



### 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.

<b>Department / Office:</b>		<b>SANGGUNIANG PANLUNGSOD</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter Request or duly filled-up Request Form specifying the document needed.</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Request to the receiving clerk.	2. Receives and records request.		1 minute	SUZETTE C. MARTINEZ Administrative Assistant II (Clerk IV)  JOSSELL C. ABIOG Administrative Officer V
	3. Approval of Request  The City Vice Mayor/ SP Secretary approves the request.		1 minute	CECILIA B. VELUZ DE ASIS City Vice Mayor  GIL A. DE LA TORRE SP Secretary II
	4. Assigned staff prepares the document requested, and determines the fees and charges based on existing ordinance.		1 minute	SUZETTE C. MARTINEZ Administrative Assistant II (Clerk IV)  JOSSELL C. ABIOG Administrative Officer V  CRISTINE G. APIN Administrative Officer II
5. Payment of Fees  Proceed to the City Treasurer's Office to pay the prescribed fees.				Local Revenue Collection Officer CITY TREASURER'S OFFICE
6. Present the OR and get the certified requested copy of document/s.			1 minute	SUZETTE C. MARTINEZ Administrative Assistant II



	7. Release the documents requested.			(Clerk IV)
<b>TOTAL</b>			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:

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