

1. Issuance of Certified True Copy/ies of Sangguniang Panlalawigan Documents/Records

The public may request for certified true copies of documents from the Sangguniang Panlalawigan. The documents include the ordinances, resolutions and minutes of deliberations and Committee Reports/Recommendations on the action taken on Municipalities/Cities measures.

Office or Division:	Secretary to the Sangguniang Panlalawigan – Records Division			
Classification:	Highly Technical			
Type of Transaction:	G2G–Government to Government, G2B–Government to Business, G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the document needed (3 original copies).		The person/organization/agency requesting the action.		
2. Official Receipt of fees *Certified Copy of Record per document P100.00		Provincial Treasurer’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request specifying the document needed and fill in the request form.	1.1. Give the request form to the client 1.2. Receive the request. a. Enter into the LIMS	None	Less than 5 minutes	<i>Legislative Staff Officer</i>
2. Pay the necessary fees to the Revenue Collection Clerk from the Treasury Office.	2.1. Revenue Collection Clerk from the Treasury Office will issue a receipt.	Certified Copy of Record per document P100.00	Less than 15 minutes	<i>Provincial Treasurers Office</i>
3. Document Retrieval	3.1. Prepare the requested	None	Less than 30 minutes	<i>Records Officer</i>

	documents for release		(depending on the document requested)	
4. Present the Official Receipt	4.1. Release of the documents upon presentation of the Official Receipt	None	Less than 2 minutes	<i>Records Officer</i>
5. Get copy of approved document needed.	5.1. Releases the request document needed	None	Less than 5 minutes	<i>Records Officer</i>
TOTAL:		P 100.00	Less than 57 minutes	