



**Republic of the Philippines  
Province of Surigao del Sur  
City of Bislig**



# **SANGGUNIANG PANLUNGSOD OFFICE**

## **LIST OF PRIORITIZED FRONTLINE SERVICES**

**1. REQUESTING COPY OF LEGISLATIVE DOCUMENTS**

### **MISSION STATEMENT**

**To provide services that exceed our clients' expectations.**

### **VISION STATEMENT**

**Empowered by professional, honest and dedicated employees equipped with skills to provide excellent legislative support services through the most advanced information technology and innovative programs.**

### **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.**



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**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** : **- 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	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		<input checked="" type="checkbox"/> Scans computer <input checked="" type="checkbox"/> Search Hard Copies (file)	None	None	2 mins. 15 mins.	Meily F. Unilonggo Administrative Officer III Maria Luisa C. Handayan Administrative Officer I
3		<input checked="" type="checkbox"/> Prints Documents <input checked="" type="checkbox"/> 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
<b>END OF TRANSACTION</b>						



**SANGGUNIANG PANLUNGSOD OFFICE**