

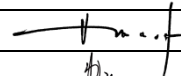
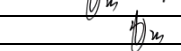
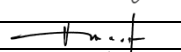

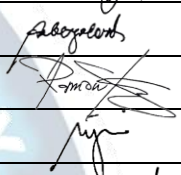
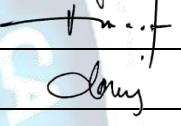



SANGGUNIANG BAYAN NG RAGAY, CAMARINES SUR

SERVICE PLEDGE

The Office of the Sangguniang Bayan headed by the Municipal Vice-Mayor shall exercise Legislative and Quasi-Judicial Functions and Trimobile Franchising Regulatory Functions as provided in RA 7160 devolved functions of LGU's.

		TIME	ACCOUNTABLE PERSON	SIGNATURE
1	Enact Resolutions	2-3 Weeks	SB Members	
	Enact Ordinances	3-6 Weeks	SB Members	
2	Call Session, Conference	Half day	Vice-Mayor	
	Committee Meetings	1 day	SB Members	
	Public Hearings	1 day	SB Members	
3	Approve Sangguniang Bayan Proposals, Purchase Requests, Vouchers of Office Supplies Procurements	1 day	Vice-Mayor	
			Legislative Staff	
4	Receive proposed Resolutions and Ordinances, incoming communications and Barangay documents (Resolutions, Ordinances and Communications)	5 minutes	Acting SB Secretary	
			Legislative Staff	
5	Investigate, hear administrative complaints against erring elected Barangay Officials	90 days	SB Members/ Committee on Good Government, Public Ethics and Accountability	
6	Process, Review, Grants Trimobile Franchise			
	REQUIREMENTS OPERATOR: -O.R. and C.R of Motorcyle -Insurance -Barangay Clearance -Birth Certificate/Marriage Contract -Certification of TODA DRIVER: -Driver's License 1pc 1x1 picture FEES: NEW APPLICATION/RENEWAL FEE: FOR HIRE (Every 3 Years) Franchise Fee - 300.00 Annual Supervision Fee - 10.00 Mayor's Permit Fee - 50.00 Driver's ID Card - 50.00 Filing fee - 50.00 Legal Research Fee - 10.00 Police Inspection Fee - 10.00 Sticker Fee - 10.00 Painting Fee - 50.00 TOTAL: Php 540.00			
	NEW APPLICATION/RENEWAL FEE: PRIVATE USE (Yearly) Registration Permit fee - 150.00 Mayor's Permit Fee - 50.00 Filing fee - 50.00 Annual Supervision Fee - 10.00 Legal Research Fee - 10.00 Police Inspection Fee - 10.00 Sticker Fee - 10.00 TOTAL: Php 290.00	3 days	Acting SB Secretary Legislative Staff	
	FRANCHISE VALIDATION FEE: (Yearly) Franchise Validation Fee - 50.00 Annual Supervision Fee - 10.00 Mayor's Permit Fee - 50.00 Driver's ID Card - 50.00 Filing fee - 50.00 Legal Research Fee - 10.00 Sticker Fee - 10.00 TOTAL: Php 230.00			
MAYOR'S PERMIT FEE: (Yearly) Mayor's Permit Fee - 50.00 Driver's ID Card - 50.00 Filing fee - 50.00 Legal Research Fee - 10.00 Sticker Fee - 10.00 TOTAL: Php 170.00				

	CANCELLATION OF FRANCHISE FEE (Dropping) Dropping Fee - 100.00 Filing fee - 50.00 Legal Research Fee - 10.00 TOTAL: Php 160.00 COPY OF FRANCHISE FEE Dropping Fee - 100.00 Filing fee - 50.00 Legal Research Fee - 10.00 TOTAL: Php 160.00 SUBSTITUTION OF UNIT FEE - 200.00			
7	Sign approved Resolutions and Ordinances	1 day	Vice Mayor Acting SB Secretary	
8	Appoint SB Employee	As necessary	Vice Mayor	
9	Attend Seminar, Meetings and Conferences	As scheduled	Vice Mayor SB Members Acting SB Secretary	
10	Approve endorsements/ Issue Clearances (Barangay Officials)	1 day	Vice Mayor	
11	Maintain files, records of documents, Communications, Memo, Circulars and other related documents	Daily	Ms. Corod Mr. Genio Mr. Javier	
12	Maintain, Keep record of books in the Municipal Library and issue the same to borrowers	Daily	Acting SB Secretary Ms. Doros	
13	Application for Accreditation of NGOs, POs, & Cooperatives (Local Special Bodies) REQUIREMENTS: -Duly accomplished Application Form for Accreditation; -Board Resolution; -Certificate of Registration issued by SEC, DOLE, CDA, etc.; -List of Current Officers and Members; -CY___ Annual Accomplishment Report; -CY___ Financial Statement; 8. Profile indicating the purposes and objectives of our organization; -Copy of the Minutes CY ___ Meeting of the organization.	1 week upon referral to the Committee	SB Members/Committee on NGOS/PO Acting SB Secretary	

The Office of the Sangguniang Bayan observes regular office hours from **8:00 AM to 5:00 PM** but circumstances require the Municipal Vice-Mayor and his staff are ready to extend the necessary services beyond office hours.

You can approach any of the staff for whatever assistance you need at the following contact numbers:

Hon. ELMER A. LINAO, MD, MBA	-	0908-851-52-53
OIC-SB Sec. VERGIE MERCADO-VERGARA	-	0917-502-37-66/09190028674
RAMON A. GENIO II	-	0919-382-81-11
MARK BRYAN A. JAVIER	-	0950-934-60-48
MILDRED J. DOROS	-	0918-585-70-96
ALLA A. COROD	-	0998-159-35-80
SB HOTLINE NUMBER	-	0917-655-30-32
SB E-MAIL ADDRESS	-	sbragay2016@gmail.com
SB FACEBOOK PAGE	-	Sangguniang Bayan of Ragay, Camarines Sur

Approved:


Hon. ELMER A. LINAO, MD, MBA
Vice-Mayor

Prepared by:


VERGIE MERCADO-VERGARA
Acting Secretary to the Sangguniang Bayan