



LOCAL GOVERNMENT UNIT OF MANAOAG CITIZEN'S CHARTER

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Office of the Municipal Vice Mayor

External Services

1.Request for Blood Products from the Office of the Vice Mayor

The Office of the Vice Mayor has conducted regular bloodletting programs to help patients who are indigents of Manaoag.

Office or Division:	Office of the Municipal Vice Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Indigent Residence within the vicinity of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral		Attending Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Referral Letter/Slip	Receives and checks the availability of the needed blood and the quantity Prepare the certification to be shown in the bloodbank	None	5 minutes	Roberto De Vera <i>Admin. Aide</i>
2. Receive the certification	Release the certification	None	3 minutes	Roberto De Vera <i>Admin. Aide</i>

Office of the Sangguniang Bayan

External Services

1. Request of Certified Copies of Sangguniang Bayan Documents (Ordinance, Resolutions and other Pertinent Documents)

Service Information: the public may request for certified true copies of municipal council documents from the sangguniang bayan. These documents include ordinances, resolutions, minutes of deliberations and committee reports/recommendations on the action taken on barangay measures.

Office or Division:	Office of the Secretary to the Sangguniang Bayan			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Residents of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Clients		
Valid ID		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request and present a valid ID	Receives the letter, check the ID presented and check the requested documents to be photocopied, stamp as Certified True Copies and sign by the SB Secretary	None	5-10 minutes	Jobit Crisostomo <i>SB Secretary</i> Elisa Sales <i>Admin. Aide VI</i>
2. Receive requested documents and sign the logbook	Release the documents	None	5 minutes	Elisa Sales <i>Admin. Aide VI</i>

