



OFFICE OF THE SANGGUNIANG BAYAN

Frontline Services



**Service 1 Accreditation of Non-Government Organizations (NGOs),
People's Organization (POs) and Civil Society Organizations (CSOs)**

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Office or Division:	OFFICE OF THE SANGGUNIANG BAYAN
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Applicant Organization for Accreditation
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of Application	Applicant
2. Duly accomplished Application Form for Accreditation	Office of the Sangguniang Bayan
3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;	Applicant
4. Certificate of Registration or Certificate of Accreditation (or in the case of IPOs, certification issued by NCIP);	DOLE, SEC, DSWD, CDP
5. List of current Officers and Members;	Applicant
6. Original Sworn Statement, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in this Memorandum Circular, and after securing a Certificate of Accreditation from the concerned Sanggunian;	Applicant
7. For existing CSOs Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' board secretary;	Applicant
8. For existing CSOs, Annual Accomplishment Report for the immediately preceding year;	Applicant
9. For existing CSOs, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source(s) of funds; and .	Applicant
10. For CSOs applying to be members of the Local School or Health Boards, photocopy of profiles of at least three (3) individuals in the organization	Applicant



that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA 7160.	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents to the SB Office	Explain the process that has to be undertaken/Receive/Evaluate/check the documents (if documents are complete, staff will receive documents. If incomplete, advise client to submit complete documents)	none	5 minutes	<i>SB STAFF</i>
2. Waits for the notice informing accreditation is approved and documents are ready to be issued.	Refers documents to the Chairman of the Committee on Accreditation	none	3 minutes	<i>SB STAFF</i>
	SB Chair Committee on Accreditation refer the matter to the Floor Leader for inclusion in the agenda		3 minutes	SB Chair Committee on Accreditation
	Matter will be calendared as Unassigned Business for its first reading (during the Session it will be referred to the Committee on Accreditation		1 session day	<i>Sangguniang Bayan</i>
3. Attend Committee Hearing	Committee will Conduct Committee Meeting/Committee Hearing		1 day	<i>Committee Concerned</i>
	Committee will render a committee report – Matter will be deliberated on		1 session day	<i>Sangguniang Bayan</i>



	second reading (period of debate, period of amendment, approval on second reading – submit for 3 rd reading			
	Approval of the Resolution on 3 rd reading		1 session day	<i>Sangguniang Bayan</i>
	Printing of Resolution & affixing of signatures		5 minutes	<i>SB Staff</i>
	Forward to the Office of the Municipal Mayor for his signature & receive copy upon his approval		5 minutes	<i>SB Staff</i>
4. Acknowledges/ receives notice	Inform client that accreditation is approved and documents are ready to be issued.			
5. Pay the required fees at the Municipal Treasurer's Office	Issue Official Receipt (OR)	50.00 per page	5 minutes	<i>Cashier</i>
6. Receive copy of the approve Resolution of Accreditation and Certificate of Accreditation upon presentation of OR	Release copy of Resolution of Accreditation and Certificate of Accreditation		5 minutes	<i>SB Staff</i>
4. Sign in the releasing logbook acknowledging receipt of documents	Facilitate signing of Acknowledgement in a logbook		5 minutes	<i>Sb staff</i>
End of transaction				



Service 2. ISSUANCE /GRANT FRANCHISE TO OPERATE A MOTORIZED TRICYCLE FOR HIRE IN THE MUNICIPALITY OF NUEVA VALENCIA, GUIMARAS

Section 447, (3) (vi) of the RA 7160 or the Local Government Code of 1991 authorizes the Sangguniang Bayan, subject to the guidelines prescribed by the Department of Transportation and Communications, regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality

Office or Division:	OFFICE OF THE SANGGUNIANG BAYAN	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Applicant of Franchise to operate a motorized tricycle for hire in the Municipality of Nueva Valencia, Guimaras.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Applicant		
1. Duly filled-up Application Form	Office of the Sangguniang Bayan	
2. Copy of the Certificate of Registration	Applicant	
3. Original and Photocopy of Certificate of Registration (CR) and current/updated Official Receipt issued by the Land Transportation Office (LTO).	Applicant	
4. Common Carrier Insurance Policy	Applicant	
5. Barangay Certification issued by the Punong Barangay where operator actually resides.	Sangguniang Barangay where the where applicant resides	
6. Community Tax Certificate	Sangguniang Barangay where the applicant resides/Municipal Treasurer's Office	
7. Competent ID of the applicant.	Any Government Agencies issuing identification card	
8. Affidavit stating that there is an available garage/parking space when the unit is not in use	Applicant	
9. Mayor's Permit	Office of the Mayor	
10. Police Clearance	Municipal Police Station	
Renewal		
1. Copy of Existing MTOP Franchise	Applicant	



2. 10 requirements (required for the new applicant)	
Change of Motor	
1. Copy of Existing MTOP Franchise	Applicant
2. Copy of the Certificate of Registration of the new unit	LTO
3. 8 requirements (required for the new applicant)	
Change of Owner	
1. Copy of Existing MTOP Franchise	Applicant
2. Proof of Sale /Transfer of Ownership	Applicant
3. 10 requirements (required for the new applicant)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Application Form and Submit required documents to the SB Office	<ul style="list-style-type: none"> ➤ Receive/ Evaluate/check the documents (if documents are complete, staff will receive documents. If incomplete, advise client to submit complete documents ➤ Instruct applicant to pay the required fees to the Municipal Treasurer's Office and to submit copy of the Official Receipt after payment has been made 		<p>10 minutes</p> <p>3 minutes</p>	SB STAFF
2. Pay required fees at the Municipal Office	Cashier received payment and issue Official Receipt	MTOP (valid for 3 years – Php 450.00 MTOP Plate Number – 100.00 Cost of ID – 80.00 Sticker – 50.00 Mayor's Permit – 200.00 Police Clearance – 100 Additional Fee for:	5 minutes	Cashier



		Change of ownership 200.00 Change of Motor – 100.00		
3. Submit Official Receipt	<ul style="list-style-type: none"> ➤ Attach copy of Official Receipt to the documents submitted. ➤ Explain to the client the process that has to be undertaken and inform him that his appearance maybe requested by the time a committee hearing will be conducted. A notice will be sent to him and it is a requirement to attend the committee hearing. 		5 minutes	<i>SB STAFF</i>
4. Waits for the approval of the Franchise to Operate a Tricycle for Hire	Staff will refer the documents to the SB Chair of the Committee Transportation and Public Utilities	none	3 minutes	<i>SB STAFF</i>
	SB Chair Committee Transportation and Public Utilities refer the matter to the Floor Leader for inclusion in the agenda		3 minutes	SB Chair Committee Transportation and Public Utilities
	Matter will be calendared as Unassigned Business for its first reading (during the Session it will be referred to the Committee on Transportation and Public Utilities		1 session day	<i>Sangguniang Bayan</i>
5. Attend Committee Hearing	Committee on Transportation and Public Utilities Conduct Committee Meeting/Committee Hearing		1 day	Committee on Transportation and Public Utilities
	Committee will render a committee report – Matter will be deliberated on second reading (period of debate, period of		1 session day	<i>Sangguniang Bayan</i>



	amendment, approval on second reading – submit for 3 rd reading			
	Approval of the Resolution Granting Franchise to Operate Tricycle for Hire on 3 rd reading		1 session day	<i>Sangguniang Bayan</i>
	Printing of Resolution Granting Franchise to Operate Tricycle for Hire & Affixing of Signatures		5 minutes	<i>SB Staff</i>
	Forward to the Office of the Municipal Mayor for his signature & receive copy upon his approval		5 minutes	<i>SB Staff</i>
6. Acknowledges/ receives notice	Inform client that Franchise is approved and documents are ready to be issued.		5 minutes	<i>SB Staff</i>
7. Receive copy of the approved Ordinance Granting Franchise	Release copy of approved Ordinance Granting Franchise and make the client		5 minutes	<i>SB Staff</i>
8. Sign in the releasing logbook acknowledging receipt of documents	Facilitate signing of Acknowledgement in a logbook		5 minutes	<i>Sb staff</i>
	End of transaction			



Service 3. GRANT OF FRANCHISE OR LICENSE TO OPERATE COCKPIT ARENA IN THE MUNICIPALITY OF NUEVA VALENCIA, GUIMARAS, INCLUDING OTHER REGULATIONS RELATIVE THERETO

Section 447, par. a, sub-par. 3(m) of Republic Act 7160 otherwise known as the Republic Act 7160 provides that The Sangguniang Bayan, as the legislative body of the Municipality, shall enact ordinances, grant franchise, authorize and license the establishment, operation, and maintenance of cockpits, and regulate cockfighting and commercial breeding of cocks.

Office or Division:	OFFICE OF THE SANGGUNIANG BAYAN		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Applicant of Franchise to operate Cockpit Arena in the Municipality of Nueva Valencia, Guimaras		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
New Applicants		Applicant	
1. BIR, DTI or SEC Registration;		BIR/DTI/SEC	
2. Mayor's Permit		Office of the Municipal Mayor	
3. Proof of Ownership of the Land or Lease Contract if being leased;		Applicant	
4. Proof of Financial Capacity of the applicant (For purposes of proof of financial capacity, the applicant must have at least Fifty Thousand Pesos (50,000.00) operating capital, excluding the value of the cockpit and other permanent structures and fixtures therein;)		Bank where applicant maintains bank account	
5. Barangay resolution interposing no objection;		Sangguniang Barangay where the cockpit arena is situated.	
6. Barangay Clearance for each employee;		Sangguniang Barangay where the employee resides	
7. Mayor's Clearance for each employee		Office of the Municipal Mayor	
8. Health Certificate for each employee;		Municipal Health Office	
9. Sanitation Permit;		Municipal Health Office	
10. Fire Clearance;		Bureau of Fire	
11. Zoning Clearance and Building Permit.		Municipal Planning Office and Municipal Engineering Office	
For Renewal of Franchise			
B. For Renewal In addition to the requirements as provided in Section 1(A) of this Article, the applicant for renewal of franchise shall be required to submit the following:			
1. New Lease Contract, if applicable;		Applicant	
2. Clearances from the Municipal Treasurer's Office on payment of Dues		Municipal Treasurer's Office	



3. Audited Financial Statement;	Applicant
4. Certification from the Municipal Engineer on the Worthiness of the Structure;	Municipal Engineering Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the SB Office	<ul style="list-style-type: none"> ➤ Receive/ Evaluate/check the documents (if documents are complete, staff will receive documents. If incomplete, advise client to submit complete documents ➤ Instruct applicant to pay the Application Filing Fee and Franchise/License Fee to the Municipal Treasurer's Office and to submit copy of the Official Receipt after payment has been made 		<p>5 minutes</p> <p>3 minutes</p>	SB STAFF
2. Pay required fees at the Municipal Office	<p>Cashier received payment and issue Official Receipt</p> <p>Fees:</p> <p style="padding-left: 40px;">Application Filing Fee –</p> <p style="padding-left: 40px;">Franchise/License Fee (valid for 2 years)-</p>	<p>P500.00</p> <p>P20,000.00</p>	5 minutes	Cashier
3. Submit Official Receipt to the SB Office	<ul style="list-style-type: none"> ➤ Attached copy of Receipt to the documents submitted. ➤ Explain to the client the process that has to be undertaken and inform him that his appearance will be requested by the time a committee hearing will be conducted. A notice will be sent to him and it is a requirement to attend the committee hearing. 		5 minutes	SB STAFF
4. Waits for the approval of the Franchise to Operate a Cockpit in the Municipality of Nueva Valencia	Staff will refer the documents to the SB Chair of the Committee Games and Amusements	none	3 minutes	SB STAFF



	SB Chair Committee Games and Amusements refer the matter to the Floor Leader for inclusion in the agenda		3 minutes	SB Chair Committee Games and Amusements
	Matter will be calendared as Unassigned Business for its first reading (during the Session it will be referred to the Committee on Games and Amusements		1 session day	<i>Sangguniang Bayan</i>
5. Attend Committee Hearing	Committee on Games and Amusements Conduct Committee Meeting/Committee Hearing		1 day	Committee on Games and Amusements
	Committee will render a committee report – Matter will be deliberated on second reading (period of debate, period of amendment, approval on second reading – submit for 3 rd reading		1 session day	<i>Sangguniang Bayan</i>
	Approval of the Ordinance Granting Franchise on 3 rd reading		1 session day	<i>Sangguniang Bayan</i>
	Printing of Ordinance Granting Franchise & Affixing of Signatures		5 minutes	<i>SB Staff</i>
	Forward to the Office of the Municipal Mayor for his signature & receive copy upon his approval		5 minutes	<i>SB Staff</i>
6. Acknowledges/ receives notice	Inform client that Franchise is approved and documents are ready to be issued.		5 minutes	<i>SB Staff</i>
7. Receive copy of the approved Ordinance Granting Franchise	Release copy of approved Ordinance Granting Franchise and make the client		5 minutes	<i>SB Staff</i>
8. Sign in the releasing logbook	Facilitate signing of Acknowledgement in a logbook		5 minutes	<i>Sb staff</i>



acknowledging receipt of documents				
	End of transaction			



Service 4. Issuance of Certified True Copy of Resolutions or Ordinances and other legislative documents

The Office of the Sangguniang Bayan provides copy of the legislations to interested parties for purposes it may served.

Office or Division:	OFFICE OF THE SANGGUNIANG BAYAN
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Requesting Client
CHECKLIST OF REQUIREMENTS	
1. Letter from the client stating the purpose of the request.	Client
2. Official Receipt as Proof of Payment of Fees	Municipal Treasure's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter stating the purpose of the request.	Receive/ Evaluate the request and advise client to pay the required fees at the MTO.	none	5 minutes	<i>SB STAFF</i>
	Retrieve, reproduce and certify the legislative document requested as machine copy of the original.	none	5 minutes	<i>SB Staff</i>
2. Pay the corresponding fees at the MTO	Receives payment and issue Official Receipt	50.00 / page	5 minutes	<i>Cashier (MTO)</i>
3. Present Official Receipt (OR) to the SB Office	Log OR in the logbook		5 minutes	<i>SB Staff</i>
4. Receive Certified Copy of the requested document	Release Certified Copy of the requested document		5 minutes	<i>SB Staff</i>
5. Sign in the releasing logbook acknowledging receipt of documents	Facilitate signing of Acknowledgement in a logbook		5 minutes	<i>SB Staff</i>
End of transaction				