



Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita

**OFFICE OF THE SANGGUNIANG BAYAN**

# **CITIZEN'S CHARTER SERIES OF 2024**

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## **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.

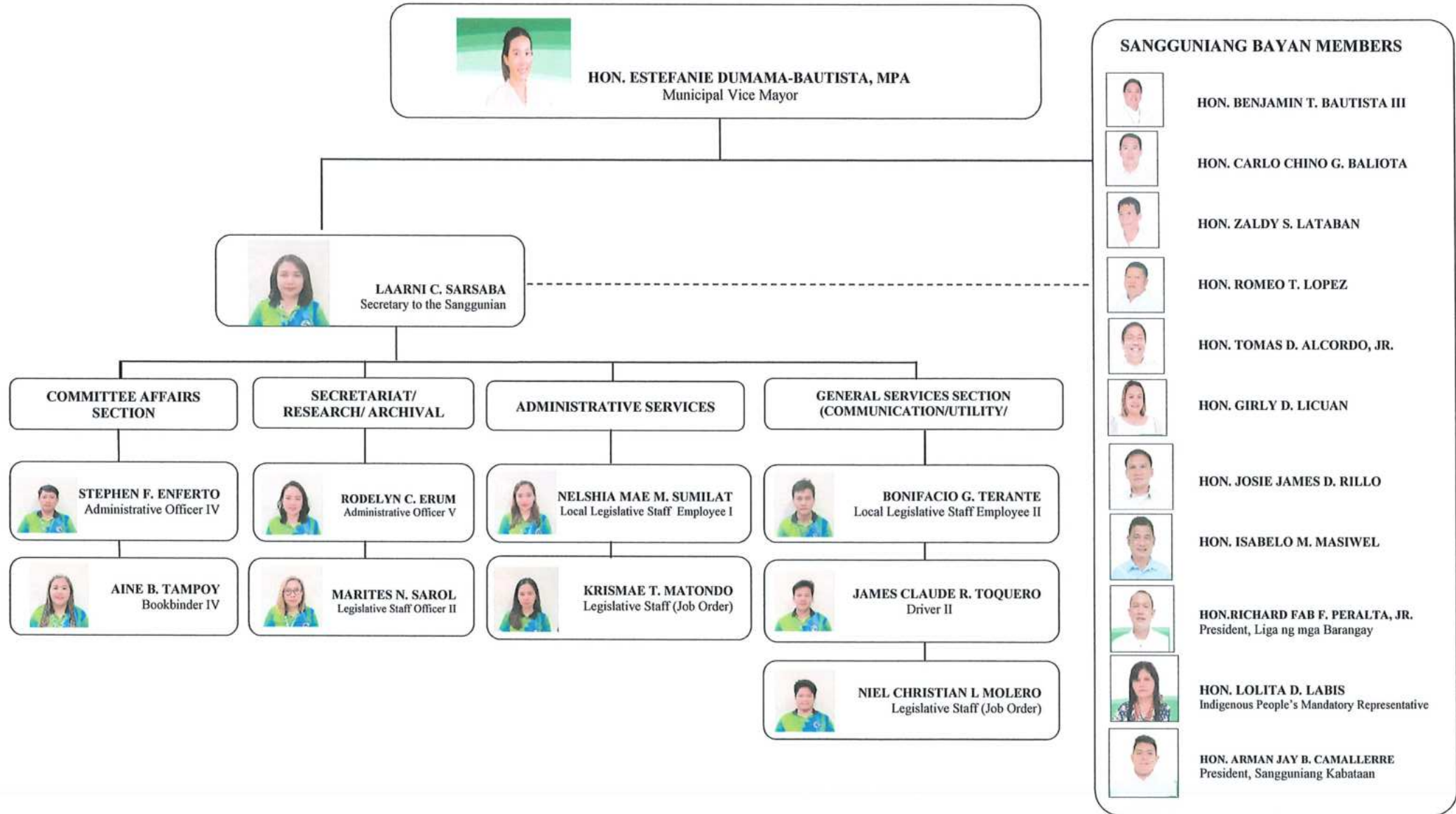
## **VISION**

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



**HON. ESTEFANIE DUMAMA-BAUTISTA, MPA**  
Municipal Vice Mayor



**LAARNI C. SARSABA**  
Secretary to the Sanggunian

**COMMITTEE AFFAIRS SECTION**



**STEPHEN F. ENFERTO**  
Administrative Officer IV



**AINE B. TAMPOY**  
Bookbinder IV

**SECRETARIAT/ RESEARCH/ ARCHIVAL**



**RODELYN C. ERUM**  
Administrative Officer V



**MARITES N. SAROL**  
Legislative Staff Officer II

**ADMINISTRATIVE SERVICES**



**NELSHIA MAE M. SUMILAT**  
Local Legislative Staff Employee I



**KRISMAE T. MATONDO**  
Legislative Staff (Job Order)

**GENERAL SERVICES SECTION (COMMUNICATION/UTILITY/**



**BONIFACIO G. TERANTE**  
Local Legislative Staff Employee II



**JAMES CLAUDE R. TOQUERO**  
Driver II



**NIEL CHRISTIAN L. MOLERO**  
Legislative Staff (Job Order)

**SANGGUNIANG BAYAN MEMBERS**



**HON. BENJAMIN T. BAUTISTA III**



**HON. CARLO CHINO G. BALIOTA**



**HON. ZALDY S. LATABAN**



**HON. ROMEO T. LOPEZ**



**HON. TOMAS D. ALCORDO, JR.**



**HON. GIRLY D. LICUAN**



**HON. JOSIE JAMES D. RILLO**



**HON. ISABELO M. MASIWEL**



**HON. RICHARD FAB F. PERALTA, JR.**  
President, Liga ng mga Barangay

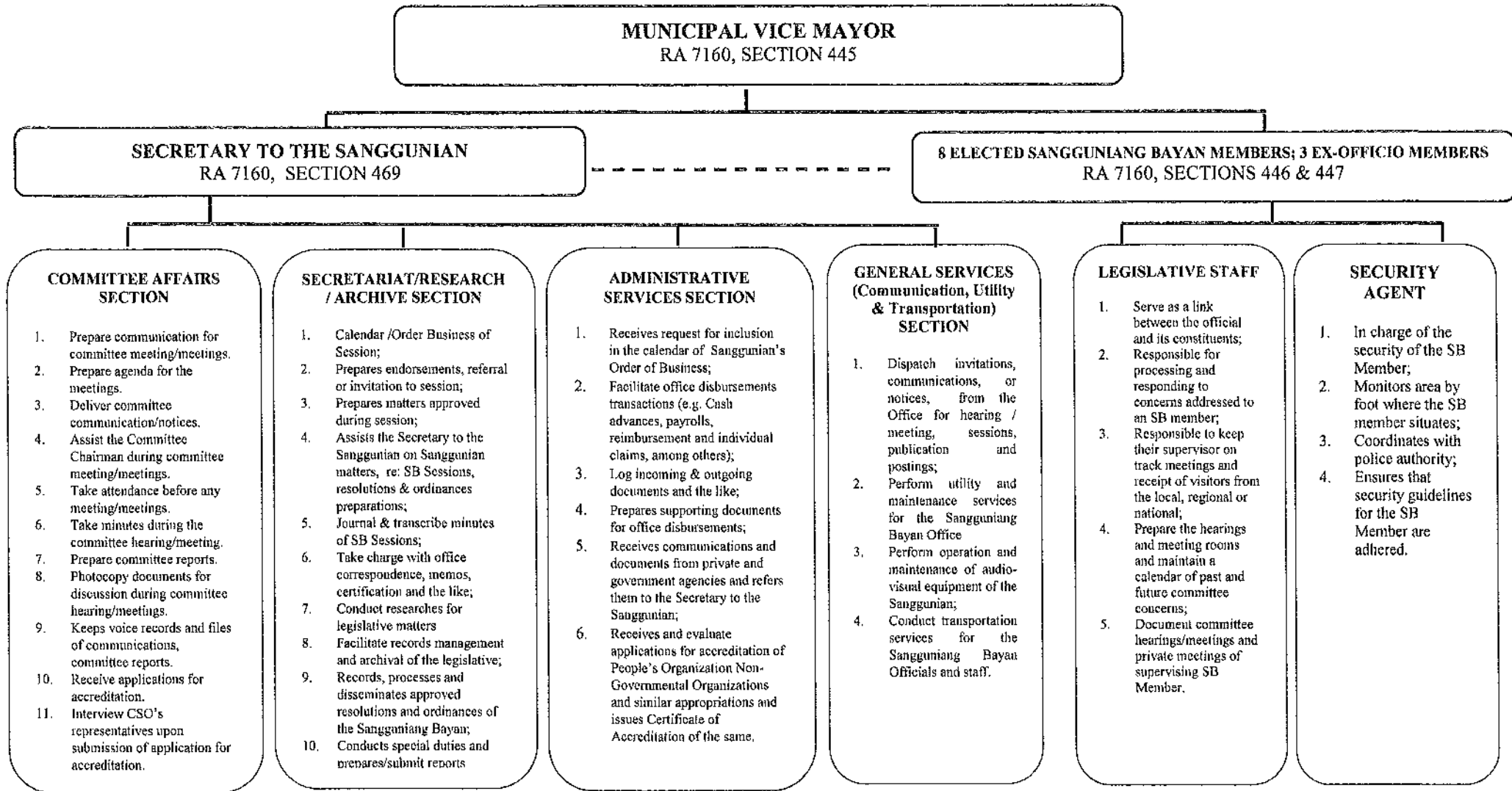


**HON. LOLITA D. LABIS**  
Indigenous People's Mandatory Representative



**HON. ARMAN JAY B. CAMALLERRE**  
President, Sangguniang Kabataan

# FUNCTIONAL CHART



**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	<ol style="list-style-type: none"> <li>1. Submission of requisite documents;</li> <li>2. Appearance at committee hearing/s;</li> <li>3. Receipt of the SB resolution on the matter requested for legislation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide client the checklist of requisites for legislation</li> <li>2. Received necessary requisites based on checklist;</li> <li>3. Measures calendared/scheduled for agenda;</li> <li>4. First reading/referral to committee;</li> <li>5. Matter scheduled for committee hearing;</li> <li>6. Second/Third Reading;</li> <li>7. Approval of the measure;</li> <li>8. Resolution approved by Presiding Officer/or by the LCE;</li> <li>9. Copy of resolution released.</li> </ol>	<ol style="list-style-type: none"> <li>1. Endorsement Letter noted by the Chief Executive;</li> <li>2. Copy of document (e.g. MOA) that requires authority;</li> <li>3. Other supporting documents as reference.</li> </ol>	Variable	SB Members /Secretariat	None
b) Enactment of Resolution, Re: Support to the establishment of new schools	<ol style="list-style-type: none"> <li>1. Submission of requisite documents;</li> <li>2. Appearance at committee hearing/s;</li> <li>3. Receipt of the copy of SB resolution on matter requested for legislation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide client the checklist of requisites for legislation</li> <li>2. Received necessary requisites based on checklist;</li> <li>3. Measure calendared/scheduled for agenda;</li> <li>4. First reading/referral to committee;</li> <li>5. Matter scheduled for committee hearing;</li> <li>6. Second/Third Reading;</li> <li>7. Approval of the measure;</li> <li>8. Resolution approved by Presiding Officer/or by the LCE;</li> <li>9. Copy of resolution released.</li> </ol>	<ol style="list-style-type: none"> <li>1. Local School Board Resolution, re: A Resolution endorsing the renaming;</li> <li>2. Joint Resolution of Barangay Council and PTCA, re: Resolution for the request of renaming</li> <li>3. Deed of Donation (if school to be named after the donor, to support the action).</li> </ol>	Variable	SB Members /Secretariat	None

<p>c) Enactment of Resolution, Re: Application for Accreditation of Civic Society Organizations</p>	<ol style="list-style-type: none"> <li>1. Submission of requisite documents;</li> <li>2. Appearance at committee hearing/s;</li> <li>3. Receipt of the SB resolution on the matter requested for legislation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide the client with the checklist of requisites for legislation</li> <li>2. Received necessary requisites based on the checklist;</li> <li>3. Measure calendared/scheduled for agenda;</li> <li>4. First reading/referral to committee;</li> <li>5. The matter is scheduled for committee hearing;</li> <li>6. Second/Third Reading;</li> <li>7. Approval of the measure;</li> <li>8. Resolution approved by the Presiding Officer/or by the LCE;</li> <li>9. Copy of resolution released.</li> </ol>	<ol style="list-style-type: none"> <li>1. Letter of Application for Accreditation</li> <li>2. Duly accomplished form for accreditation;</li> <li>3. Duly approved Board Resolution signifying intent for application;</li> <li>4. List of Current Officers;</li> <li>5. Minutes of Annual Meeting;</li> <li>6. Annual Accomplishment Report;</li> <li>7. Financial Statements;</li> <li>8. Profile indicating purposes and objectives of CSO;</li> <li>9. Sworn Affidavit of CSO independence &amp; non-partisan;</li> </ol>	<p>Variable</p>	<p>SB Members/ Secretariat</p>	<p>None</p>
<p>d) Enactment of Ordinance, Re; Renaming new school</p>	<ol style="list-style-type: none"> <li>1. Submission of requisite documents;</li> <li>2. Appearance at committee hearing/s;</li> <li>3. Receipt of the copy of the enacted measure.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide the client with the checklist of requisites for legislation</li> <li>2. Received necessary requisites based on the checklist;</li> <li>3. Measure calendared/scheduled for agenda;</li> <li>4. First reading/referral to committee;</li> <li>5. The matter is scheduled for committee hearing;</li> <li>6. Second/Third Reading;</li> <li>7. Approval of the measure;</li> <li>8. Resolution approved by the Presiding Officer/or by the LCE;</li> <li>9. Copy of ordinance released.</li> </ol>	<ol style="list-style-type: none"> <li>1. Local School Board Resolution, <i>re:</i> A Resolution endorsing the establishments;</li> <li>2. Letter from the Principal of the Mother School addressed to the Sanggunian, <i>re:</i> Interposing No Objection to the establishment;</li> <li>3. PTCA Resolution, <i>re:</i> A resolution requesting the Sangguniang Bayan to Support the Establishment of _____;</li> <li>4. Joint Resolution of Barangay Council and PTCA, <i>re:</i> A resolution requesting DepEd to allow the separation of an extension school from its mother school and to appropriate funds thereto;</li> </ol>	<p>Variable</p>	<p>SB Members/ Secretariat</p>	<p>None</p>

			<ol style="list-style-type: none"> <li>5. Barangay Council Resolution, <i>re:</i> A resolution endorsing the establishment;</li> <li>6. Deed of Donation (if the school to be named after the donor);</li> <li>7. School Pictures. *Separation of an extension school from the mother school</li> </ol>			
e) Issuance of Certifications (e.g. Appearance and the like)	<ol style="list-style-type: none"> <li>1. Request form filled up;</li> <li>2. Pay applicable fee;</li> <li>3. Present OR;</li> <li>4. Receipt of certified copy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Client logged in stating purpose;</li> <li>2. Certification encoded;</li> <li>3. Certification signed;</li> <li>4. Certification released &amp; filed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Request form;</li> <li>2. Official Receipt of fee.</li> </ol>	10-30 minutes	<ol style="list-style-type: none"> <li>1. Administrative Officers;</li> <li>2. LLSO II</li> <li>3. Secretary to the Sanggunian</li> </ol>	P100.00/page; Additional: P10/page
f) Certify Records on file (e.g. deed of donation, etc.)	<ol style="list-style-type: none"> <li>1. Request form filled up;</li> <li>2. Pay applicable fee;</li> <li>3. Present OR;</li> <li>4. Receipt of certified copy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Client logged in stating purpose;</li> <li>2. Search for the requested document;</li> <li>3. Retrieve &amp; review requested document;</li> <li>4. Reproduce document;</li> <li>5. Certify/authenticate copy of document;</li> <li>6. Released of certified/ authenticated copy of the document;</li> </ol>	<ol style="list-style-type: none"> <li>1. Request form;</li> <li>2. Official Receipt of fee.</li> </ol>	Variable	<ol style="list-style-type: none"> <li>1. Administrative Officers;</li> <li>2. LLSO II;</li> <li>3. Secretary to the Sanggunian</li> </ol>	P100.00/page; Additional: P10/page
4. Certify and authenticate Legislative Documents of the Sanggunian	<ol style="list-style-type: none"> <li>1. Request form filled up;</li> <li>2. Pay applicable fee;</li> <li>3. Present OR;</li> <li>4. Receipt of certified copy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Client logged in stating purpose;</li> <li>2. Search for the requested document;</li> <li>3. Retrieve &amp; review requested document;</li> <li>4. Reproduce documents</li> <li>5. Certify/authenticate copy of document;</li> <li>6. Released of certified/ authenticated copy of the document;</li> </ol>	<ol style="list-style-type: none"> <li>1. Request form;</li> <li>2. Official Receipt of fee.</li> </ol>	Variable	<ol style="list-style-type: none"> <li>1. Administrative Officers;</li> <li>2. LLSO II;</li> <li>3. Secretary to the Sanggunian</li> </ol>	P100.00/page; Additional: P10/page

g) Enactment of resolution, Re; Approval of Barangay ordinances (e.g. Annual Budget & Supplemental)	<ol style="list-style-type: none"> <li>1. Submission of requisite documents;</li> <li>2. Appearance at committee hearing/s;</li> <li>3. Receipt of the copy of the enacted measure.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide the client with the checklist of requisites for legislation</li> <li>2. Received necessary requisites based on the checklist;</li> <li>3. Measure calendared/scheduled for agenda;</li> <li>4. First reading/referral to committee;</li> <li>5. The matter is scheduled for committee hearing;</li> <li>6. Second/Third Reading;</li> <li>7. Approval of the measure;</li> <li>8. Resolution approved by the Presiding Officer/or by the LCE;</li> <li>9. Copy of ordinance released.</li> </ol>	<ol style="list-style-type: none"> <li>1. Endorsement of the Local Finance Committee (LFC);</li> <li>2. Copy of Barangay ordinance;</li> <li>3. Other supporting documents as needed;</li> </ol>	Variable	SB Members Secretariat	None
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