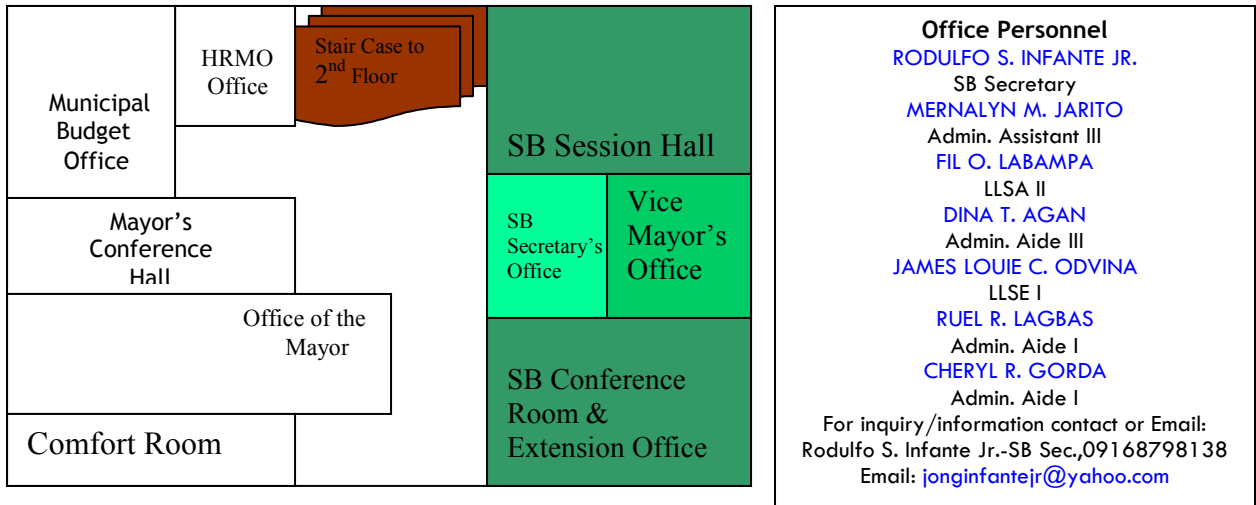


SANGGUNIANG BAYAN OFFICE



VISION :

It is the vision of the **SANGGUNIANG BAYAN** through the **OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN** as its administrative arm, of producing quality legislative works as a strategic foundation of a development-oriented and responsive local governance.

MISSION :

A **Legislative Body** that shall carry the ideals and aspirations for peaceful, economically progressive and united Kitcharaonons through effective, responsive and pro-active local legislation.

OBJECTIVES:

1. To work effectively and efficiently together with the Office of the Secretary to the Sanggunian in providing quality legislative measures that would address social, cultural, and socio-political concerns;
2. To continue enacting ordinances that promote the rights of children, gender equality, welfare and protection of the people;
3. To create more awareness by initiating legislative programs that address matters of great importance and local development;
4. Promote continuing legislative education in order to equip and enhance capabilities of local officials in maintaining a competent and sound quality legislation;
5. Collaborate with accredited PO's, NGO's and other concerned agencies in attaining, enriching and upgrading community projects and programs for social development and progress.

OFFICE COMMITMENT :

The **Sangguniang Bayan** through the **Office of the Secretary to the Sanggunian** is committed to provide quality, efficient, responsive and pro-active legislative measures enhanced through continuing legislative education, intervention, research and technical support, to achieve social development and empowered local community.

PLEDGE OF COMMITMENT

We, the Appointed Official and Personnel of the **Sangguniang Bayan Office** and **Office of the Secretary to the Sanggunian**, do hereby pledge to follow the mandates of our positions and effectively discharge the call of our service in a manner that befits a government servant while promoting an environment of competence, diligence and professionalism.

RODULFO S. INFANTE JR.
Secretary to the Sanggunian

MERNALYN M. JARITO
Admin. Assistant III

FIL Y. LABAMPA
LLA II

JAMES LOUI C. ODVINA
LLSE I

DINA T. AGAN
Admin. Aide III

RUEL R. LAGBAS
Admin. Aide I

CHERYL R. GORDA
Admin. Aide I

AILEEN G. GULAREZ
Admin. Aide I

SECURING CERTIFIED TRUE COPIES OF SANGGUNIANG BAYAN DOCUMENTS

ABOUT THE SERVICE

The PUBLIC may request for certified true copies of Sangguniang Bayan documents from the Office of the Secretary to the Sanggunian.

These documents include ordinances, resolutions, minutes of deliberations and other documents.

REQUIREMENT (S)

Letter Request or Filled-up Request Form

FEES

- Certified True Copy of Official Documents P 50.00
- Other Documents requiring Secretarial Fees 50.00

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit Letter of Request Submit letter of request or Fill-up Request form to the receiving clerk.	3 minutes	MERNALYN M. JARITO Admin. Assistant III
2. Acceptance of Request SB Secretary accepts and approves work on the request.	1 minute	RODULFO S. INFANTE JR. Secretary to the Sanggunian
3. Research Wait while assigned staff looks for document requested.	10 minutes	FIL O. LABAMPA LLSA-II
4. Payment of Fees Proceed to the Municipal Treasurer's Office to pay the required fees.	10 minutes	DAMIAN D. GALO Municipal Treasurer
5. Receive Documents Go back to the Sangguniang Bayan Office, presents the Official Receipt and receives the certified copie(s) of documents requested.	1 minute	FIL O. LABAMPA LLSA-II