

**Office of the Sangguniang Bayan
(External)**

1. Review and Approval of all Ordinances for the Operations of the Barangay Governments

Under Republic Act 7160 otherwise known as the Local Government Code of 1991, the Sangguniang Bayan is empowered to review barangay ordinances passed by the barangay governments. The review of said ordinances is to ensure that said legislation passed by the barangays are within their powers to discharge under the Local Government Code and other existing laws.

Office / Division:	SANGGUNIANG BAYAN OFFICE			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G – GOVERNMENT TO BARANGAY			
Who may avail:	BARANGAY/ SK OFFICIALS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter from the Barangay on the approval of the Barangay Ordinance.		Barangay Offices		
2. Barangay Ordinance with the following attachment (1 original copy and 6 photocopies): a. Certification of Public Hearing b. Minutes of Public Hearing c. Minutes of the Regular/ Special session where the Ordinance was approved		Barangay Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with supporting documents to the Sangguniang Bayan.	1. Review the submitted documents, if:	None	5 minutes	<i>SB Staff In-Charge on Barangay Ordinances - Office of the Sangguniang Bayan</i>
If the submitted documents are complete wait for legislative action.	1.1 documents are complete, request is entered in the record book for legislative actions.	None	5 minutes	
If not get back request with notes and comments	1.2 documents are incomplete, inform requesting party and return the same	None	5 minutes	

2. Wait for Legislative Action.	2. Forward the submitted documents to the SB Secretary to be included on Order of Business.	None	2 minutes	<i>SB Staff In-Charge on Barangay Ordinances - Office of the Sangguniang Bayan</i>
3. Wait for Legislative Action.	3. SB Secretary places Barangay Ordinance for evaluation in the order of business to be tackled during the regular session:	None	1 day	<i>SB Secretary/ SB Staff In-Charge on Order of Business - Office of the Sangguniang Bayan</i>
	3.1 Sangguniang bayan takes up request and for referral to the proper committee	None	5 minutes	<i>SB Secretary/ Municipal Vice-Mayor - Office of the Sangguniang Bayan/Office of the Vice Mayor</i>
	3.2 The concerned committee evaluates submitted documents	None	1 day	<i>SB Committee Concerned - Office of the Sangguniang Bayan</i>
4. Attends Committee Meeting if requested by the SB Committee Concerned and wait for legislative action.	4. The concerned committee conducts committee meeting whenever applicable and render report to the SB Session	None	5 days	<i>SB Committee Concerned - Office of the Sangguniang Bayan</i>
	4.1 The concerned committee prepares and finalizes committee report on the matter	None	1 day	<i>SB Committee Concerned/ SB Secretary/ SB Staff In-Charge on Barangay Ordinance - Office of the Sangguniang Bayan</i>
	4.2 Committee presents committee report to the Sangguniang Bayan and moves to adopt a Resolution on the matter	None	1 day	<i>SB Committee Chairperson - Office of the Sangguniang Bayan</i>

4.3 The committee report is taken up and adopted	None	5 minutes	<i>SB Secretary/ Municipal Vice-Mayor - Office of the Sangguniang Bayan/Office of the Vice Mayor</i>
4.4 Committee drafts resolution with the committee recommendations	None	2 days	<i>SB Committee Concerned/ SB Secretary/ SB Staff In-Charge on Barangay Ordinance - Office of the Sangguniang Bayan</i>
4.5 The resolution is presented for approval	None	5 minutes (during SB session)	<i>SB Committee Chairperson/SB Members - Office of the Sangguniang Bayan</i>
4.6 Sangguniang Bayan approves/ disapproves Resolution		5 minutes (during SB session)	<i>SB Committee Chairperson/ SB Members - Office of the Sangguniang Bayan</i>
4.7 Resolution is finalized for signature	None	1 day	<i>SB Staff (Messenger) - Office of the Sangguniang Bayan</i>
4.8 SB secretariat numbers and enrolls signed resolutions in the record book	None	5 minutes	<i>SB Staff In-Charge of Recording - Office of the Sangguniang Bayan</i>

5. Gets/ Receive copy of approved Resolution	5. Releases/ Transmit the resolution to the Barangay concerned	None	5 minutes	SB Staff (Messenger)/ SB Staff In-Charge of Recording - Office of the Sangguniang Bayan
	TOTAL	None	12 days and 47 minutes	

Reminder : If the Sangguniang bayan, as the case may be, fails to take action on barangay ordinance within thirty (30) days from receipt thereof, the same shall be deemed approved.

Legal Basis : Section 447 paragraph (1-i) and Section 57 of RA 7160 otherwise known as Local Government Code of 1991

Sangguniang Bayan Internal Rules of Procedures pursuant to Local Government Code of 1991

2. Accreditation of Civil Society and Non-Government Organizations

Under Republic Act 7160 otherwise known as the Local Government Code of 1991, the Sangguniang Bayan is empowered to accredit CSOs and NGOs. The accreditation of these organizations is necessary to qualify them to sit as representatives in the Special Bodies of the Municipality.

Office / Division:	SANGGUNIANG BAYAN OFFICE		
Classification:	HIGHLY TECHNICAL		
Type of Transaction:	G2C – GOVERNMENT TO CITIZEN		
Who may avail:	NGOs/ CSOs		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Three (3) copies of the following: 1. Application Letter 2. Application Form 3. Certification of Registration from concerned agencies 4. Constitution and/ or By-Laws 5. List of officers and members 6. Accomplishment Report 7. Financial Report 8. List of projects	Requesting Party Sangguniang Bayan Office SEC, CDA, DOLE, etc. Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with requirements for review and assessment. (1 original copy) If the submitted documents are complete wait for legislative action. If not get back request with notes and comments	1. Review the submitted documents, if: 1.1 documents are complete, request is entered in the record book for legislative actions and advised the requesting party to provide additional 2 copies (photocopy); 1.2 documents are incomplete, return the documents to the requesting party and inform to resubmit once requirements are completed.	None None None	5 minutes 5 minutes 5 minutes	<i>SB Secretary/ SB Staff In-Charge on Accreditation - Office of the Sangguniang Bayan</i>
2. Wait for Legislative Action.	2. Forward the submitted documents to the SB Secretary to be included on Order of Business.	None	2 minutes	<i>SB Staff In-Charge on Accreditation - Office of the Sangguniang Bayan</i>
3. Wait for Legislative Action.	3. SB Secretary places requests in the Order of Business for First Reading and referral to the concerned committee 3.1 Sangguniang bayan takes up request and for referral to the proper committee	None None	1 day 5 minutes during SB Session	<i>SB Secretary/ SB Staff In-Charge on Order of Business</i> <i>SB Secretary/ Municipal Vice-Mayor - Office of the Sangguniang Bayan/Office of the Vice Mayor</i>

	3.2 The concerned committee evaluates the request	None	2 days	<i>SB Committee Concerned - Office of the Sangguniang Bayan</i>
4. Attends Committee Meeting if requested by the SB Committee Concerned and wait for legislative action.	4. The concerned committee invites party/ies to a committee meeting if necessary	None	5 days	<i>SB Committee Concerned - Office of the Sangguniang Bayan</i>
	4.1 The concerned committee prepares and finalizes committee report on the request	None	1 day	<i>SB Committee Concerned/ SB Secretary/ SB Staff In-Charge on Resolutions - Office of the Sangguniang Bayan</i>
	4.2 Committee presents committee report to the Sangguniang Bayan and moves to adopt a Resolution for its approval or non-approval	None	1 day	<i>SB Committee Chairperson - Office of the Sangguniang Bayan</i>
	4.3 The committee report is taken up and adopted	None	5 minutes	<i>SB Secretary/ Municipal Vice-Mayor - Office of the Sangguniang Bayan/Office of the Vice Mayor</i>
	4.4 Committee drafts resolution approving or disapproving the request	None	2 days	<i>SB Committee Concerned - Office of the Sangguniang Bayan</i>
	4.5 The resolution is presented to the Sangguniang Bayan for adoption during the SB Session	None	5 minutes (during SB session)	<i>SB Secretary/ SB Staff In-Charge on Resolutions - Office of the Sangguniang Bayan</i>

	4.6 Sangguniang Bayan adopted the Resolution	None	5 minutes (during SB session)	<i>SB Committee Chairperson/SB Members - Office of the Sangguniang Bayan</i>
	4.7 Resolution is finalized for signature	None	1 day	<i>SB Committee Chairperson/SB Members - Office of the Sangguniang Bayan</i>
	4.8 SB secretariat numbers and enrolls signed resolutions in the record book	None	5 minutes	<i>SB Staff (Messenger) / SB Staff In-Charge of Recording - Office of the Sangguniang Bayan</i>
	4.9 Based on the approved resolution, committee concerned prepare and finalizes Certificate of Accreditation	None	1 day	<i>SB Committee Concerned/SB Secretary/ SB Staff In-Charge on Accreditation - Office of the Sangguniang Bayan</i>
5. Payment of required fee.	5. Advise the requesting party to pay the required fee.	PHP. 50.00	5 minutes	<i>Municipal Treasurers Office Staff - Municipal Treasurers Office</i>
6. Gets/ Receive copy of approved Resolution and Certificate of Accreditation	6. Releases/ Transmit the resolution and Certificate of Accreditation to the requesting party	None	5 minutes	<i>SB Staff (Messenger)/ SB Staff In-Charge of Recording - Office of the Sangguniang Bayan</i>
TOTAL		PHP. 50.00	14 days and 52 minutes	

Legal Basis : Section 34 of RA 7160 otherwise known as Local Government Code of 1991
 Rule XIII of Articles 62-70 of Local Government Code Implementing Rules and Regulations (IRR)
 Sangguniang Bayan Internal Rules of Procedures pursuant to Local Government Code of 1991
 Municipal Ordinance 001 s. 2015 entitled 2015 Revenue Code of the Municipality of Polangui, Albay

3. Quasi-Judicial Function

Under Republic Act 7160 otherwise known as the Local Government Code of 1991 and other existing laws, the Sangguniang Bayan as Quasi-Judicial Body en banc is empowered to act on certain complaint against any elective Barangay Official/s filed by individuals, barangay officials, government offices and other parties.

Office / Division:	SANGGUNIANG BAYAN OFFICE			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C– GOVERNMENT TO CITIZEN			
Who may avail:	GENERAL PUBLIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of petition or complaint on subject mentioned duly signed by the petitioner or complainant to any elective Barangay Official. Supporting documents if any. (1 duly notarized copy and 11 photocopies)		Petitioners or complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File complaint to the Sangguniang Bayan against any elective barangay official	1. Advised the complainant to submit 1 duly notarized copy and 11 photocopies of complaint and paid the required fee at Municipal Treasurers Office	PHP. 3,000.00	5 minutes	<i>SB Staff I-Charge on Receiving Documents/ Municipal Treasurer's Office Staff - Office of the Sangguniang Bayan / Municipal Treasurers Office</i>

2. Submit the required documents and pays the required fee	2. Review the submitted documents, if:	None	5 minutes	<i>SB Staff In-Charge on Receiving Documents - Office of the Sangguniang Bayan</i>
	2.1 documents are complete, request is entered in the record book for legislative actions.	None	5 minutes	
	2.2 documents are incomplete, return the documents to the requesting party and inform to resubmit once requirements are completed.	None	5 minutes	
3. Wait for legislative action	3. Forward the documents to the SB Secretary.	None	2 minutes	<i>SB Staff In-Charge on Receiving Documents - Office of the Sangguniang Bayan</i>
4. Wait for Legislative Action.	4. SB Secretary places the submitted complaint in the Order of Business	None	1 day	<i>SB Secretary/ SB Staff In-Charge on Order of Business</i>
5. Wait for Result	5. Write a letter to the concerned elective Barangay Official/s or respondent/s directing him to submit his counter-affidavit/ verified answer about the complaint.	None	1 day	<i>SB Secretary - Office of the Sangguniang Bayan</i>
6. Wait for Result	6. Transmit the direct letter attached the petition or complaint by the complainant to the elective barangay official/s concerned or the respondent/s.	None	1 day	<i>SB Staff (Messenger) - Office of the Sangguniang Bayan</i>

7. Wait for Result	7. The Sangguniang Bayan will wait on the counter-affidavit/ verified answer of the respondent providing him fifteen (15) days from receipt of the letter.	None	15 days	<i>Elective Barangay Official Concerned/ Respondent</i>
8. Wait for Result	8. After the receipt of such answer of the elective barangay official/s concerned or the respondent/s the sanggunian as quasi-judicial body en banc will commence the investigation of the case.	None	10 days	<i>Sangguniang Bayan Members/ SB Legal Consultant/ SB Secretary - Office of the Sangguniang Bayan</i>
9. Attend Administrative Hearing if requested by the Sangguniang Bayan	9. The Sanggunian may conduct and administrative hearing if necessary.	None	1 day	<i>Sangguniang Bayan Members/ SB Legal Consultant/ SB Secretary/ Complainant/ Respondents (with their Legal Counsel) - Office of the Sangguniang Bayan</i>
10. Wait for the result	10. The sanggunian as quasi-judicial body en banc will prepare their decision on the filed complaint against the elective barangay official/ respondents.	None	30 days	<i>Sangguniang Bayan Members/ SB Legal Consultant/ SB Secretary - Office of the Sangguniang Bayan</i>
11. Receive copy of decision	11. Transmit the decision to the complainant and respondent and all interested parties	None	1 day	<i>SB Staff (Messenger) - Office of the Sangguniang Bayan</i>

TOTAL	PHP. 3,000.00	60 days and 22 minutes	
<i>Reminder : The investigation of the case shall be terminated within ninety (90) days from the start thereof.</i>			

Legal Basis : Section 61 paragraph (c), Section 62 and Section 66 of RA 7160 otherwise known as Local Government Code of 1991

Municipal Ordinance 001 s. 2015 entitled 2015 Revenue Code of the Municipality of Polangui, Albay

