



SANGGUNIANG BAYAN OFFICE

INTERNAL SERVICES



1. ACCREDITATION OF NON-GOVERNEMENT AND PRIVATE ORGANIZATIONS

Participation of the public is encouraged in local governance as provided in the Local Government Code. Article 64(a) of the IRR of the Local Government Code requires the Sangguniang Bayan to issue a Notice of Call for Accreditation. The Purpose of accreditation is to promote the establishments and operation of People's Organizations (POs), Non-Government Organizations (NGOs), and the private sector based in the Municipality, to make them active partners in the pursuit of local autonomy. Ordinance No. 1998-03 requiring all People's Organization/Non-Government Organizations within the Municipality of Santol, La Union to apply for Accreditation.

Office or Division:	Sangguniang Bayan Office	
Classification:	Complex	
Type of Transaction:	Government to Client	
Who may avail:	All Pos, NGOs, and private sectors based in the Municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ (One (1) Original Copy) Letter of Application for Accreditation		Application letter is available at the Sangguniang Bayan Office to be filled-up by the NGOs/POs Applying for Accreditation.
➤ (One (1) Original Copy) Duly accomplish Application Form for the Accreditation		Application form is available at the Sangguniang Bayan Office to be filled-up by the NGOs/POs Applying for Accreditation
➤ (One (1) Original Copy) Endorsement letter from the Punong Barangay		Secure from the Punong Barangay Office
➤ (One (1) Original Copy) Board Resolution signifying intention for accreditation		NGOs/POs Applying for Accreditation
➤ (One (1) Photo Copy) Certificate of Registration issued by National Government Agencies (SEC, DOLE, etc.)		National Government Agencies (SEC, CDA, DOLE, DSWD, NCIP, etc.)
➤ (One (1) Copy) List of current Officers and Members(including their addresses and contact numbers)		NGOs/POs Applying for Accreditation



➤ (One (1) Original Copy) Action Plan;		NGOs/POs Applying for Accreditation		
➤ (One (1) Original Copy) Annual Accomplishment Report for the immediate preceding year		NGOs/POs Applying for Accreditation		
➤ (One (1) Original Copy) Financial Statement, also the immediate preceding year		NGOs/POs Applying for Accreditation		
➤ (One (1) Original Copy) Profile indicating the purposed and objectives of the organization (Constitution and By-Laws)		NGOs/POs Applying for Accreditation		
➤ (One (1) Original Copy) Minutes of Annual Meeting		NGOs/POs Applying for Accreditation		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete prescribe requirements and duly accomplished accreditation form	1. Receives and reviews documents	none	3 minutes	<i>Receiving & Records Officer – Administrative Aide I SB Secretariat Office</i>
2. Pay the corresponding fees/charges and attached the Official Receipt	2. Receives payment and issues official receipt	a. Accreditation Fee -P70.00 b. Certification Fee – P30.00	3minutes	<i>Revenue Collection Clerk Treasurer's Office</i>
3. Conduct of Session	3.1 Calendar and referral	None	1 st Monday	<i>SB Members Sangguniang Bayan Office</i>
None	3.2 - Reviews documents during Committee Hearing		Between 1 st Monday & 2 nd Tuesday	<i>Committee on NGO/PO Sangguniang Bayan Office</i>
None	3.3 Render and adopt Committee Report	None	2 nd Tuesday	<i>Committee on NGO/PO Sangguniang Bayan Office</i>
	3.4 Passes resolution	None	2 nd Tuesday	<i>SB Members Sangguniang Bayan Office</i>



	3.5 Finalizes and signs resolutions			<i>SB Secretary</i> Sangguniang Bayan Office
	3.6 Signs resolutions			<i>SB Members,</i> <i>Municipal Vice Mayor,</i> <i>Municipal Mayor</i>
4. Claim resolution and Certificate of Accreditation on Wednesday and Thursday.	4. Releases Accreditation, Certificate and SB Resolution approving such accreditation with the attached Official Receipt (OR)	None	1 minute	<i>Releasing Officer</i> <i>Administrative Aide I</i> SB Secretariat Office
	TOTAL	P100.00	14 days	



2. Issuance Of Copies Of The Sangguniang Bayan Documents

As per Rule XVIII, Article 122, (a), (3) (v) of R.A. 7161 states that the Secretary to the Sangguniang Bayan shall furnish, upon request of any interested party, certified copies of records of public character in his/her custody, upon payment to the Municipal Treasurer of such fees as may be prescribed by ordinance and Chapter VII, Article A. Section 1 of 2016 Revised Revenue Code of the Municipality of Santol, La Union, prescribing the amount to be charged as Secretary's Fees for legislative records.

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Individual, corporation and groups who want to secure legislative records, but indicate his/her legal intent & purposes.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ (One (1) Original Copy) Duly filled-out request form		Request Form is available at the Office of the Secretary to the Sangguniang Bayan to be filled-up by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Properly and completely accomplish the service Request Form	1. Gives Request Form	a. Certification – P45.00	3 minutes	Receiving Officer & Records Officer/Administrative Aide I SB Secretariat Office
2. Submit form	3. Receives the form and search for the requested documents	None	5 minutes	Receiving Officer/Administrative Aide I SB Secretariat Office
4. Pay the fees/charge and receive the Official Receipt	2. Receives payment and issues Official Receipt	None	3 minutes	Revenue Collection Clerk Treasurer's Office



5. Present the Official Receipt (OR)	3. Releases requested documents	None	1 minute	<i>Releasing Officer/Administrative Aide I</i> SB Secretariat Office
	TOTAL	P45.00	12 minutes	