



Securing Certified True Copies of Documents

The public may request for certified true copies of documents from the Sangguniang Panlungsod. These documents include ordinances, resolutions, minutes of deliberations, committee reports, and other official records on file.

Department / Office:		SANGGUNIANG PANLUNGSOD		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter Request or duly filled-up Request Form specifying the document needed. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request or Request Form to the receiving clerk			1 minute	BELEN L. REMOROZO Administrative Assistant II (Clerk IV) ROWENA C. CARINGAL Local Legislative Staff Officer I
	2. Approval of Request The City Vice Mayor approves the request.		1 minute	GIL A. DE LA TORRE SP Secretary II
	3. Assigned staff prepares the document requested, and determines the fees and charges based on existing ordinance.		1 minute	BELEN L. REMOROZO Administrative Assistant II (Clerk IV) ROWENA C. CARINGAL Local Legislative Staff Officer I CRISTINE G. APIN Information System Researcher I
4. Payment of Fees Proceed to the City Treasurer's Office to pay the prescribed fees.				Local Revenue Collection Officer CITY TREASURER'S OFFICE
	5. Obtain the Documents			



	Go back to the Sangguniang Panlungsod - Secretariat, present the Official Receipt, and get the certified copy of documents.		1 minute	BELEN L. REMOROZO Administrative Assistant II (Clerk IV)
TOTAL			4 minutes	

SANGGUNIANG PANLUNGSOD

Room 206 2/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

GIL A. de la Torre, City Government Department Head I / SP Secretary II

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