

PHOTOCOPY / CTC OF QC ORDINANCES, RESOLUTIONS, AND OTHER LEGISLATIVE DOCUMENTS

Copy of legislative documents like the City Ordinances, Resolutions, Implementing Rules & Regulations, Notice of Committee Hearings, Committee Reports, Session Minutes / Journals, are available to the public and can be requested in person or online. For official use, the Office can reproduce Certified True Copies (CTC) of the abovementioned documents.

Office or Division:	Office of the Secretary to the Sangguniang Panlungsod (OSSP)			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Anyone			
CHECKLIST REQUIREMENT		WHERE TO SECURE		
<ul style="list-style-type: none"> Ordinance /Resolution Number Significant Keywords/Subjects/Category PO / PR number Author / Co-author Date / Year of enactment/adoption <p>For Official Government Requests:</p> <ul style="list-style-type: none"> Request Letter signed by Department Head <p><i>(For requests with pages > 10, provide either Email Add. or Flash Drive)</i></p>		Information can be inquired online for additional supporting details.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request copy/ies (or CTC) of legislative document/s. <i>(Can be requested via email or phone call, except CTC)</i>	1. Receive the request and search the Database.	For CTC requests: P50.00/page	2 minutes	Admin. Asst. II (Jane M.)
2. For regular copy (non-CTC), proceed to #7.	2. Retrieve, review, and reproduce the document/s. For regular copy (non-CTC), proceed to #6.		2 minutes	Admin. Asst. II (Jane M.)

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Get the Order of Payment.	3. Issue the Order of Payment.	P50.00/ page	3 minutes	Admin. Asst. II (Jane M.)
4. Proceed to the Treasurer's Office and pay at the Miscellaneous Cashier; Secure the Official Receipt.				
5. Return to OSSP and present the Official Receipt.	4. Check Official Receipt and record in logbook.		1 minute	Admin. Asst. II (Jane M.)
6. Wait for the release of the requested copy/ies.	5. Certify /Authenticate photocopy/ies of the document/s.		3 minutes	Division Chief – Legislative Service Division (Wilmamae R.)
7. Receive the copy/ies of the document/s.	6. Release the requested copy/ies.		1 minute	Admin. Asst. II (Jane M.)
TOTAL PROCESSING TIME			For Regular Copies: 5 minutes For Certified Copies: 12 minutes	