLUTIONS**

STEP NO.	STEPS INVOLVED	SERVICE PROVIDER	OFFICE LOCATION	PERSON INCHARGE	DURATION OF ACTIVITY
1	REQUEST FOR REVIEW OF ORDINANCES AND RESOLUTIONS REQUIREMENTS: Copy of Barangay Ordinance or Resolution Supporting Documents (If any)	Receive, validate and endorse to SB Secretary for calendaring.	Sangguniang Bayan Office	SB Secretariat	5 minutes
2	PREPARE RESOLUTION/ORDINANCE FOR AGENDA	Upon instruction of Committee Chair on Rules, record the same for inclusion in the agenda.	Sangguniang Bayan Office	SB Secretariat	
3	REVIEW, DELIBERATION AND APPROVAL	For review and deliberation of SB during Session  If the ordinance or resolution is approved, prepare the documents to be signed by Presiding Officer and SB Secretary and or SB Members.	Sangguniang Bayan Office	SB Secretariat	1-3 session of SB

		If disapproved or there are lacking requirements, notify or return the measure to the Punong Barangay or other concerned.			
4	ISSUANCE OF REVIEW ORDINANCE/RESOLUTION	Forward the review documents to concerned person and agency.		SB Secretariat	30 minutes
<b>ISSUANCE OF CERTIFICATION AND ENDORSEMENT</b>					
STEP NO.	STEPS INVOLVED	SERVICE PROVIDER	OFFICE LOCATION	PERSON INCHARGE	DURATION OF ACTIVITY
1	REQUEST FOR CERTIFICATION AND ENDORSEMENT	Listen to inquiry and refer to the concerned person.	Sangguniang Bayan Office	SB Secretariat	10 minute
2	PREPARE CERTIFICATE AND ENDORSEMENT	Prepare the Certificate or Endorsement	Sangguniang Bayan Office	SB Secretary	30 minute
3	RELEASING OF REQUEST DOCUMENT/S	Check the OR and release the document/s.	Sangguniang Bayan Office	SB Secretariat	5 minute
<b>COMPLAINTS/FEEDBACKS</b>					
STEP NO.	STEPS INVOLVED	SERVICE PROVIDER	OFFICE LOCATION	PERSON INCHARGE	DURATION OF ACTIVITY
1	COMPLAIN, SUGGEST OR GIVE FEEDBACK  REQUIREMENTS:  LETTER OF COMPLAINT (IF ANY)	Listen, ask and help the clients in their problem/concern and refer to the appropriate person	Sangguniang Bayan Office	SB Secretary	10 minutes