

**Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG**

SANGGUNIANG PANLUNGSOD OFFICE

LIST OF FRONTLINE SERVICES

1. REQUESTING COPY OF LEGISLATIVE DOCUMENTS

VISION STATEMENT

Empowered by professional, honest and dedicated employees equipped to provide information with the most advance information technology to deliver fast, effective and efficient service to the people of Bislig City

MISSION STATEMENT

To provide services that exceeds our clients' expectations

PERFORMANCE PLEDGE

We, The Personnel of Sangguniang Panlungsod Office, do hereby pledge to perform our duties and responsibilities with excellence, promptness, and courtesy to provide client service satisfaction.

CITIZEN'S CHARTER

SANGGUNIANG PANLUNGSOD OFFICE

TYPE OF FRONTLINE SERVICE	:	REQUESTING COPY OF LEGISLATIVE DOCUMENTS
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BISLIG RESIDENTS, OTHER INTERESTED PARTIES
DURATION OF TRANSACTION	:	<ul style="list-style-type: none"> ✓ HARD COPIES 22 MINUTES ✓ CD/USB OR THRU EMAIL 14 MINUTES
WHAT ARE THE REQUIREMENTS?	:	LETTER REQUEST
FEE/S	:	P 50.00

HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	submit letter request	Receives & submit to Vice Mayor for approval	Secretary Fee (P 50.00)	NONE	2 mins.	Meily F. Unilonggo Administrative Officer III Maria Luisa C. Handayan Administrative Officer I
2		<ul style="list-style-type: none"> ➤ Scans computer ➤ Search Hard Copies(file) 	NONE	NONE	2 mins 15 mins	Meily F. Unilonggo Administrative Officer III Maria Luisa C. Handayan Administrative Officer I
3		<ul style="list-style-type: none"> ➤ Prints Documents ➤ Processes File on CD/USB / Email documents 	NONE	NONE	5 mins 10 mins	Meily F. Unilonggo Administrative Officer III Maria Luisa C. Handayan Administrative Officer I
END OF TRANSACTION						