

# PHOTOCOPY / CTC OF OTHER RECORDS ON FILE

Copy of other records on file like Subdivision Plans, Deed of Donations, Memorandum of Agreements, Annual Budget, Personnel Schedule, NGOs / POs, Barangay Ordinances / Resolutions / Executive Orders / Complaints, 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.

<b>Office or Division:</b>	Office of the Secretary to the Sangguniang Panlungsod (OSSP)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	Anyone			
<b>CHECKLIST REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Ordinance /Resolution Number</li> <li>Location / Address</li> <li>Year / Date</li> <li>Other pertinent details</li> </ul> <p>For Official Government Requests:</p> <ul style="list-style-type: none"> <li>Request Letter signed by Department Head</li> </ul>		Information can be inquired online for additional supporting details.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request for copy/ies (or CTC) of other records on file.  (Can be requested via email or phone call, unless CTC or large-format print-outs)	1. Receive the request and search the Database.	For CTC requests:  Php50.00/page	3 minutes	Admin. Asst. II  (Jane M.)
2. Wait for further instructions.  (For blueprints/plans, look for large-format printing services within the compound)  For regular copy (non-CTC), proceed to #7.	2. Retrieve, review, and reproduce the document/s.  (For blueprints/plans, escort requestor and locate photocopying services within the city hall compound)  For regular copy (non-CTC), proceed to #6.		3 minutes  (12 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.)
<b>TOTAL PROCESSING TIME</b>			For Regular Copies: <b>7 minutes</b> For Certified Copies: <b>23 minutes</b>	