



CITIZEN'S CHARTER

SANGGUNIANG BAYAN

Sabangan, Mountain Province

PERFORMANCE PLEDGE FOR THE CITIZEN'S CHARTER

FRONTLINE SERVICES	RESPONSE TIME PER TRANSACTION	PERSONS RESPONSIBLE	REQUISITE FEE TO BE PAID IN THE OFFICE OF THE MUNICIPAL TREASURER
1. Issuance of certified copies of Sangguniang Bayan documents	20 minutes	Theodore M. Velasco Alma D. Buslotan Derby M. Bangilan	Php50.00 Certification fee (Php15.00 DST Php2.00 per page)
2. Certifications	15 minutes	Theodore M. Velasco Alma D. Buslotan Derby M. Bangilan	Php50.00 Certification fee (Php15.00 DST)
3. Issuance of requirements for accreditation of civil society organizations	15 minutes	Theodore M. Velasco Alma D. Buslotan Derby M. Bangilan	None
4. Issuance of resolutions acting on barangay budgets with the barangay budgets	10 minutes	Theodore M. Velasco Alma D. Buslotan Derby M. Bangilan	None
5. Issuance of resolutions acting on barangay ordinances with the barangay ordinances	10 minutes	Theodore M. Velasco Alma D. Buslotan Derby M. Bangilan	None

We are committed to provide the highest possible quality service and pledge to achieve the following:

(Signed)

THEODORE M. VELASCO
Secretary to the Sangguniang Bayan

(Signed)

DARIO P. ESDEN
Municipal Vice Mayor

FREEDOM OF INFORMATION ORDER COMPLIANCE:

Please refer to the Sangguniang Bayan Internal Rules of Procedure, as Amended & Posted in the Full Disclosure Board of the SB Office.

As of 14 January 2022/TMV 