

OFFICE OF THE SANGGUNIANG BAYAN

CITIZEN'S CHARTER SERIES OF 2024

MANDATE

The Sanggunian Bayan of Malita, being the legislative body of the Municipality, shall enact ordinances, approve resolution and appropriate funds for the general welfare of the locality pursuant to the general welfare clause under Republic Act No. 7160 and mandates stipulated under Article III, Section 446 & 447.

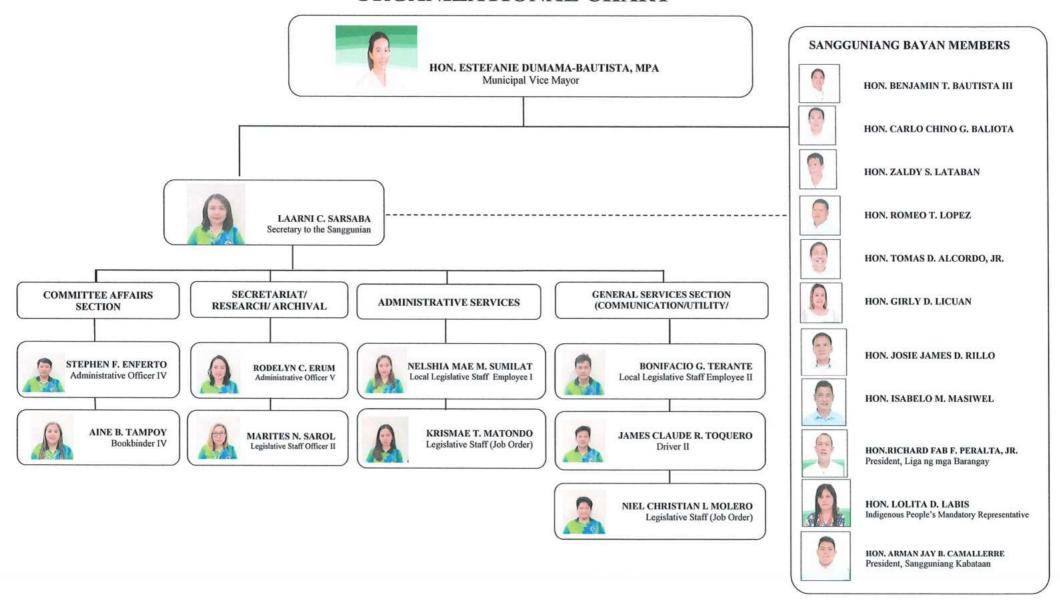
VISION

The Sangguniang Bayan of Malita envisions effectuating legislative measures that promotes socio-economic welfare and progress while pursuing peace, order and public safety among its constituents and scope.

MISSION

The Sangguniang Bayan of Malita commits to uphold strong legislature that advances Malita into greater heights of societal development that all-inclusively upholds general welfare and well-being.

ORGANIZATIONAL CHART



FUNCTIONAL CHART

MUNICIPAL VICE MAYOR

RA 7160, SECTION 445

SECRETARY TO THE SANGGUNIAN RA 7160, SECTION 469

8 ELECTED SANGGUNIANG BAYAN MEMBERS; 3 EX-OFFICIO MEMBERS RA 7160, SECTIONS 446 & 447

COMMITTEE AFFAIRS SECTION

- Prepare communication for committee meeting/meetings.
- Prepare agenda for the meetings.
- Deliver committee
 communication/notices.
- Assist the Committee
 Chairman during committee meeting/meetings.
- Take attendance before any meeting/meetings.
- Take minutes during the committee hearing/meeting.
- 7. Prepare committee reports.
- Photocopy documents for discussion during committee hearing/meetings.
- Keeps voice records and files of communications, committee reports.
- Receive applications for accreditation.
- Interview CSO's
 representatives upon
 submission of application for
 accreditation.

SECRETARIAT/RESEARCH / ARCHIVE SECTION

- Calendar /Order Business of Session;
- 2. Prepares endorsements, referral or invitation to session;
- Prepares matters approved during session;
- Assists the Secretary to the Sanggunian on Sanggunian matters, re: SB Sessions, resolutions & ordinances preparations;
- Journal & transcribe minutes of SB Sessions;
- Take charge with office correspondence, memos, certification and the like;
- 7. Conduct researches for legislative matters
- Facilitate records management and archival of the legislative;
- Records, processes and disseminates approved resolutions and ordinances of the Sangganiang Bayan;
- Conducts special duties and prepares/submit reports

ADMINISTRATIVE SERVICES SECTION

- Receives request for inclusion in the calendar of Sanggunian's Order of Business:
- Facilitate office disbursements transactions (e.g. Cash advances, payrolls, reimbursement and individual claims, among others);
- Log incoming & outgoing documents and the like:
- Prepares supporting documents for office disbursements;
- Receives communications and documents from private and government agencies and refers them to the Secretary to the Sanggunian;
- Receives and evaluate applications for accreditation of People's Organization Non-Governmental Organizations and similar appropriations and issues Certificate of Accreditation of the same.

GENERAL SERVICES (Communication, Utility & Transportation) SECTION

- Dispatch invitations, communications, or notices, from the Office for hearing / meeting, sessions, publication and postings;
- 2. Perform utility and maintenance services for the Sangguniang Bayan Office
- Perform operation and maintenance of audiovisual equipment of the Sanggunian;
- Conduct transportation services for the Sangguniang Bayan Officials and staff.

LEGISLATIVE STAFF

- Serve as a link between the official and its constituents;
- Responsible for processing and responding to concerns addressed to an SB member;
- Responsible to keep their supervisor on track meetings and receipt of visitors from the local, regional or national;
- Prepare the hearings and meeting rooms and maintain a calendar of past and future committee concerns:
- Document committee hearings/meetings and private meetings of supervising SB Member.

SECURITY AGENT

- In charge of the security of the SB Member;
- Monitors area by foot where the SB member situates;
- Coordinates with police authority;
- Ensures that security guidelines for the SB Member are adhered.

	FRONTLINE SERVICES								
	Particulars	Client Steps	Agency Action		Checklist/Requirements	Processing time	Person In charge	Fees	
a)	Enactment of Resolution, Re: Authority to sign by the Local Chief Executive	 Submission of requisite documents; Appearance at committee hearing/s; Receipt of the SB resolution on the matter requested for legislation. 	 Provide client the checklist of requisites for legislation Received necessary requisites based on checklist; Measures calendared/scheduled for agenda; First reading/referral to committee; Matter scheduled for committee hearing; Second/Third Reading; Approval of the measure; Resolution approved by Presiding Officer/or by the LCE; Copy of resolution released. 	1. 2. 3.	Endorsement Letter noted by the Chief Executive; Copy of document (e.g. MOA) that requires authority; Other supporting documents as reference.	Variable	SB Members /Secretariat	None	
b)	Enactment of Resolution, Re: Support to the establishment of new schools	Submission of requisite documents; Appearance at committee hearing/s; Receipt of the copy of SB resolution on matter requested for legislation.	 Provide client the checklist of requisites for legislation Received necessary requisites based on checklist; Measure calendared/scheduled for agenda; First reading/referral to committee; Matter scheduled for committee hearing; Second/Third Reading; Approval of the measure; Resolution approved by Presiding Officer/or by the LCE; Copy of resolution released. 	1. 2. 3.	Local School Board Resolution, re: A Resolution endorsing the renaming; Joint Resolution of Barangay Council and PTCA, re: Resolution for the request of renaming Deed of Donation (if school to be named after the donor, to support the action).	Variable	SB Members /Secretariat	None	

c) Enactment of Resi Re: Application of C Accreditation of C Society Organizat	r requisite documents; ons 2. Appearance at committee hearing/s; 3. Receipt of the SB resolution on the matter requested for legislation.	 Provide the client with the checklist of requisites for legislation Received necessary requisites based on the checklist; Measure calendared/scheduled for agenda; First reading/referral to committee; The matter is scheduled for committee hearing; Second/Third Reading; Approval of the measure; Resolution approved by the Presiding Officer/or by the LCE; Copy of resolution released. 	 Letter of Application for Accreditation Duly accomplished form for accreditation; Duly approved Board Resolution signifying intent for application; List of Current Officers; Minutes of Annual Meeting; Annual Accomplishment Report; Financial Statements; Profile indicating purposes and objectives of CSO; Sworn Affidavit of CSO independence & non-partisan; 	Variable	SB Members/ Secretariat	None
d) Enactment of Ord Re; Renaming ne school	· •	 Provide the client with the checklist of requisites for legislation Received necessary requisites based on the checklist; Measure calendared/scheduled for agenda; First reading/referral to committee; The matter is scheduled for committee hearing; Second/Third Reading; Approval of the measure; Resolution approved by the Presiding Officer/or by the LCE; Copy of ordinance released. 	 Local School Board Resolution, re: A Resolution endorsing the establishments; Letter from the Principal of the Mother School addressed to the Sanggunian, re: Interposing No Objection to the establishment; PTCA Resolution, re: A resolution requesting the Sangguniang Bayan to Support the Establishment of; Joint Resolution of Barangay Council and PTCA, re: A resolution requesting DepEd to allow the separation of an extension school from its mother school and to appropriate funds thereto; 	Variable	SB Members/ Secretariat	None

						5. 6. 7.	Barangay Council Resolution, re: A resolution endorsing the establishment; Deed of Donation (if the school to be named after the donor); School Pictures. *Separation of an extension school from the mother school				
e)	Issuance of Certifications (e.g. Appearance and the like)		Request form filled up; Pay applicable fee; Present OR; Receipt of certified copy.	1. 2. 3. 4.	Client logged in stating purpose; Certification encoded; Certification signed; Certification released & filed.	1. 2.	Request form; Official Receipt of fee.	10-30 minutes	1. 2. 3.	Administrative Officers; LLSO II Secretary to the Sanggunian	P100.00/pag e; Additional: P10/page
f)	Certify Records on file (e.g. deed of donation, etc.)	2. 3. 4.	Request form filled up; Pay applicable fee; Present OR; Receipt of certified copy.	1. 2. 3. 4. 5.	Client logged in stating purpose; Search for the requested document; Retrieve & review requested document; Reproduce document; Certify/authenticate copy of document; Released of certified/ authenticated copy of the document;	1. 2.	Request form; Official Receipt of fee.	Variable	1. 2. 3.	Administrative Officers; LLSO II; Secretary to the Sanggunian	P100.00/pag e; Additional: P10/page
4.	Certify and authenticate Legislative Documents of the Sanggunian	1. 2. 3. 4.	Request form filled up; Pay applicable fee; Present OR; Receipt of certified copy.	1. 2. 3, 4. 5.	Client logged in stating purpose; Search for the requested document; Retrieve & review requested document; Reproduce documents Certify/authenticate copy of document; Released of certified/ authenticated copy of the document;	1. 2.	Request form; Official Receipt of fee.	Variable	2. 3.	Administrative Officers; LLSO II; Secretary to the Sanggunian	P100.00/pag e; Additional: P10/page

g) Enactment of resolution, Re; Approval of Barangay ordinances (e.g. Annual Budget & Supplemental)	Submission of requisite documents; Appearance at committee hearing/s; Receipt of the copy of the enacted measure.	 Provide the client with the checklist of requisites for legislation Received necessary requisites based on the checklist; Measure calendared/scheduled for agenda; First reading/referral to committee; The matter is scheduled for committee hearing; Second/Third Reading; Approval of the measure; Resolution approved by the Presiding Officer/or by the LCE; Copy of ordinance released. 	Endorsement of the Local Finance Committee (LFC); Copy of Barangay ordinance; Other supporting documents as needed;		B Members None Secretariat
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