



Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER

**OFFICE OF THE VICE MAYOR
LOCAL GOVERNMENT UNIT OF MALITA**



Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

OFFICE OF THE VICE MAYOR

VISION

RESPONSIVE FOR THE DELIVERANCE OF EFFECTIVE AND EFFICIENT LEGISLATION THAT WOULD DIRECT MALITA FOR SAFE AND PROGRESSIVE COMMUNITY.

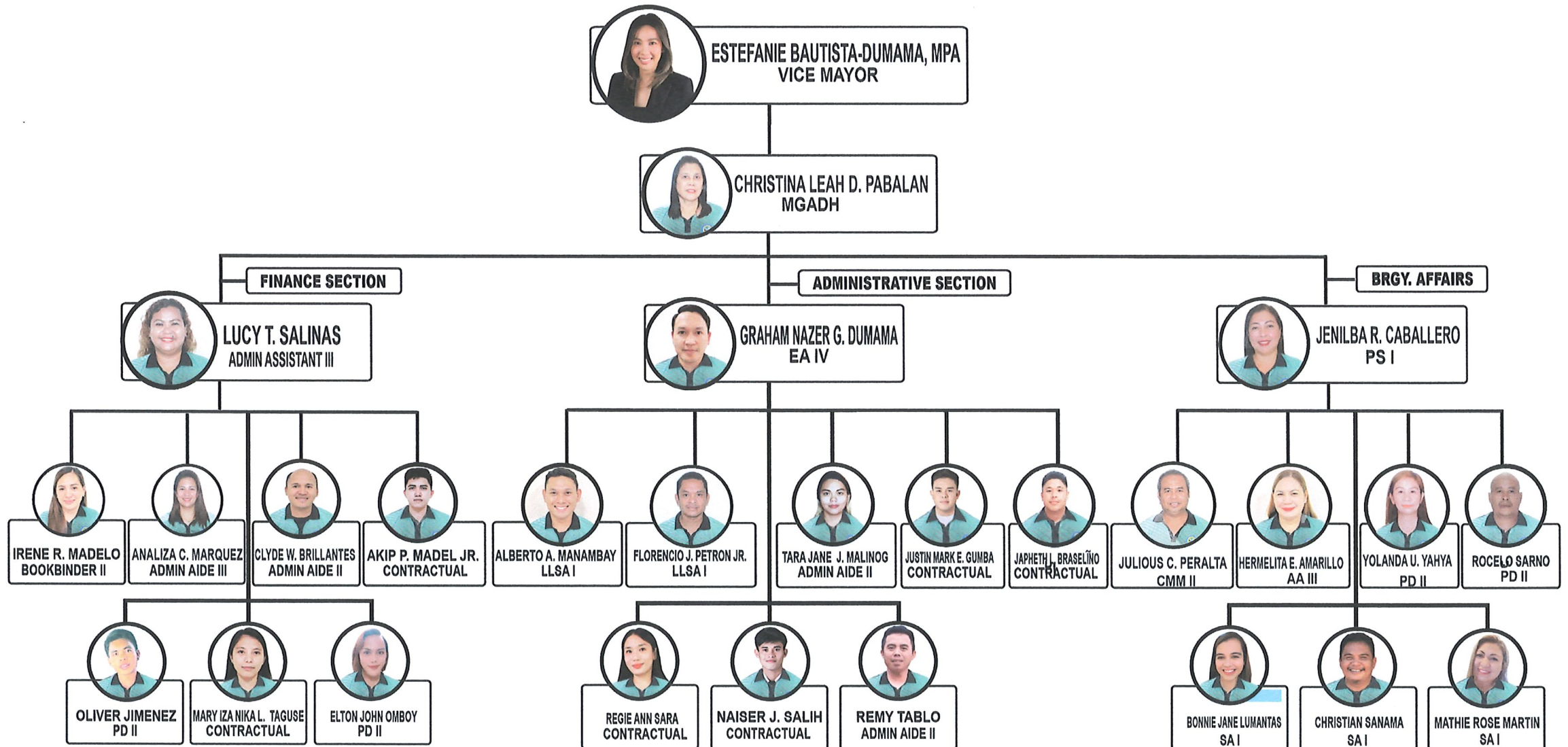
MISSION

EMPOWER LEGISLATIVE BODY THAT WOULD SUPPORT AND ENACT THE DEVELOPMENT THRUSTS AND STRATEGIES OF OUR LOCAL CHIEF EXECUTIVE IN LINE WITH THE NATIONAL OBJECTIVES.



REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO OCCIDENTAL
Office of the Vice Mayor

ORGANIZATIONAL STRUCTURE





Republic of the Philippines
Province of Davao Occidental
MUNICIPALITY OF MALITA

OFFICE OF THE VICE MAYOR

FUNCTIONAL CHART

VICE MAYOR

- act as presiding officer of the Sanggunian under R.A 7160, Article II, Section 45.
- signs and approves appropriations, and disbursements of the Sangguniang Bayan.
- approves personnel recruitments, claims, ameliorations among others.
- certifies correctness of enacted resolutions/ordinances.
- approves minutes of SB sessions.
- supports the Executive on its agenda.
- calls for meetings/hearings in aid of legislation.
- attends conferences, Vice Mayor League Meetings, seminars, among others called upon by authorized agencies or institutions.
- signs and approves various communications and disbursements of the Vice Mayor's Office for the swift delivery of administrative services.

MGADH

- checks, reviews and affix initial signature of the incoming documents.
- attends social functions and other related activities.
- conducts Physical Inventory of Supplies, Property, Plants and Equipments.
- formulates development plans and activities in the Vice Mayor's Office.
- prepares Memoranda and Office Orders in the Vice Mayor's Office.
- performs other tasks maybe assigned by the Vice Mayor.

FINANCE SECTION

- prepares procurement documents.
 - Office and other supplies, fuel, water, representation and capital outlay.
- prepares non-procurement documents.
 - Travelling, training, general services, internet subscription, advertising and consultancy.
- records and re-routes outgoing documents.
- performs other tasks maybe assigned by the Vice Mayor.

ADMINISTRATIVE SECTION

- provides administrative support and clerical assistance to the Vice Mayor.
- arrange Vice Mayor's meetings and conferences schedule.
- attends social functions and other related activities.
- receives and records incoming documents.
- serves and caters social services for the clients
- compiles Vice Mayor's personnel's 201 file.
- performs other tasks maybe assigned by the Vice Mayor.

BRGY. AFFAIRS

- reminds schedule of the Vice Mayor in the barangay activities.
- serves and caters social services for the clients.
- delivers communication letters and other documents from Vice Mayor's Office to other agencies and barangays.
- delivers and fetches Vice Mayor and VM's employees attend to seminars or official functions to different barangays.
- ensures safety security of the Vice Mayor and the personnels.
- performs other tasks maybe assigned by the Vice Mayor.



Republic of the Philippines
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Municipality of Malita

OFFICE OF THE VICE MAYOR

CITIZEN'S CHARTER

Receiving of pertinent documents for information, reference and appropriate action.

Office or Division:		Legislative Services Division		
Classification:		Simple		
Types of Transaction:		Government-Government Government-Business All government-Citizens		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pertinent documents such as memoranda, invitations, requests and other relevant communications. (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Receive the documents.	NONE	5-10 minutes	Receiving Officer
	1.2 Record the documents' details in the logbook.		5-10 minutes	Receiving Officer
	1.3 Forward the documents to the		5-10 minutes	Receiving Officer

	<p>Executive Assistant to the Municipal Vice Mayor for initial perusal.</p> <p>1.4 Initial perusal of the documents received.</p> <p>1.5 Forward documents to the Municipal Vice Mayor for information, reference and if required for appropriate action.</p> <p>1.6 Documents are perused by the Municipal Vice Mayor</p> <p>1.7 Appropriate action is provided.</p>	NONE	<p>5-10 minutes</p> <p>5-10 minutes</p> <p>Variable</p> <p>Variable</p>	<p>Executive Assistant</p> <p>Executive Assistant</p> <p>Municipal Vice Mayor</p> <p>Municipal Vice Mayor</p>
2. Client is informed of the action made	2.1 inform the client of the action made by the Municipal Vice Mayor	NONE	5-10 minutes	Executive Assistant
3. Receive the approved documents.	<p>3.1 Release the approved documents to the client.</p> <p>In case of documents that need signature or approval of the Municipal Vice Mayor such as financial documents, the same are returned to the concerned offices or clients.</p>	NONE	5-10 minutes	Receiving Officer

Receiving of Guests/Visitors who have official business with the Municipal Vice Mayor

Office or Division:		Legislative Services Division		
Classification:		Simple		
Types of Transaction:		Government-Government Government-Business All government-Citizens		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Visitor's logbook		Receiving Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the visitor's logbook indicating the name, address, contact number and purpose of visit.	1.1 Receive the visitors/guests.	NONE	5-10 minutes	Receiving Officer
	1.2 Receive the visitor's logbook and forward to the Municipal Vice Mayor for information and reference.		5-10 minutes	Receiving Officer
2. See the Municipal Vice Mayor	2.1 Attend to the visitor/guest.	NONE	Variable	Municipal Vice Mayor
	2.2 File the attendance for later reference.		5-10 minutes	Receiving officer

Approval of Released Funds

Office or Division:		Legislative Services Division		
Classification:		Simple		
Types of Transaction:		Government-Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Purchase Requests (4 copies) 2. Obligation Requests (4 copies) 3. Activity Design (3 copies) 4. Annual Procurement Plan (1 copy) 5. Disbursement Voucher (4 copies) 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	<ol style="list-style-type: none"> 1.1 Receive the documents. 1.2 Record the documents' details and particulars in the logbook. 1.3 Forward the documents to the Municipal Vice Mayor for final review and approval. 	NONE	5-10 minutes 5-10 minutes Variable	Receiving Officer Receiving Officer Municipal Vice Mayor
2. Wait for action	2.1 Documents are reviewed and approved by the Municipal Vice Mayor.	NONE	Variable	Municipal Vice Mayor
3. Wait for action	3.1 Record the approved documents before release.	NONE	5-10 minutes	Receiving Officer
4. Receive the approved documents.	4.1 Release the approved documents to the client.	NONE	5-10 minutes	Receiving Officer

Approval and Release of Legislative Documents

Office or Division:		Legislative Services Division		
Classification:		Simple		
Types of Transaction:		Government-Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Ordinances (10 copies) 2. Resolutions (10 copies) 3. AIP (10 copies) 4. Minutes (10 copies) 5. Letters (10 copies) 		Secretary to the SB and Staff		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Receive the documents.	NONE	5-10 minutes	Receiving Officer
	1.2 Record the documents' details and particulars in the logbook.		5-10 minutes	Receiving Officer
	1.3 Forward the documents to the Municipal Vice Mayor for final review and approval.		Variable	Municipal Vice Mayor
2. Wait for action	2.1 Documents are reviewed and approved by the Municipal Vice Mayor.	NONE	Variable	Municipal Vice Mayor
3. Wait for action	3.1 Record the approved documents before release.	NONE	5-10 minutes	Receiving Officer
4. Receive the approved documents.	4.1 Release the approved documents to the client.		5-10 minutes	Receiving Officer

Presides sessions

Office or Division:		Legislative Services Division		
Classification:		Simple		
Types of Transaction:		Government-Government All government-Citizens		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Agenda		Secretary to the SB and Staff		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Receive the documents. 1.2 Record the documents' details and particulars in the logbook. 1.3 Forward the documents to the Municipal Vice Mayor for final review and approval.	NONE	5-10 minutes 5-10 minutes Variable	Receiving Officer Receiving Officer Municipal Vice Mayor
2. Wait for action	2.1 Documents are reviewed and approved by the Municipal Vice Mayor.	NONE	Variable	Municipal Vice Mayor
3. Wait for action	3.1 Record the approved documents before release.	NONE	5-10 minutes	Receiving Officer
4. Receive the approved documents.	4.1 Release the approved documents to the client.		5-10 minutes	Receiving Officer

Attends VMLP and NMYL conferences, meetings and seminars.

Office or Division:		Legislative Services Division		
Classification:		Simple		
Types of Transaction:		Government-Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Communication letters 2. Invitation		Client		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1.1 Receive the documents. 1.2 Record the documents' details and particulars in the logbook. 1.3 Forward the documents to the Municipal Vice Mayor for final review and approval.	NONE	5-10 minutes 5-10 minutes Variable	Receiving Officer Receiving Officer Municipal Vice Mayor
2. Wait for action	2.1 Documents are reviewed and confirmed by the Municipal Vice Mayor.	NONE	Variable	Municipal Vice Mayor
3. Wait for action	3.1 Record the approved documents before release.	NONE	5-10 minutes	Receiving Officer
4. Receive the approved documents.	4.1 Release the approved documents to the client.	NONE	5-10 minutes	Receiving Officer



Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

OFFICE OF THE SANGGUNIANG BAYAN

CITIZEN'S CHARTER SERIES OF 2024

Office Address: Sangguniang Bayan Office, 2nd Floor, Right Wing, Malita Municipal Hall, Quezon St., Poblacion, Malita, Davao Occidental
Contact Nos.: (082)272-8497; Email Address: secretarysb621@gmail.com

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.

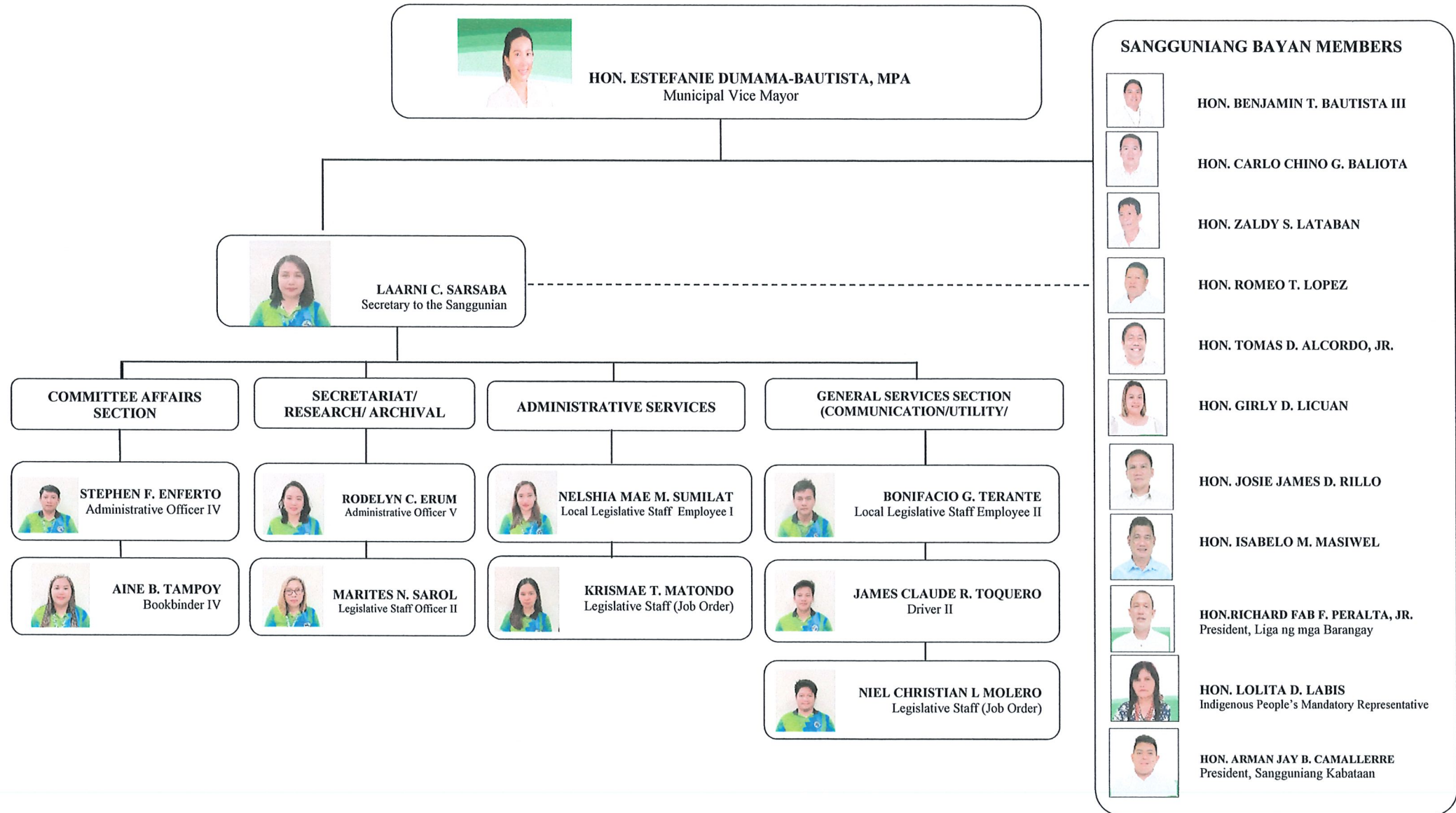
VISION

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



RODELYN C. ERUM
Administrative Officer V



MARITES N. SAROL
Legislative Staff Officer II



NELSHIA MAE M. SUMILAT
Local Legislative Staff Employee I



KRISMAE T. MATONDO
Legislative Staff (Job Order)



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

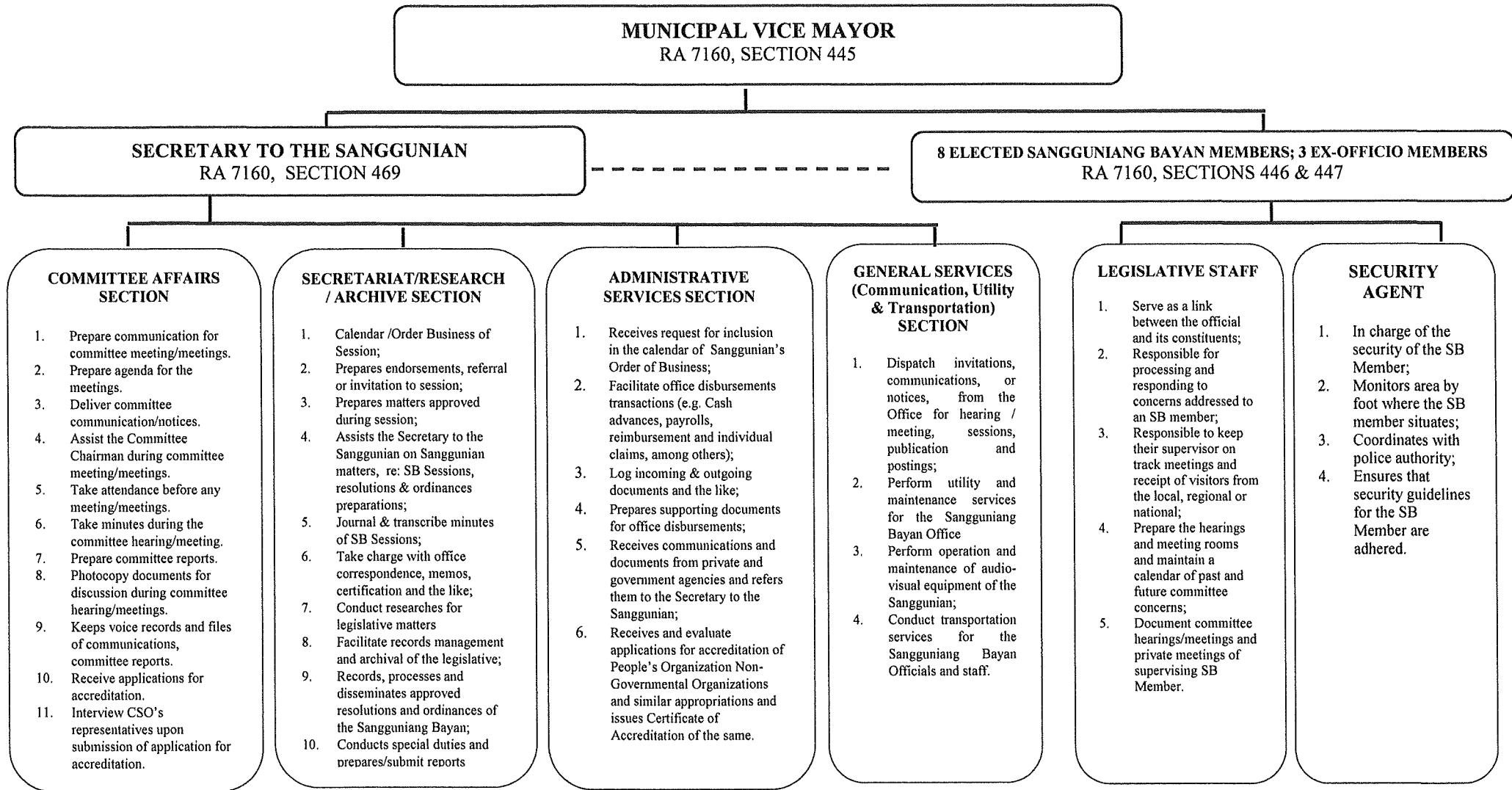


HON. LOLITA D. LABIS
Indigenous People's Mandatory Representative



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"> 1. Submission of requisite documents; 2. Appearance at committee hearing/s; 3. Receipt of the SB resolution on the matter requested for legislation. 	<ol style="list-style-type: none"> 1. Provide client the checklist of requisites for legislation 2. Received necessary requisites based on checklist; 3. Measures calendared/scheduled for agenda; 4. First reading/referral to committee; 5. Matter scheduled for committee hearing; 6. Second/Third Reading; 7. Approval of the measure; 8. Resolution approved by Presiding Officer/or by the LCE; 9. Copy of resolution released. 	<ol style="list-style-type: none"> 1. Endorsement Letter noted by the Chief Executive; 2. Copy of document (e.g. MOA) that requires authority; 3. Other supporting documents as reference. 	Variable	SB Members /Secretariat	None
b) Enactment of Resolution, Re: Support to the establishment of new schools	<ol style="list-style-type: none"> 1. Submission of requisite documents; 2. Appearance at committee hearing/s; 3. Receipt of the copy of SB resolution on matter requested for legislation. 	<ol style="list-style-type: none"> 1. Provide client the checklist of requisites for legislation 2. Received necessary requisites based on checklist; 3. Measure calendared/scheduled for agenda; 4. First reading/referral to committee; 5. Matter scheduled for committee hearing; 6. Second/Third Reading; 7. Approval of the measure; 8. Resolution approved by Presiding Officer/or by the LCE; 9. Copy of resolution released. 	<ol style="list-style-type: none"> 1. Local School Board Resolution, re: A Resolution endorsing the renaming; 2. Joint Resolution of Barangay Council and PTCA, re: Resolution for the request of renaming 3. Deed of Donation (if school to be named after the donor, to support the action). 	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"> 1. Submission of requisite documents; 2. Appearance at committee hearing/s; 3. Receipt of the SB resolution on the matter requested for legislation. 	<ol style="list-style-type: none"> 1. Provide the client with the checklist of requisites for legislation 2. Received necessary requisites based on the checklist; 3. Measure calendared/scheduled for agenda; 4. First reading/referral to committee; 5. The matter is scheduled for committee hearing; 6. Second/Third Reading; 7. Approval of the measure; 8. Resolution approved by the Presiding Officer/or by the LCE; 9. Copy of resolution released. 	<ol style="list-style-type: none"> 1. Letter of Application for Accreditation 2. Duly accomplished form for accreditation; 3. Duly approved Board Resolution signifying intent for application; 4. List of Current Officers; 5. Minutes of Annual Meeting; 6. Annual Accomplishment Report; 7. Financial Statements; 8. Profile indicating purposes and objectives of CSO; 9. Sworn Affidavit of CSO independence & non-partisan; 	<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"> 1. Submission of requisite documents; 2. Appearance at committee hearing/s; 3. Receipt of the copy of the enacted measure. 	<ol style="list-style-type: none"> 1. Provide the client with the checklist of requisites for legislation 2. Received necessary requisites based on the checklist; 3. Measure calendared/scheduled for agenda; 4. First reading/referral to committee; 5. The matter is scheduled for committee hearing; 6. Second/Third Reading; 7. Approval of the measure; 8. Resolution approved by the Presiding Officer/or by the LCE; 9. Copy of ordinance released. 	<ol style="list-style-type: none"> 1. Local School Board Resolution, <i>re:</i> A Resolution endorsing the establishments; 2. Letter from the Principal of the Mother School addressed to the Sanggunian, <i>re:</i> Interposing No Objection to the establishment; 3. PTCA Resolution, <i>re:</i> A resolution requesting the Sangguniang Bayan to Support the Establishment of _____; 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; 	<p>Variable</p>	<p>SB Members/ Secretariat</p>	<p>None</p>

			<ol style="list-style-type: none"> 5. Barangay Council Resolution, <i>re:</i> A resolution endorsing the establishment; 6. Deed of Donation (if the school to be named after the donor); 7. School Pictures. *Separation of an extension school from the mother school 			
e) Issuance of Certifications (e.g. Appearance and the like)	<ol style="list-style-type: none"> 1. Request form filled up; 2. Pay applicable fee; 3. Present OR; 4. Receipt of certified copy. 	<ol style="list-style-type: none"> 1. Client logged in stating purpose; 2. Certification encoded; 3. Certification signed; 4. Certification released & filed. 	<ol style="list-style-type: none"> 1. Request form; 2. Official Receipt of fee. 	10-30 minutes	<ol style="list-style-type: none"> 1. Administrative Officers; 2. LLSO II 3. Secretary to the Sanggunian 	P100.00/page; Additional: P10/page
f) Certify Records on file (e.g. deed of donation, etc.)	<ol style="list-style-type: none"> 1. Request form filled up; 2. Pay applicable fee; 3. Present OR; 4. Receipt of certified copy. 	<ol style="list-style-type: none"> 1. Client logged in stating purpose; 2. Search for the requested document; 3. Retrieve & review requested document; 4. Reproduce document; 5. Certify/authenticate copy of document; 6. Released of certified/ authenticated copy of the document; 	<ol style="list-style-type: none"> 1. Request form; 2. Official Receipt of fee. 	Variable	<ol style="list-style-type: none"> 1. Administrative Officers; 2. LLSO II; 3. Secretary to the Sanggunian 	P100.00/page; Additional: P10/page
4. Certify and authenticate Legislative Documents of the Sanggunian	<ol style="list-style-type: none"> 1. Request form filled up; 2. Pay applicable fee; 3. Present OR; 4. Receipt of certified copy. 	<ol style="list-style-type: none"> 1. Client logged in stating purpose; 2. Search for the requested document; 3. Retrieve & review requested document; 4. Reproduce documents 5. Certify/authenticate copy of document; 6. Released of certified/ authenticated copy of the document; 	<ol style="list-style-type: none"> 1. Request form; 2. Official Receipt of fee. 	Variable	<ol style="list-style-type: none"> 1. Administrative Officers; 2. LLSO II; 3. Secretary to the Sanggunian 	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"> 1. Submission of requisite documents; 2. Appearance at committee hearing/s; 3. Receipt of the copy of the enacted measure. 	<ol style="list-style-type: none"> 1. Provide the client with the checklist of requisites for legislation 2. Received necessary requisites based on the checklist; 3. Measure calendared/scheduled for agenda; 4. First reading/referral to committee; 5. The matter is scheduled for committee hearing; 6. Second/Third Reading; 7. Approval of the measure; 8. Resolution approved by the Presiding Officer/or by the LCE; 9. Copy of ordinance released. 	<ol style="list-style-type: none"> 1. Endorsement of the Local Finance Committee (LFC); 2. Copy of Barangay ordinance; 3. Other supporting documents as needed; 	Variable	SB Members Secretariat	None
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