



LOCAL LEGISLATIVE DEPARTMENT

Sangguniang Bayan Office (SBO)

External Services



1. Accreditation of People's Organization, CSOs, or Non-Government Organizations

Article 64 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides for the guidelines to be observed by the sanggunian in the accreditation of People's Organizations, Non-government Organizations or the Private Sector in Local Special Bodies .

Department of Interior and Local Government Memorandum Circular No. 2019-72 provides for the guidelines on accreditation of Civil Society Organizations and selection of representatives to the Local Special Bodies.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business entity	
Who may avail:	People's Organizations, Non-government Organizations or the Private Sectors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Applicants submits two (2) sets of documentary requirements (one original and one photocopy)		None
1. Letter of intent		Requesting Party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office
2. Duly accomplished Application Form for Accreditation		Blank form is available at the Records' Section, Sangguniang Bayan Office
3. Board resolution of the people's organization, NGOs or the private sector concerned signifying intention for accreditation		Requesting party
4. Certificate of Registration and Constitution and By-Laws		SEC, DOLE, CSC, etc
5. List of Current Officers and Members		Requesting party
6. Original Sworn Statement stating that the CSO/PO/Non-government Organization is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after securing a Certificate of Accreditation.		Requesting Party
7. For existing, Annual Accomplishment Report for the immediately preceding year		Requesting party
8. For existing, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year and indicating therein other information such as the sources of funds		Requesting party
9. For existing, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' secretary		Requesting party
10. For CSOs applying to be members of the Local School or Health Board, photocopy of profiles of at least three (3) individuals in the		Requesting party



organization that will verify their involvement in education or health services.				
11. PNP Clearance of the Association		PNP-Tuba		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant present/submit two (2) sets of documentary requirements and sign the log book 2. None	1. Verify the completeness of documents and make a checklist of the documents. Application with lacking documents not be accepted	none	10 minutes	SBO: Administrative Officer I
	2.0 Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: 2.0.a. One copy for the applicant 2.0.b. One for the SBO	none	29 working days	
	2.1. Inclusion of the request in the agenda for the next session	none		SBO: SB Secretary
	2.2 Referral to the appropriate committee.	none		SBO: Presiding Officer
	2.3 Preparation, submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	2.4 Deliberation and approval of the Committee Report	none		SBO: SB Members
	2.5.a. Should the sanggunian decide to grant the application, a resolution must be passed accrediting the applicant as a duly organized people's organization, civil society organization or non-government organization in the Municipality of Tuba	none		
	2.5.b. Should the sanggunian decide to deny the application, a resolution shall be passed stating the grounds for denial	none		



	2.6 Finalization and printing of the Resolution	none		SBO: SB Secretary
	2.7 Signing of the resolution	none		SBO: SB Members
	2.8 Preparation of the Certificate of Accreditation	none		SBO: Administrative Officer III
	2.9 Signing of the Certificate of Accreditation	none		Presiding Officer
3. Receive the document	3. Issuance of the Resolution and Certificate of Accreditation	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL		None	29 working days, 16 minutes	

This Service is covered by Republic Act No. 7160, and Department of Interior and Local Government Memorandum Circular No. 2019-72.

2. Administrative Investigation against Elective Barangay Officials of the Municipality of Tuba

Section 61 of the Local Government Code of 1991 provides that complaint against elective barangay officials shall be filed with the Sangguniang Panlungsod or Sangguniang Bayan concerned whose decision shall be final and executory.

Section 66 of the Local Government Code of 1991 provides that the investigation of the case shall be terminated within ninety (90) days from the start thereof and within thirty (30) days after the end of the investigation a decision shall be rendered in writing stating clearly and distinctly the facts and the reasons for such decision.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government G2C-Government to Citizens
Who may avail:	Any private individual or any government officer or employee
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Two (2) sets of Verified Complaint with affidavit of witnesses (one original and/or certified true copy and one photocopy) . Additional copies for respondent/s must be original copies and/or certified true copies	Requesting party with the assistance of the a lawyer
Form of Complaint:	None
1. The complaint must be under oath and accompanied by affidavits of witnesses or evidences in support of the charge and shall be addressed to the Sanggunian.	
2. It shall be drawn in clear, simple, and concise language and in methodical manner as to	

<p>appraise the respondent of the nature of the charge against him to enable him to prepare his defense.</p> <p>3. The party filing the complaint shall be called the complainant,</p> <p>4. The official against whom the complaint is filed shall be called the respondent.</p> <p>5. The official against whom the complaint is filed shall be called the respondent.</p> <p>6. It must contain the following: a. Full name and address of the Complainant; b. Full name and address of the Respondent as well as his position and office. c. A Narration of the relevant and material facts which shows the acts and omissions allegedly committed by the Respondent. Documentary evidence and sworn statements and affidavits of witnesses, if any, should be attached as annexes; d. A certification by the Complainant that no other administrative action or complaint against the same party involving the same acts or omissions and issues has been filed before any agency or administrative body performing quasi-judicial functions.</p> <p>II. Proof of service to the Office of the Municipal Mayor and MGLOO</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or files two (2) sets, (one original and/or certified true copy and one photocopy) of the verified complaint plus additional copies corresponding to the number of the Respondent/s shall be filed with the Office of the Sangguniang Bayan and sign in the log book	1. Verify and stamp the verified complaint and assign a docket number. If the complaint is non-compliant, informs the complainant of the lacking requirements and returns the verified complaint.	none	10 minutes	SBO: Administrative Officer I
2.0 Receive order of payment. 2.1 Proceed to the Municipal Treasury and pay the corresponding fee and secure OR.	2.0 Issue order of payment 2.1 Receive payment and issue OR	Php500.00	6 minutes	SBO: Administrative Officer I MTO: RCC II
3. Submit the Official Receipt to the SBO	3.0 Give one (1) copy of the received verified complaint to the complainant	none	5 minutes	SBO: Administrative Officer I
	3.1.Prepare order requiring the	none		SBO: SB Secretary

	respondent to submit a verified answer		32 working days	
	3.2 Issues an order requiring the respondent to submit his verified answer within a non-extendible period of 15 calendar days from receipt thereof.	none		SBO: Presiding Officer
	3.3 Upon receipt of the Answer, calendars the Complaint and the Answer in the next regular session	none		SBO: SB Secretary
	3.4 Referral to concerned committee	none		SBO: Presiding Officer
	3.5.a. Preliminary investigation. Evaluates and determines whether there is a prima facie case to warrant the institution of formal administrative proceedings or dismissal motu proprio and prepares the committee report	none		SBO: Presiding Officer or Chairman of Ad hoc Committee
	3.5.b. If there exist no prima facie evidence against the respondent, the Sangguniang may during the regular session, motu proprio dismiss the case.	none		
	3.6 Preparation of order of dismissal	none		
	3.7 If there is a prima facie case, requires parties to submit respective preliminary conference brief	none		
	3.8 Issue order of preliminary conference	none		
	3.9 Recommend to the mayor the preventive Suspension of the	none		



	respondent if evidence of guilt is strong			
4. Receive the order of preliminary conference	4. Issue order of preliminary conference	none	1 minute	SBO: Administrative Officer I
5. Submit preliminary conference brief three (3) days before the date of scheduled preliminary conference	5.0. Receive preliminary conference brief	none	1 working days	
	5.1. Forward to the committee on laws or adhoc committee or Presiding Officer	none		
	5.2 Issues summons for the conduct of preliminary conference	none	7 working days	SBO: Presiding Officer
6. Attend the preliminary conference	6.0. Conduct of preliminary conference and/or amicable settlement, compromise and arbitration	none	17 working days	SBO: Chairman of Ad hoc committee or Presiding Officer
	6.1. If no amicable settlement is reached, prepare and issue preliminary conference order	none		
	6.2. Issuance of Notice of hearing	none		
7. Attend the formal investigation	7.0 Conduct of formal investigation which includes preparation of report and/or draft decision	none	36 working days	
	7.1 Rendition of Decision	none	22 working days	SBO: SB Members
	7.2 Preparation and Printing of the Decision	none		SBO: SB Secretary
	7.3 Signing of the Decision	none		SBO: SB Members
8. Receives the decision	8.0 Deliver decision to the parties (personal or mail)	none	1 day	SBO: Administrative Officer III
	8.1. Execution of Decision	none	3 days	MO: Municipal Mayor
	8.2. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php500.00	119 days and 27 minutes	

This Service is covered by Republic Act No. 7160



3. Amendment of Certificate of Public Convenience or Franchise to Operate Tricycle-For-Hire and Motorized Tricycle Operators Permit (MTO) (Change of Unit or Change of Motor)

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2B-Government to Business entity
Who may avail:	Tricycle-for-Hire Operators
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Applicants submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)	None
1. Duly accomplished application Form	Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office
2. Original or certified true copy of CERTIFICATE OF PUBLIC CONVENIENCE or FRANCHISE to operate one (1) Public Motorized Tricycle.	Requesting party (owner's copy) or Sangguniang Bayan Office
3. Original and photocopy of CR and latest OR of the old and new motorcycle unit.	Land Transportation and Franchising Regulatory Board (LTFRB)
4. Photocopy of Two (2) valid IDs.	Requesting party
5. PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:	None
5.1. Clean windshields	
5.2. Garbage Receptacle	
5.3. Functioning horn that does not emit exceptionally loud or startling sound;	
5.4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;	
5.5. Tail light, including license plate light;	
5.6. Top chain extending to the rear wheel;	
5.7. White head lights in front and red tail light with functioning stop light in the rear, visible at least 50 meters from the front and rear of the tricycle or bicycle and functioning under all weather conditions and lighted starting 6:00 pm to 6:00 am;	
5.8. Light installed inside the sidecar and kept lighted while plying the routes;	
5.9. Anti-noise equipment/silencer;	



5.10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
5.11. Fully operating mufflers; and				
5.12. Roadworthiness of the tricycle/pedicab unit.				
REQUIREMENTS FOR AMENDMENT OF FRANCHISE (CHANGE OF UNIT/MOTOR):				
6. Duly accomplished application form		Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office		
7. Original or certified true copy of CERTIFICATE OF PUBLIC CONVENIENCE or FRANCHISE to operate one (1) Public Motorized Tricycle.		Sangguniang Bayan Office		
8. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
Note: No application for change of unit shall be received where the owner of the old and new motorcycle pertains to different persons.		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the logbook	1. Receive and verify the completeness of documents and make a checklist of the documents and assigns a Case Number	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive order of payment	2. Issue order of payment	Filing fee=PhP121.00 + Subscription fee=PhP100.00 + Inspection fee = PhP93.00	1 minute	SBO: Local Legislative Staff Officer IV
3. Receive the order of payment and proceed to the Municipal Treasury Office	3.Receive payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan Office and submit the official receipt and receive file copy	4.0 Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO	none	5 minutes	SBO: Local Legislative Staff Officer IV

	4.1. Forwards the application to the MTPPC	none	38 working days	
	4.2 MTPPC conducts preliminary review and inspection of the unit	none		
	4.3 Preparation and submission of MTPPC report	none		SBO: MTPPC
	4.4 Inclusion of the application with Case No. in the agenda of the MTTFRB	none		SBO: SB Secretary
	4.5 MTTFRB Hearing: Whether to grant or deny the application.	none		SBO: MTTFRB
	4.6. Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: Local Legislative Staff Officer IV
	4.7 Signing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: MTTFRB
	4.8 Prepare the CPC or franchise and the Motorized Tricycle Operators Permit	none		SBO: Local Legislative Staff Officer IV
	4.9 Sign the CPC or franchise	none		SBO: Presiding Officer
	4.10 Sign the Motorized Tricycle Operators Permit	none		
5. Receive the document	5. Release the CPC or franchise, SB resolution and MTOP	none	5 minutes	SBO: Local Legislative Staff Officer IV
	5.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php 314.00	38 working days, 31 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No.388, series of 2020.



4. Application for Transfer of Ownership of Certificate of Public Convenience (CPC).

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business entity
Who may avail:	Citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Applicants submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)	None
1. Duly accomplished application Form	Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office
2. Duly executed affidavit of waiver:	
a. by the Transferor stating the following: * Transfer of Tricycle Franchise was from the original franchise grantee * The transferee is either the parent, spouse, siblings or relative within the fourth civil degree.	Requesting Party
b. by the transferee if the franchise is deceased, stating the following: * Transfer of Tricycle Franchise was from the original franchise grantee * The transferee is either the parent, spouse, siblings or relative within the fourth civil degree. * Heirs waived the CPC and authorized unit to the applicant	Requesting Party
3. Death certificate of the franchisee (if applicable)	Municipal Civil Registrar
4. Waiver or EJS by the heirs of the franchisee (if applicable)	Requesting Party
5. Documents attesting to the applicant's Filipino citizenship (e.g CTC, Driver's License)	Requesting party
6. Barangay Clearance	Barangay where the requesting party is residing or where he/she intends to operate a tricycle for hire
7. Police Clearance	Tuba-PNP
8. TODA Certification and clearance issued by their respective association that the applicant is a member and is cleared of his obligation to the TODA. Should the TODA President fail to issue the herein required clearance without fault of the member applicant and without valid or lawful cause to refuse to issue the same within seven (7) days upon application thereof shall be deemed to have been issued a clearance in favour of the TODA member applicant.	Tricycle Operator's and Drivers' Association
9. PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:	None

1. Clean windshields				
2. Garbage Receptacle				
3. Functioning horn that does not emit exceptionally loud or startling sound;				
4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;				
5. Tail light, including license plate light;				
6. Top chain extending to the rear wheel;				
7. White head lights in front and red tail light with functioning stop light in the rear, visible at least 50 meters from the front and rear of the tricycle or bicycle and functioning under all weather conditions and lighted starting 6:00 pm to 6:00 am;				
8. Light installed inside the sidecar and kept lighted while plying the routes;				
9. Anti-noise equipment/silencer;				
10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
11. Fully operating mufflers; and				
12. Roadworthiness of the tricycle/pedicab unit.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the logbook	1. Receive and verify the completeness of documents and make a checklist of the documents and assigns a Case Number	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive order of payment	2. Issue order of payment:	Filing Fee= PhP121.00 + Subscription Fee= PhP100.00 + Inspection Fee = PhP93.00	1 minute	
3. Receive the order of payment and proceed to the Treasury Office	3.Receive payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan Office and submit the official receipt	4. Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO	none	5 minutes	SBO: Local Legislative Staff Officer IV
5. Receive the file copy	5.0 Stamp the letter of intent as officially	none	2 minutes	

	received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO			
	5.1. Forwards the application to the MTPPC	none	38 working days	
	5.2 MTPPC conducts preliminary review and inspection of the unit	none		SBO: MTTPC
	5.3 Preparation and submission of MTPPC report	none		
	5.4 Inclusion of the APPLICATION WITH CASE NO. in the agenda of the MTFRB	none		SBO: SB Secretary
	5.6. MTFRB Hearing: Whether to grant or deny the application.	none		
	5.7. Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: MTFRB
	5.8 Signing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: SB Members
	5.9. Prepare the CPC or franchise and the Motorized Tricycle Operators Permit	none		SBO: Local Legislative Staff Officer IV
	5.10. Sign the CPC or franchise	none		SBO: Presiding Officer SB Secretary
	5.11. Sign the Motorized Tricycle Operators Permit	none		
6. Receive the document	6. Release the CPC or franchise, SB resolution and MTOP	none		5 minutes



	6.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		Php 314.00	38 working days, 38 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No.388, series of 2020.

5. Approval of Alteration of Plan

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2B-Government to Business; G2G-Government to Government			
Who may avail:	Developers, Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):		None		
1. Letter stating the proposed reason for the proposed alteration.		Requesting party		
2. Plan showing the proposed alteration duly signed and sealed by a licensed Engineer/Architect.		Requesting party		
3. Sworn statement that the affected lots/units for alteration have not been sold.		Host Barangay		
4. Written conformity of the duly organized home owners association or in the absence thereof, majority of the lot/unit buyers; and		Requesting party		
5. Certified True copy of title(s) of the affected lots/units if the said lots/units have been titled.		Register of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements and sign in the log book	1.0 Verifies the completeness of documents as forwarded by the Zoning Officer and receive. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
	1.1 Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	1.2 Referral to appropriate committee	none		SBO: Presiding Officer



	1.3 Committee Hearing for the purpose of evaluating the application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,	none		SBO: Concerned Committee
	1.4 Passage of a resolution granting or denying the application	none		SBO: SB Members
	1.5 Finalization and printing of the resolution	none		SBO: SB Secretary
	1.6 Signing of the resolution	none		SBO: SB Members
2. Requesting party secure the document to the Sangguniang Bayan and Receive the document	2. Release the resolution	none	5 minute	SBO: Administrative Officer IV
	2.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 20 mins.	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.

6. Approval of Motorized Tricycle Operators Permit (MTO) Renewal

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grand franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan
Classification:	Special
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business
Who may avail:	Tricycle operators with valid CPC



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:		None		
1.1. Clean windshields				
1.2. Garbage Receptacle				
1.3. Functioning horn that does not emit exceptionally loud or startling sound;				
1.4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;				
1.5. Tail light, including license plate light;				
1.6. Top chain extending to the rear wheel;				
1.7. White head lights in front and red tail light with functioning stop light in the rear, visible at least 50 meters from the front and rear of the tricycle or bicycle and functioning under all weather conditions and lighted starting 6:00 pm to 6:00 am;				
1.8. Light installed inside the sidecar and kept lighted while plying the routes;				
1.9. Anti-noise equipment/silencer;				
1.10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
1.11. Fully operating mufflers; and				
1.12. Roadworthiness of the tricycle/pedicab unit.				
DOCUMENTARY REQUIREMENTS Submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)				
2. Duly accomplished application form		Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office		
3. Original or certified true copy of Certificate of Public Convenience or Franchise to operate one (1) Public Motorized Tricycle.		Sangguniang Bayan Office		
4. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
5. Photocopy of Two (2) valid IDs.		Requesting party		
Note: No application for change of unit shall be received where the owner of the old and new motorcycle pertains to different persons.		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the log book	1. Receive and verify the completeness of documents	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive the file copy	2.0 Stamp the letter of intent as officially received and attaches	none	2 minutes	

	to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO			
	2.1 Forwards the application to the MTPPC thru the secretariat for the conduct of inspection	none		
3. Bring the tricycle unit to the designated area for inspection	3.0 MTPPC conducts preliminary review and inspection of the unit	none	39 working days	SBO: MTPPC
	3.1 Preparation and submission of MTPPC report	none		
	3.2 Inclusion of the MTPPC report in the agenda	none		SBO: SB Secretary
	3.3 Deliberation and adoption of the MTPPC report	none		SBO: SB Members
	3.4 MTTFRB Hearing: Whether to grant or deny the application.	None		SBO: MTTFRB
	3.5 Finalization and printing of the resolution granting the MTOP	none		SBO: SB Secretary
	3.6 Signing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and receive order of payment	4. Issue order of payment	Annual Franchise fee/unit= PhP477.25 Inspection Fee= PhP93.00 Police Clearance =PhP60.00 Mayor's Permit fee =PhP110.00 Regulation fee =PhP60.00	5 minutes	SBO: Local Legislative Staff Officer IV



		Sticker= PhP66.00 Garbage fee= PhP10.00		
5. Receive the order of payment and pay the required fees at the treasury office	5. Receive payment and issuance of official receipt	As per order of payment	5 minutes	MTO: RCC II
6. Submit the official receipt to the Sangguniang Bayan Office	6.0. Prepares the Motorized Tricycle Operators Permit	none	10 minutes	SBO: Local Legislative Staff Officer IV
	6.1. Sign the Motorized Tricycle Operators Permit	none	1 minute	SBO: Presiding Officer
7. Receive the CPC or franchise	7. Release of the CPC or Franchise.	none	1 minute	SBO: Local Legislative Staff Officer IV
	7.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php 876.25	39 working days, 38 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No.388, series of 2020.

7. Approval of Tricycle Fare Increase

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grand franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business			
Who may avail:	Tricycle operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicants submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)		None		
1. Request letter or petition with the proposed fare rates		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request and sign in the log book	1. Receives the request	none	1 minute	SBO:



2. Receive the file copy	2. Give the file copy	None	1 minute	Local Legislative Staff Officer IV
3. None	3.0. Include the request in the agenda	none	12 working days	SBO: SB Secretary
	3.1. Referral to appropriate committee	none		SBO: Presiding Officer
4. Attend the public hearing	4. Conduct public hearing	none	15 working days from referral	SBO: Concerned Committee
5. None	5.0. Preparation and inclusion of the committee report	none	15 working days	
	5.1. Deliberation and approval of the committee report	none		
	5.2. Deliberation and approval on second reading	none		
	5.3. Finalization and printing of the resolution approving the fare increase	none		
	5.4. Signing of the resolution	none	SBO: SB Members	
6. Return to the Sangguniang Bayan Office and secure the order of payment.	6. Give the order of payment	Fare Increase Adjustment Fee = PhP250.00	1 minute	SBO: Local Legislative Staff Officer IV
7. Receive the order of payment and proceed to the Treasury Office	7. Receive payment and issue OR	As per order of payment	5 minutes	MTO: RCC II
8. Return to the Sangguniang Bayan and submit the official receipt	8. Prepare Fare Matrix	none	10 minutes	SBO: Local Legislative Staff Officer IV
9. Receive the document	9. Release the approved fare rate	none	1 minute	
	9.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL		Php250.00	42 working days and 29 mins.	

This Service is covered by Republic Act No. 7160 and Municipal Ordinance No.388.



8. Enactment of Ordinance Reclassifying Agricultural Lands

Section 20 of the Local Government Code of 1991 provides that the municipality may, through an ordinance passed by the sanggunian after conducting public hearings for the purpose, authorize the reclassification of agricultural lands and provide for the manner of their utilization or disposition.

It further provides that where approval by a national agency is required for reclassification, such approval shall not be unreasonably withheld. Failure to act on a proper and complete application for reclassification within three (3) months from receipt of the same shall be deemed as approval.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business	
Who may avail:	Landowners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Two sets (1 set original copy and/or Certified True Copy whichever is applicable and 1 photocopy of all required documents)	None	
1. Letter of application	Requesting party	
2. Special Power of Attorney, if applicant is other than the owner of the land	PAO or Private lawyer	
3. Original of Transfer Certificate of Title and/or other documents establishing ownership of the land	Registry of Deeds	
4. Certificate of updated Real Property Tax Payments	Municipal Treasury Office	
5. Locational Plan and/or Vicinity Map	Requesting officer	
6. Certification from the National Irrigation Administration that the land is not irrigated or irrigable	National Irrigation Administration	
7. Certification from the Department of Agrarian Reform that the land is not subject of voluntary sale, voluntary land transfer or Notice of Coverage under RA 6657 and that the reclassification of the property will not prejudice the rights of any agrarian reform beneficiary	Department of Agrarian Reform	
8. Certification from the Department of Environment and Natural Resources that the land is not environmentally critical and that the proposed project or intended use is ecologically safe and sound.	Department of Environment and Natural Resources	
9. Panoramic photos of the area with caption (East, West, North, South) taken not earlier than one (1) month before filing of application pursuant to DA MC NO. 026-2022	Requesting party	
10. Municipal Land Use Plan Map (Scale 1:20,000 or larger/shape file format) showing the proposed land/s to be reclassified with coordinates (longitude and latitude)	Municipal Planning and Development Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant present/submit two (2) sets of documentary requirements and sign in the logbook	1. Receive and verify the completeness of documents and make a checklist of the documents. Application with lacking documents not be accepted	none	10 minutes	SBO: Administrative Officer I
2. Waits for the order of payment	2. Issue the order of payment	Less than 1 ha = PHP1,000.00 1 ha. to 5 has. = PHP2,000.00 More than 5 ha. = PHP3,000.00	2 minutes	
3. Receive the order of payment and proceed to the Municipal Treasury Office	3. Receive the payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan and submit the official receipt	4.0 Stamps the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO	none	2 minutes	SBO: Administrative Officer I
5. Receive the file copy	5.0 Release the file copy to the requesting party	none	1 minute	
	5.1 Includes the application in the agenda	none	90 working days	SBO: SB Secretary
	5.2 Referral to the appropriate committee	none		SBO: Presiding Officer
	5.3 The Committee report shall be presented in the sanggunian for its disposition	none		SBO: Concerned Committee
	5.4 Deliberation of the Committee Report	none		SBO: SB Members
	5.5 SB to Authorize the Chair to apply for DA Certification	none		
	5.6 SB waits for the DA certification	none		
	5.7 Approval of ordinance	none		



	reclassifying the agricultural land or denying the request for reclassification under second reading			
	5.8 Approval on third and final reading	none		
	5.9 Finalization and printing of the ordinance	none		SBO: SB Secretary
	5.10 Signing of the ordinance	none		SBO: SB Members
	5.11 Forward the ordinance to the Municipal Mayor for signing	none		SBO: Administrative Officer IV
6. Return to the Sangguniang Bayan Office and receive the document	6. Release the document	none	1 minute	SBO: Administrative Officer IV
	6.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		None	90 working days, 26 minutes	

This Service is covered by Republic Act No. 7160

9. Granting of Integrated Preliminary Approval of Locational Clearance (PALC) and Development Permit or Final Subdivision Plan/ Development Permit.

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government; G2B-Government to Business
Who may avail:	Developers and government agencies
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):	None
1. Applicant/s letter of application;	Requesting party
2. Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks, and playgrounds and other features in relation to existing conditions in the area duly signed and sealed by any licensed and registered Architect, Environment Planner, Civil Engineer or Geodetic Engineer; and	Requesting party

3. The following documents duly signed and sealed by a Licensed Geodetic Engineer or Civil Engineer:

- A) Vicinity Map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale.
- B) Topographic Plan to include the following:
 - a) Boundary lines bearing distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM);
 - b) Streets, easements width and elevation of road right-of-way within the project and adjacent subdivisions/areas;
 - c) Utilities within and adjacent to the proposed subdivision projects; location of gas lines, fire hydrants, electric and telephone poles and street lights, if any. If water mains and sewers are not within or adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable;
 - d) Ground elevation of the subdivision: for ground that slopes less than 2% indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more than 2% either indicate contours with an interval of not more than 0.5 meter is necessary due to irregular land or need for more detailed preparation of plans and construction drawings;
 - e) Water courses, marshes, rock and wooded areas, presence of preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks, and other significant features;
 - f) Proposed public improvements; highways or other major improvements planned by public

Requesting party



<p>authorities for future construction within/adjacent to the subdivision. C) Survey plan of the lots as described in TCT(s).</p>	
<p>4. Certified True Copy of Titles and Current Tax Receipt.</p>	Registered of Deeds and MTO
<p>5. Right to use or deed of sale of right-of-way for access and other utilities when applicable subject to just compensation for private land.</p>	Requesting party
<p>6. Subdivision Development Plan prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer, consisting of the site development plan at any of the following scales 1:200, 1:1,000, or any scale not exceeding 1:2,000 showing all proposals including the following:</p> <ul style="list-style-type: none"> a) Roads, easements or right-of-way and road way width, alignment, gradient, and similar data for alley, if any b) Lot numbers, lines and areas and block numbers. c) Site data such as number of residential and saleable lots, typical lot size, parks, and playgrounds and open spaces. 	Requesting party
<p>7. Civil and Sanitary Works Design, Engineering Plans/Construction drawings based on applicable engineering code and design criteria to include the following:</p> <ul style="list-style-type: none"> a) Road (geodetic and structural) design/plan duly signed and sealed by a licensed civil engineer. <ul style="list-style-type: none"> 1. Profile derived from existing topographic map showing the vertical control, designed grade, curve elements and all information needed for construction 2. Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation curbs, and gutters, sidewalks, shoulders benching and others; and 3. Details of miscellaneous structure such as curb and gutter (barrier, mountable and drop) slope protection wall, rip rapping and retaining wall. b) Storm drainage and sanitary sewer system duly signed and sealed by a 	Requesting party



licensed sanitary engineer or civil engineer. 1. Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line. 2. Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop). c) Site grading plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer.				
8. Water system lay out and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor have a horsepower rating of 50 HP or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer.		Requesting party		
9. Certified true copy of Tax Declarations covering the property subject of the application for the year immediately preceding.		Municipal Assessor's Office		
10. Certified true copy of Environmental Compliance Certificate of Certificate of Non-coverage duly issued by the DENR, whichever is applicable.		Department of Environment and Natural Resources (DENR)		
11. Zoning Certificate		Municipal Planning Development Office (MPDO)		
12. DAR Conversion Order.		Department of Agrarian Reform (DAR)		
13. Barangay endorsement or resolution interposing no objection.		Host barangay		
14. Solid Waste Management Plan (Municipal Ordinance No. 8-1998.		Requesting party		
15. Engineering Geological/Geo-hazard Assessment (EG/GA).		Department of Environment and Natural Resources (DENR)		
16. Proof of socialized Housing Project.		Requesting party		
17. Official Receipt (fee)		Municipal Treasury Office (MTO)		
18. Authorization to file and follow-up, if applicable.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements and sign in the log book	1. Verify and receive the completeness of documents as forwarded by the Zoning Officer. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I



2. None	2.0. Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer
	2.2. Committee Hearing for the purpose of evaluating the Application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,	none		SBO: Concerned committee
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB Members
	2.4. Finalization and printing of resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SB Members
	TOTAL:	None		29 working days and 16 minutes
3. Requesting party secure the document to the Sangguniang Bayan	3. Release of document	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.



10. Granting of Locational Clearance for Base Stations of Cellular Mobile Telephone Service, Paging Service, Trunk Line Service, Wireless Local Loop Service and other Wireless Communication Service.

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Contractors, business entity	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):	None	
A. Vicinity Map. Drawn to scale of 1:1,000 showing the exact location of the proposed base station and major land marks within a radius of 200 meters.	Requesting party	
B. Site Plan. Drawn to a minimum scale of 1:500 indicating the following features: 1. Layout of proposed project showing all structures. 2. Area and boundaries of lot. 3. Evidence of ownership in the form of Certified True copy of Original Transfer Certificate of Title. In the absence of the foregoing, a Contract to Sell of Lease; or written and duly notarized owner's consent; or tax declaration with proof of ownership from Assessor's Office. 4. Certified True copy of National Telecommunication Commission's Provisional Authority. In the absence of the foregoing, Certificate of Public Convenience and Necessity or Certificate of Registration to provide telecommunication services which may operate wireless communication. 5. Radiation Protection Evaluation Report from Radiation Health Service of the Department of Health. 6. Written consent: a) Subdivisions: Approval of the governing board/body of the duly constituted homeowners association if base station is located within a residential zone with established homeowners association and including all members whose	Requesting party	

<p>properties are adjoining the proposed site of the base station. In the absence of an established homeowners association, consent/affidavit of non-objection from majority of actual occupants and owners of properties within a radial distance equivalent to the height of the proposed base station measured from its base, including all those whose properties is adjoining the proposed site of the base station.</p> <p>b) Buildings:</p> <p>b.1. If the base station shall be constructed on top of an unoccupied building, consent from the owner.</p> <p>b.2. if the base station shall be constructed on top of an occupied building, the following shall be obtained:</p> <p>1) Consent/Affidavit of non-objection from owner/develop unless he has divested himself from all interest in the building and turned over ownership of common areas to the condominium or building association.</p> <p>2) Approval of the governing board/body of the duly constituted condominium association or building association including all tenants occupying the top most floor directly below the base station and in addition, the consent of the owner and majority of tenants of the adjoining buildings.</p>				
C. Barangay Endorsement or interposing no objection.		Host Barangay		
D. Bill of materials and cost estimates.		Requesting party		
E. Locational Clearance fee receipt.		Municipal Treasury Office (MTO)		
F. .Authorization of persons allowed to follow-up duly notarized, if applicable		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements and sign in the log book	1. Verify the completeness of documents as forwarded by the Zoning Officer and receive documents. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. None	2.0. Inclusion of the Application in the	none	29 working days	SBO: SB Secretary

	agenda for its next regular session			
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer
	2.2. Committee Hearing for the purpose of evaluating the application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,	none		SBO: Concerned Committee
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB members
	2.4. Finalization and printing of the resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SBO: SB Members
3. Receive the requested document	3. Release the resolution	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 16 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.

11. Granting of Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for Residential Subdivision Projects for Simple Subdivisions

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.



Office or Division:	Sangguniang Bayan			
Classification:	Special			
Type of Transaction:	G2C-Government to Citizens G2B-Government to Business Entity			
Who may avail:	Landowners, developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):		None		
1. Letter of Intent of the applicant stating therein the purpose/intent of the application.		Requesting party		
2. Title of the lot (Xerox, but show original copy of owner for authentication).		Requesting party		
3. Vicinity map indicating distances to major landmarks within 100-500 meter signed by a Geodetic Engineer or Architect or Environmental Planner.		Requesting party		
4. Site Development Plan.		Requesting party		
5. Subdivision plan surveyed/signed by a Geodetic Engineer		Requesting party		
6. Affidavit signed by the lot owner indicating the purpose of the subdivision or copy of deed of donation/partition and who will maintain/provide facilities/services. (If within subdivision with Home Owners Association, require consent of Home Owners Association. If no Home Owners Association yet, developer and majority of lot buyers).		Requesting party		
7. Proof of right of way for access road and drainage outfalls.		Requesting party		
8. Fee. (Official Receipt)		Municipal Treasury Office (MTO)		
9. Application form from Department of Human Settlements and Urban Development (DHSUD).		Department of Human Settlement and Urban Development (DHSUD)		
10. Building Permit.		Municipal Engineering Officer (MEO)		
11. Special Power of Attorney, in case applicant is not owner.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements and sign in the log book	1. Verifies the completeness of documents as forwarded by the Zoning Officer and receive. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. None	2.0. Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer



	2.2. Committee Hearing for the purpose of evaluating the application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,	none		SBO: Concerned Committee
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB members
	2.4. Finalization and printing of the resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SBO: SB members
3. Requesting party secure the document to the Sangguniang Bayan and Receive the document	3 Release of the resolution	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 16 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.

12. Issuance of Certificate of Presentation

Municipal Ordinance No. 389, series of 2020 provides for guidelines for the issuance by the Sangguniang bayan of Certification of Presentation.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business
Who may avail:	<ul style="list-style-type: none"> a. Industrial and Commercial sand and gravel projects b. Large and Small Scale Mining Operations c. Renewable Energy Power Plants d. Waste to Energy Projects



	<ul style="list-style-type: none"> e. Engineered Sanitary Landfill f. Mining Explorations g. Cell Sites and other Telecommunication Facilities h. Other projects and businesses that by law, requiring endorsement and/or certification of presentation.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Applicants prepares three (3) sets of the following: (one original and/or certified true copy and two photocopy of all the required documents)	None
1. Letter of intent/request stating the nature, description, location and the total land area of the project and/or business.	Requesting party
2. Sangguniang Barangay Resolution of Indorsement and/or interposing no objection.	Barangay where the project and/or business will be conducted.
3. Minutes of the public consultation conducted by the applicant with the residents of the barangay/s concerned	Barangay where the project and/or business will be conducted.
4. Attendance during the consultation.	Barangay where the project and/or business will be conducted.
5. Topographic plan/vicinity plan of the project duly signed and sealed by a licensed geodetic engineer.	Requesting party
6. Memorandum of Agreement or any other agreement executed by the applicant and the barangay and any other concerned parties stipulating the shares of the barangays, IPs and any other benefits, if applicable	Requesting party
7. Certified true copy of the proof of ownership and/or joint venture agreement or any other agreement of similar nature, if applicable	Requesting party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three (3) sets of letter of intent/request attached therewith all the documentary requirements and sign in the logbook	1. Receives and verifies completeness of documents. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. Receive the file copy	2. Stamps the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: <ul style="list-style-type: none"> a. One copy for the applicant b. One copy for the SBO c. Committee concerned 	none	5 minutes	

3. None	3.0. Include the application in the Order of Business	none	42 working days	SBO: SB Secretary
	3.1. Referral to the appropriate committee	none		SBO: Presiding Officer
	3.2. Committee hearing with the applicant, MENRO and MASSO for Pre-evaluation of the application and the setting of date for site inspection.	none		SBO: Concerned Committee
	3.3. Site inspection to be conducted by the MENRO, Assessor's Office and the Committee referred to.	none		
	3.4. Preparation and submission of the Committee Report	none		
	3.5. Inclusion of the Committee Report in the agenda	none		SBO: SB Secretary
	3.6. Deliberation of the Committee report: Setting of schedule for the applicant's presentation to the SB of the proposed project.	none		SBO: SB Members
	3.7. Passage of a Resolution certifying that the applicant presented to the SB the scope of the proposed project.	none		
	3.8. Finalization and printing of the resolution	none		SBO: SB Secretary
	3.9. Signing of the resolution	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and receive the document	4. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	42 working days, 19 minutes	

This Service is covered by Republic Act No. 7160 and Municipal Ordinance No. 389, series of 2020.

13. Issuance of Certified True Copy of Official Documents Under the Office of the Sanggunian

The certified true copies or photocopy of official documents are issued to individuals needing official documents for reference or other legal purposes.



Office or Division:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C-Government to citizen; G2G-Government to Government; G2B-Government to Business			
Who may avail:	The public, LGU-Barangay, Government Agencies/Offices, Business Sector, CSOs, Non-Government Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request or request slip (one original copy)		Requesting Party or Records section		
2. Official receipt (one photo copy)		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up, sign, and submit the request slip and sign the log book	1. Receives the letter of request or request slip	none	1 minute	SBO: Administrative Officer I
2. Receive order of payment	2. Issue the order of payment	none	1 minute	
3. Proceed to the Municipal Treasury Office and pay the corresponding fee	3. Receive the payment and issue official receipt	Php100.00 per page for Certified true copies Php5.00 per page for photocopy	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan Office and submit the official receipt	4. Prepare the certified true copy or photocopy of requested documents	none	25 minutes	SBO: Administrative Officer I SB Secretary
5. Receive the document	5. Issue the requested documents	none	1 minute	SBO: SB Secretary
	5.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		Php100.00 per page for Certified true copies Php5.00 per page for photocopy	33 minutes	

14. Issuance of Certificate of Posting

For Water Permit Applications, the Certificate of Posting is issued after a period of fifteen (15) days from the day the Water Permit Application is received and posted on the Bulletin Board of the Office. The Certificate states that the application was posted within fifteen (15) days prescribed period. For Order of the Department of Agrarian Reform, the certificate of Posting is issued after a period of ten (10) days from the day the Order of the Department of Agrarian Reform Adjudication Board is received and posted on the bulletin boards of the Sangguniang Bayan. Other national agencies/offices also requires posting of applications.

Office or Division:	Office of the Sangguniang Bayan
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Classification:		Highly Technical		
Type of Transaction:		G2C-Government to citizen; G2B-Government to Business Entity; G2G-Government to Government		
Who may avail:		Water permit applicants, land owners, business entity and other private sector		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip (one original copy)		Records Section		
2. Official receipt (one photo copy)		Municipal Treasury Office		
3. Order of posting (one original copy)		National Water Resources Board (NWRB), Department of Agrarian Reform (DAR) or any national agencies/offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up, sign and submit the request slip and sign the log book	1.0 Receive, stamp, and log in the request slip. 1.1 Advise the applicant to return after 15 days <i>(in the case of water permit)</i> ; 10 days <i>(in the case of Department of Agrarian Reform Order and others acquiring the service)</i>	none	1 minute	SBO: Administrative Officer I
	1.3. Post the water permit application	none	15 days <i>(for water permit application)</i> 10 days <i>(for DAR and others)</i>	
3. Receive order of payment	3. Issue Order of payment	Certification Fee= Php100.00	2 minutes	SBO: Administrative Officer I
4. Proceed to the Treasury Office and pay the required fee	4. Receive the payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
5. Submit the Official Receipt at the SBO	5. Prepare the Certificate of Posting	none	3 minutes	SBO: Administrative Officer I/ III SB Secretary
6. Receive the document	6. Issue the Certificate of Posting	none	1 minute	SBO: Administrative Officer I/ III
	6.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php100.00	15 days, 12 minutes- Water Permit Application 10 days, 12 minutes- DAR Order and other applications	

This Service is covered by Republic Act No. 7160.



15. Issuance of Certificate of Public Convenience or Franchise to Operate Tricycle-For-Hire (new)

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

Office or Division:	Sangguniang Bayan	
Classification:	Complex	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Citizens	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Applicants submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)	None	
1. Duly accomplished application Form	Requesting party <i>Note: Blank form is available at the Records' Section, Sangguniang Bayan Office</i>	
2. Documents attesting to the applicant's Filipino citizenship (e.g CTC, Driver's License)	Requesting party	
3. Barangay Clearance	Barangay where the requesting party is a resident or where he/she intends to operate a tricycle for hire	
4. Police Clearance	Tuba-PNP	
5. TODA Certification and clearance issued by their respective association that the applicant is a member and is cleared of his obligation to the TODA. Should the TODA President fail to issue the herein required clearance without fault of the member applicant and without valid or lawful cause to refuse to issue the same within seven (7) days upon application thereof shall be deemed to have been issued a clearance in favor of the member applicant.	Tricycle Operator's and Drivers' Association	
6. Physical requirements/equipage in applying for CPC/Franchise:	None	
6.1. Clean windshields		
6.2. Garbage Receptacle		
6.3. Functioning horn that does not emit exceptionally loud or startling sound;		
6.4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;		
6.5. Tail light, including license plate light;		
6.6. Top chain extending to the rear wheel;		
6.7. White head lights in front and red tail light with functioning stop light in the rear, visible at least 50 meters from the front and rear of the tricycle or bicycle and functioning		

under all weather conditions and lighted starting 6:00 pm to 6:00 am;				
6.8. Light installed inside the sidecar and kept lighted while plying the routes;				
6.9. Anti-noise equipment/silencer;				
6.10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
6.11. Fully operating mufflers; and				
6.12. Roadworthiness of the tricycle/pedicab unit.				
REQUIREMENTS FOR AMENDMENT OF FRANCHISE (CHANGE OF UNIT/MOTOR):				
7. Duly accomplished application form		Requesting party <i>Note: Blank form is available at the Records' Section, Sangguniang Bayan Office</i>		
8. Original or certified true copy of Certificate of Public Convenience or Franchise to operate one (1) Motorized Tricycle-For-Hire.		Sangguniang Bayan Office		
9. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
10. Photocopy of Two (2) valid IDs.		Requesting party		
Note: No application for change of unit shall be received where the owner of the old and new motorcycle pertains to different persons.		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the logbook	1. Receive and verify the completeness of documents as per checklist of requirements; assigns a Case Number	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive order of payment	2. Issue order of payment	Filing fee =PhP150.00 Inspection fee =PhP93.00 Subscription fee =PhP100.00	1 minute	
3. Receive the order of payment and pay the corresponding fee at the Treasury Office	3. Receive payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan Office and submit the official receipt	4. Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant	none	5 minutes	SBO: Local Legislative Staff Officer IV

	b. One for the SBO			
5. Receive the file copy 6. Bring the tricycle unit at the designated area for inspection	5.0 Return the file copy	none	2 minutes	SBO: Local Legislative Staff Officer IV
	5.1 Forwards the application to the MTPPC	none	38 working days	SBO: MTTPC
	6.0 MTPPC conducts preliminary review and inspection of the unit	none		
	6.1 Preparation and submission of MTPPC report	none		
	6.2 Inclusion of the application with CASE NO. in the agenda of the MTTFRB	none		
	6.3 MTTFRB Hearing, whether to grant or deny the application.	none		
	6.4 Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience	none		
	6.5. Signing of the resolution granting the franchise or Certificate of Public Convenience	none		
7. Receive order of payment	7. Issue order of payment	Annual Franchise fee/unit =PhP477.25 Police Clearance Mayor's Permit fee= PhP110.00 Regulation fee= PhP60.00 Sticker= PhP66.00 Garbage fee=PhP10.00	1 minute	SBO: Local Legislative Staff Officer IV
8. Proceed to the Treasury Office and pay the required fees	8. Receive payment and issue OR	As per order of payment	5 minutes	SBO: RCC II
9. Return to the Sangguniang Bayan Office and submit the official receipt	9.0. Receive official receipt	none		SBO: Local Legislative Staff Officer IV
	9.1. Prepare the CPC or franchise and the	none		



	Motorized Tricycle Operators Permit			
	9.2. Sign the CPC or franchise	none	15 minutes	SBO: SB Secretary Presiding Officer
	9.3. Sign the Motorized Tricycle Operators Permit	none		SBO: Presiding Officer
10. Receive the documents	10. Release the CPC or franchise, SB resolution and MTOP	none	1 minute	SBO: Administrative Officer III
	10.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php1,066.25	38 working days and 50 mins.	

This Service is covered by Republic Act No. 7160, DILG Memorandum Circular No. 2011-68, DOTr and DILG Joint JMC No. 1 Series 2017, and Municipal Ordinance No.388, series of 2020.

16. Issuance of Favorable Indorsement, and/or Interposing No Objection

Municipal Ordinance No. 389, series of 2020 provides for guidelines for the issuance by the Sangguniang bayan of favorable indorsement and interposing no objection.

Office or Division:	Sangguniang Bayan		
Classification:	Highly Technical		
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business; G2G-Government to Government		
Who may avail:	Industrial and Commercial sand and gravel projects Large and Small Scale Mining Operations Renewable Energy Power Plants Waste to Energy Projects Engineered Sanitary Landfill Mining Explorations Cell Sites and other Telecommunication Facilities Other individuals, projects and businesses that by law, requiring endorsement and/or certification of presentation.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Applicants prepares three (3) sets of the following: (one original and/or certified true copy and two photocopy) <ol style="list-style-type: none"> New Renewal (except for Industrial/Commercial Sand and Gravel) Expansion who are requesting for the Sangguniang Bayan's indorsement, interposing no objection and/or certification of presentation will be required to comply with the following, namely;		None	

1. Letter of intent/request stating the nature, description, location and the total land area of the project and/or business.		Requesting party		
2. Sangguniang Barangay Resolution of Indorsement and/or interposing no objection.		Barangay where the project and/or business will be conducted.		
3. Minutes of the public consultation conducted by the applicant with the residents of the barangay/s concerned				
4. Attendance during the consultation.				
5. Topographic plan/vicinity plan of the project duly signed and sealed by a licensed geodetic engineer.		Requesting party		
6. Memorandum of Agreement or any other agreement executed by the applicant and the barangay and any other concerned parties stipulating the shares of the barangays, IPs and any other benefits, if applicable				
7. Certified true copy of the proof of ownership and/or joint venture agreement or any other agreement of similar nature, if applicable				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three (3) sets of letter of intent/request attached therewith all the documentary requirements to the Office of the Secretary of the Sangguniang and sign in the log book	1. Verify the completeness of documents and make a checklist of the documents. Receive the documents Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. Receive the file copy	2. Stamps the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One copy for the SBO c. Committee concerned	none	5 minutes	
3. None	3.0. Includes the application in the Order of Business	none	2 working days after referral	SBO: SB Secretary
	3.1. Referral to the appropriate committee	none		SBO: Presiding Officer
	3.2. Committee hearing with the applicant, MENRO and MASSO for Pre-evaluation of the application and the setting of date for site inspection.	none		SBO: Concerned Committee



4. Attend the site inspection	4. Site inspection to be conducted by the MENRO, Assessor's Office and the Committee referred to.	none	10 working days after the committee evaluation	
5. None	5.0. Preparation and submission of the Committee Report	none	30 working days	SBO: SB Secretary
	5.1. Inclusion of the Committee Report in the agenda	none		SBO: SB Members
	5.2. Deliberation of the Committee report	none		SBO: SB Secretary
	5.3. Deliberation under second reading: approval or disapproval	none		SBO: SB Members
	5.4. Finalization and printing of the resolution	none		
	5.5. Signing of the resolution	none		
6. Receive the document	6. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	6.1. Administer CSS Form	none	5 minutes	Administrative Officer I/III
TOTAL:		None	34 working days, 21 minutes	

This Service is covered by Republic Act No. 7160 and Municipal Ordinance No. 389, series of 2020.

17. Issuance of Preliminary Approval of Locational Clearance (PALC)

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G- Government to Government; G2C-Government to Citizens G2B-Government to Business	
Who may avail:	Developers, government agencies, business entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):	None	
1. Applicant's Letter of Intent, stating the project's description, location, total area and total development cost, saleable area and number of saleable lots, and the average lot size;	Requesting party	



2. Zoning Certification;		Municipal Planning and Development Office (MPDO)		
3. Certified True Copy of Land Title/s and Tax Declaration of the property/ies subject of the application. Certification must not be more than three months old upon filing of application.		Register of Deeds		
4. MTO Certification of updated Realty Tax Payment, with Xerox copy of Tax Receipt/s;		Municipal Treasury Office (MTO)		
5. The following documents duly signed by a licensed Engineer/Architect: a) Vicinity Map duly signed and sealed by a Licensed Geodetic Engineer with a minimum of Two (2) kilometres radius from the periphery of the project site showing the relationship of the proposed project to existing community facilities and utilities. b) Site Development Plan (Schematic plan) showing the purpose lay-out of streets, lots, parks, and playground and other features signed and sealed by a licensed Engineer; c) Survey Plan of the lot/s as described in the Certificate of Title of lot/s duly signed and sealed by a licensed Geodetic Engineer; d) Ground and Floor Plans (for townhouses only)		Requesting party		
6. Environmental Compliance Certificate/Environmental Impact Statement from the Department of Environment and Natural Resources;		Department of Environment and Natural Resources (DENR)		
7. Conversion Clearance from the Department of Agrarian Reform (DAR) for agricultural lands only.		Department of Agrarian Reform (DAR)		
8. Permit to cut trees		Department of Environment and Natural Resources (DENR)		
9. Official Receipt		Municipal Treasury Office (MTO)		
10. Authorization to file and follow-up application and claim decision in case applicant is not the owner of the project.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements and sign in the log book	1. Verify and receive the completeness of documents; Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. Attend the committee hearing	2.0. Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer
	2.2. Conduct Committee Hearing for the purpose of evaluating the Application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and	none		SBO: Concerned Committee



	other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,			
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB members
	2.4. Finalization and printing of the resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SBO: SB Members
3. Receive the document	3. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 16 mins.	

This Service is covered by Republic Act No. 7160, Municipal Ordinance No. 190, series of 2011.

18. Issuance of Resolutions of Endorsement

The Sangguniang Bayan receives request from the thirteen barangays, people's organization and other sectors in the municipality requesting endorsement of their resolutions.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizens; G2G-Government to Business			
Who may avail:	Barangays, citizens and other sectors of the community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One set (1 original copy of required documents)		None		
1. Letter of request		Requesting party		
2. Approved resolution, for endorsement of resolutions		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request and sign in the log book	1. Receives and verifies the documentary requirements	none	10 minutes	SBO Administrative Officer I



2. Receive the file copy	2. Give the file copy	none	1 minute	
3. None	3.0. Include the request order of business	none	29 working days	SBO: SB Secretary
	3.1. Referral to the appropriate committee	none		SBO: Presiding Officer
	3.2. Submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	3.3. Deliberation and approval of the Committee Report	none		SBO: SB Members
	3.4. Approval of the resolution under second reading	none		
	3.5. Finalization and printing of the resolution	none		SBO: SB Secretary
	3.6. Signing of the resolution	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and Receive the document	4. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 days, 17 mins.	

This Service is covered by Republic Act No. 7160.

19. Review of Barangay Appropriation Ordinance

Section 333 of the Local Government Code of 1991 provides that the Sangguniang Bayan shall have the power to review barangay budget within sixty (60) days after receipt.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G-Government to Government	
Who may avail:	The thirteen (13) barangays of the Municipality of Tuba	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Two (2) sets (one original and one photocopy)	None	
1. Transmittal letter (original copy	Requesting party	
2. Appropriation Ordinance	Requesting party	
3. Annual Investment Program with the following attachments: * DILG endorsed GAD Plan and Budget * Barangay Disaster Risk Reduction and Management Plan (BDRRMP) * Indicative Annual Procurement Plan * Barangay Nutrition Action Plan (BNAP)	Requesting party	



* Barangay Devolution Transition Plan (DTP)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit two (2) copy of the approved barangay appropriation ordinance and the Annual Investment Program to the Sangguniang Bayan and sign in the log book	1. Receive, verify the completeness of the documentary requirements and stamps the copy of the appropriation ordinance	none	59 days	SBO: Administrative Officer I
2. Receive the file copy	2. Give the file copy	none		SBO: SB Secretary
3. None	3.0. Inclusion of the barangay ordinance in the agenda	none		SBO: Presiding Officer
	3.1. Referral to appropriate committee	none		SBO: Concerned Committee
	3.2. Concerned committee forwards to the Municipal Finance Committee for preliminary review	none		Municipal Finance Committee
	3.3. Technical review by the Municipal Finance Committee	none		SBO: Concerned committee
	3.4. Preparation and Submission of the Committee report for inclusion in the agenda	none		SBO: SB Members
	3.5. Deliberation and approval of the Committee Report	none		
	3.6. Approval of resolution declaring the appropriation ordinance operative in its entirety or operative in part. under second reading	none		
	3.7. Finalization and printing of the resolution	none		
	3.8. Signing of the resolution	none	SBO: SB Secretary	
4. Return to the Sangguniang Bayan Office and Receive the document	4. Furnish copies of the resolution to the concerned barangay through the Municipal Budget Office	none	SBO: Administrative Officer III	
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	59 days and 5 minutes	

This Service is covered by Republic Act No. 7160.



20. Review of Barangay Ordinances

Section 57 of the Local Government Code of 1991 provides that the Sangguniang Bayan shall within thirty (30) days from receipt thereof, return the same with its comments and recommendations to the Sangguniang Barangay concerned for adjustment, amendment, or modification.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	The thirteen (13) barangays of the Municipality of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) sets of approved Ordinance (one original copy and one photocopy)		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the approved ordinance to the Sangguniang Bayan and sign in the log book	1. Receive and stamps the copy of the ordinance	none	2 minutes	SBO: Administrative Officer I
2. Receive the file copy	2. Give the file copy	none	1 minute	
3. None	3.0. Include in the order of business	none	25 working days	SBO: SB Secretary
	3.1. Referral to appropriate committee	none		SBO: Presiding Officer
	3.2. Preparation and submission of the Committee report for inclusion in the agenda	none		SBO: Concerned Committee
	3.3. Deliberation and approval of the Committee Report	none		SBO: SB Members
	3.4. Approval of resolution giving favorable or unfavorable review under second reading	none		
	3.5. Finalization and printing of the resolution	none		SBO: SB Secretary
	3.6. Signing of the resolution	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and Receive the document	4. Furnish copies of the resolution to the concerned barangay	none	1 minute	SBO: Administrative Officer III
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	25 days and 9 minutes	

This Service is covered by Republic Act No. 7160.



21. Settling of Barangay Boundary Conflicts or Disputes

Article 16, par (a) of the IRR of the Local Government Code of 1991 provides that the Sangguniang Paglungsod or Sangguninag bayan shall have jurisdiction in resolving boundary conflict or disputes involving two (2) or more barangays in the same city or municipality, as the case maybe.

Article 17 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides for the procedures for settling boundary disputes.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Barangays within the territorial jurisdiction of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant prepares fifteen (15) copies of the following (one original and/or certified true copy and 14 photocopies)		None		
1. Duly authenticated copy of the law or statute creating the barangay or any document showing proof of creation of the barangay		Requesting party		
2. Barangay map, if possible, duly certified by the Land management Bureau of the DENR		Department of Environment and Natural Resources		
3. Technical descriptions of the boundaries of the barangays concerned.		Department of Environment and Natural Resources and/or other concerned offices		
4. Written certification of the Municipal Assessor as to territorial jurisdiction over the conflict or disputed area according to records in custody.		Municipal Assessor's Office		
5. Written declarations or sworn statements of the people residing in the disputed area		Requesting party		
6. Such other documents or information relevant to support the petition.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 15 copies of complete documents	1. Receive and verify the completeness of documents	None	10 minutes	SBO: Administrative Officer I
2. Receive file copy	2. Return the file copy	none	1 minute	
3. None	3.0. Inclusion of the Application in the agenda for its next regular session	None	5 working days after referral	SBO: SB Secretary
	3.1. Referral to the Committee on Laws and Committee on Barangay Affairs	None		SBO: Presiding Officer
	3.2. Motion for the issuance of order/notice for respondent to file answer within fifteen (15) working days upon receipt to file an answer (15 copies)	None		SBO: Committee on Laws and Committee on Barangay Affairs



	3.3. Upon receipt of the answer, the joint committee shall set the date of pre-hearing conference.	None		
4. Receive notice of pre-hearing	4. Issue Notice of Pre-hearing	none	1 working day	
5. Attend the pre-hearing conference	5. Pre-hearing conference	None	49 days from the date the answer was filed	
6. None	6. Joint Committee Report			
7. Attend the formal hearing	7. Formal Hearing and Decision	None	56 days from the date the certification of failure to settle was issued.	SBO: SB Members
8. None	8.0. Finalization and printing of the decision	None	4 working days	SBO: SB Secretary
	8.1. Signing of the decision	None		SBO: SB members
9. Receive the document	9. Furnish the decision to the parties: DILG, Provincial Assessor, COMELEC, NSO and other offices concerned	None	Within 15 days from the date of promulgation	SBO: Administrative Officer III
	9.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	130 working days and 16 mins	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 376, series of 2020



LOCAL LEGISLATIVE DEPARTMENT

Office of the Sangguniang Bayan (SBO)

Internal Services



1. Enactment of an Appropriation Ordinance authorizing the Annual and/or Supplemental Budgets

Section 318 of the Local Government Code of 1991 provides that the Local Chief Executive shall submit the executive budget to the sanggunian not later than the sixteenth (16th) of October of the current fiscal year. Likewise Section 319 of the Local Government Code of 1991 provides that on or before the end of the current fiscal year, the sanggunian shall enact, through an ordinance, the annual budget of the local government unit for the ensuing fiscal year on the basis of the estimates of income and expenditures submitted by the local chief executive.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Municipal Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 set original copy & 3 sets photocopy: of all required documents		None		
1. Transmittal letter signed by the mayor		Office of the Mayor		
2. Executive Budget with the following: a. Annual Investment Program with attachments endorsed and endorsed by the Municipal Development Council		Office of the Mayor		
b. Budget Message		Office of the Mayor		
c. Estimates of income and expenditures		Office of the Mayor , Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the transmittal letter with the Annual Executive Budget and Annual Investment Program on or before October 16 of each year and sign the log book	1. Receives and verifies the documentary requirements	none	10 minutes	SBO: Administrative Officer I
2. None	2.0 Inclusion of the request in the agenda	none	41 working days	SBO: SB Secretary
	2.1 Referral to the appropriate committee	none		SBO: Presiding Officer
	2.2 Preparation, submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	2.3 Deliberation and approval of the Committee Report	none		SBO: SB Members
	2.4 Approval of the appropriation ordinance under second reading	none		
2.5 Approval of the appropriation ordinance under third and final reading	none			



	2.6 Finalize and print the appropriation ordinance	none		SBO: SB Secretary
	2.7 Signs the appropriation ordinance	none		SBO: SB Members
3. Receives the document	3.0 Submit the ordinance to the Office of the Municipal Mayor for approval	none	1 day	SBO: Administrative Officer III
	3.1 Submit the approved appropriation ordinance with complete attachment to the Sangguniang Panlalawigan for review	None	1 day	SBO: SB Secretary
	3.2. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	43 working days, 15 minutes	

This Service is covered by Republic Act No. 7160.

2. Passage of resolutions:

- a. Approval of Annual Investment Programs and other Developments Plans
- b. Authorizing the municipal mayor to accept donations and enter into Agreement or contract;
- c. Requesting funds for development projects and activities.

A resolution authorizing the municipal mayor is needed before the municipal mayor accepts a donation or enters into a Memorandum of Agreement or contracts. There are also instances when the Municipal Mayor requests the Sangguniang Bayan to pass a resolution requesting funds from government offices/agencies for development projects/programs/activities.

Development plans of the municipality as prepared by concerned offices under the Executive Department shall be approved by the Sangguniang.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G- Government to Government	
Who may avail:	Municipal Mayor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1 set original copy & 3 sets photocopy: of all required documents		None
1. Letter or endorsement		Mayor's Office
2. Draft Memorandum of Agreement, (for resolution authorizing the mayor)		Mayor's Office
3. Original Copy of the Plan (for resolutions approving the plan)		Requesting party



4. Endorsement from Municipal Development Council Resolution endorsing/adopting the Annual Investment Plan/Program (AIP) (for AIP, and for other plans (endorsement from concerned special bodies/committees)		Municipal Development Council or Other Special Bodies and/or Committees		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the request and receives file copy, and sign the logbook	1. Receives and verifies the documentary requirements	none	10 minutes	SBO: Administrative Officer I
2. None	2.0 Inclusion of the request in the agenda of the next session	none	35 working days	SBO: SB Secretary
	2.1 Referral to the appropriate committee during the regular or special session	none		SBO: Presiding Officer
	2.2 Submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	2.3 Deliberation and approval of the Committee Report	none		SBO: SB Members
	2.4 Approval of the resolution under second reading	none		
	2.5 Finalize and print the resolution	none		SBO: SB Secretary
	2.6 Signing of the resolution	none		SBO: SB Members
	2.7 Submit the resolution to the Office of the Municipal Mayor	none		SBO: Administrative Officer III
3. Receives the document	3. Release the document to the client	None	2 minutes	
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL		None	35 working days, 17 minutes	

This Service is covered by Republic Act No. 7160