

# Office of the Vice Governor / Sangguniang Panlalawigan



## 1. Availment of Sangguniang Panlalawigan's Authority for the Provincial Governor to enter into Memorandum of Agreement / Contract and Other Instruments

It is mandated by various provisions of the Local Government Code of 1991 (R.A. No. 7160) that authority from the Sangguniang Panlalawigan shall first be secured before the Provincial Governor enters into and sign a Memorandum of Agreement (MOA), contracts, and other instruments.

To fast track socio-economic progress in Oriental Mindoro, the Provincial Government links its developmental activities with national government agencies as well as private institutions to ensure effective realization of those undertakings.

Likewise, the Provincial Government is recognizing the inevitable role of the Cooperatives, NGOs, POs and other organizations in the delivery of direct services to the people, particularly those in the grassroots. Thus, it forges and maintains strong partnership with those sectors and provides technical, financial and other related support to bring into fruition the common objective of uplifting the lives of the people.

The Provincial Governor, representing the Provincial Government of Oriental Mindoro, in his capacity as the Local Chief Executive, enters into a Memorandum/Contract of Agreement to make those collaborative undertakings binding and legal, but requires authority from the Sangguniang Panlalawigan as mandated under the LGC of 1991.

<b>Office or Division:</b>	Legislative Services Division	
<b>Classification:</b>	G2G – government to government	
<b>Type of Transaction:</b>	Complex/Highly Technical	
<b>Who may avail:</b>	Provincial Executive Branch/Provincial Governor	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. For Authority to Enter into Contract for the implementation of Infra Project <ul style="list-style-type: none"> <li>- Letter request signed by the Provincial Governor or the Provincial Administrator, by the authority of the Governor</li> <li>- Copy of draft Contract</li> <li>- Copy of Certification from the PFC as to availability of appropriation, allocation and cash back up.</li> <li>- Copy of Certification from the Provincial Legal Officer as to Legal Sufficiency</li> </ul>		Concerned Offices of the PGOM

- Copy of detailed Program of Works/Budget Cost signed by the Provincial Engineer and the Provincial Governor, with the date of its signing.
  - Copy of BAC Resolution signed by the BAC Members, End User, Head Secretariat and approved by the Provincial Governor
2. For MOA intended for undertakings involving health, education, agriculture, fisheries, social development services, etc.
- Letter request signed by the Provincial Governor or the Provincial Administrator, by the authority of the Governor  
If the said request needs urgent action by the Sangguniang Panlalawigan, indicate the same in the letter and attached therewith copy of a CERTIFICATE OF URGENCY issued for such purpose signed by the Provincial Governor.
  - Copy of draft MOA
  - Copy of Certification from the Provincial Legal Officer as to Legal Sufficiency
3. For MOA for the Grant of Soft loan and other assistance from the PGOM
- Letter request signed by the Provincial Governor or the Provincial Administrator, by authority of the Governor
  - If the said request needs urgent action by the Sangguniang Panlalawigan, indicate the same in the letter and attached therewith copy of CERTIFICATE OF URGENCY issued for such purpose signed by the Provincial Governor.
    - Copy of draft MOA
    - Copy of Certification from the Provincial Legal Officer as to Legal Sufficiency
    - Copy of Coop/NGO/POs Board Resolution authorizing its President/

<p>Chairman to represent the organization and to enter into and sign into MOA</p> <ul style="list-style-type: none"> <li>- Copy of Project Proposals</li> <li>- Copy of Resolution from the Sangguniang Barangay as to existence of the organization in the barangay, if the involved party is a People's Organization or organization operating in a barangay only.</li> <li>- Copy of Evaluation Report as to viability of the project proposal conducted by the PTIEDO noted by the Provincial Governor.</li> <li>- Copy of Validation Report as to the existence of the organization issued by the PPDC.</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Disinfection procedure using alcohol and footbath. Register at client's logbook.	1. Assist the client	None	3 minutes	Guard on Duty
2. Submit request to the Records' Office	2. Receive, record document in the incoming logbook and stamp the same with the date and time of receipt and reference number.	none	5 minutes	Records Officer II, Records Officer I, Librarian II, Librarian I
3. Wait for further notice on the action taken by the Sangguniang Panlalawigan on the request.	3.1. Include in the agenda 3.2. Refer to proper SP Committee/s 3.3. Conduct Committee Hearing/Meeting 3.4. Adopt Committee Report 3.5. If the recommendation of the Committee is	none	Legislative process for such purpose takes two (2) to three (3) weeks.	Secretariat Staff SP Secretary Floor Leader Sangguniang Panlalawigan Members

	favorable, approve resolution. If unfavorable, the matter at hand will be archived and that the requesting party will be informed on the said action taken by the SP. 3.6. Prepare, sign approved resolution 3.7. Disseminate approved resolution			
4. Receive copy of approved resolution	4. Record client's receipt of approved resolution	none	2 minutes	Records Officer II, Records Officer I, Librarian II, Librarian I
		<b>Total</b>	<b>2-3 weeks</b>	

## 2. Enactment of Provincial Ordinances/Resolutions

Section 467 of the Local Government Code of 1991 grants power to the Sangguniang Panlalawigan to enact ordinances/resolutions intended for the promotion of the general welfare of all its constituents, creation or generation of revenue sources, approval of development investment plans, appropriation of funds, accreditation of civil society organizations (CSOs).

<b>Office or Division:</b>	Legislative Services Division	
<b>Classification:</b>	G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government	
<b>Type of Transaction:</b>	Complex/Highly Technical	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
For request for the passage of provincial ordinance of general application, revenue ordinance, appropriation ordinance and resolution		Concerned Offices of the PGOM / Requesting Party

- Letter request
- Copy of draft proposed ordinance or resolution and supporting documents

For accreditation of CSOs

- Letter of application for Accreditation / Duly approved Board Resolution requesting for accreditation
- Duly accomplished Application Form for accreditation
- Certificate of Registration, with any national government agency, supported by Articles of Incorporation and Constitution and By-Laws;
- List of Organization's officers and members with Record of Membership contributions duly certified by the Secretary;
- Documented Annual Accomplishment Reports for the last two (2) years;
- Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flows, etc.);
- Minutes of the last General Assembly Meeting showing the New Set of Officers, if any;
- Resolution of the concerned Sangguniang Barangay as to its organization's legitimate existence in the barangay;
- Certificate of Affiliation to federations, if applicable (for non-cooperatives);
- An affiliate of the duly recognized international or local federation/s, if applicable;
- Certificate of Compliance (for coops only), and
- Resolution of Undertaking.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Disinfection procedure using alcohol and footbath. Register at client's logbook.	1. Assist the client	none	3 minutes	Guard on Duty

<p>2. Submit request to the Records' Office</p>	<p>2. Receive, record document in the incoming logbook and stamp the same with the date and time of receipt and reference number.</p>	<p>none</p>	<p>5 minutes</p>	<p>Records Officer II, Records Officer I, Librarian II, Librarian I</p>
<p>3. Wait for further notice on the action taken by the Sangguniang Panlalawigan on the request.</p>	<p>3.1. Include in the agenda  3.2. Refer to proper SP Committee/s  3.3. Conduct Public/Committee Hearing  3.4. Adopt Committee Report  3.5. If the recommendation of the Committee is favorable, enact ordinance / pass resolution.  If unfavorable, the proposed measure will be archived and the requesting party will be informed of the said action taken by the SP.  3.6. Prepare, sign enacted ordinance/approved resolution  3.6.1. For enacted ordinance, forward to LCE for approval.  3.7. Upon approval by the LCE, disseminate approved ordinance/resolution  3.7.1. Publish approved ordinance with penal sanction</p>	<p>none</p>	<p>Legislative process for enactment of ordinance takes three (3) to four (4) weeks and for resolution, it takes two (2) to three (3) weeks.</p>	<p>Secretariat Staff  SP Secretary  Floor Leader  Sangguniang Panlalawigan  Members</p>

4. Receive copy of approved resolution	4. Record client's receipt of approved resolution	none	2 minutes	Records Officer II, Records Officer I, Librarian II, Librarian I
		<b>Total</b>	2-3 weeks for resolution 3-4 weeks for ordinances	

### 3. Availing services for the review of approved measures of the lower sanggunians and Executive Orders issued by the Local Chief Executive

Section 56 of the Local Government Code of 1991 (R.A. No. 7160) mandates the Sangguniang Panlalawigan to review approved ordinances and resolution adopting local development investment plans of the LGU of the component city and municipalities of the province, and the executive orders issued by the local chief executive of the said component LGU.

<b>Office or Division:</b>	Legislative Services Division			
<b>Classification:</b>	G2G – Government to Government			
<b>Type of Transaction:</b>	Complex/Highly Technical			
<b>Who may avail:</b>	City and Municipal Governments in the Province of Oriental Mindoro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- 2 Copies of the ordinance, resolution or executive order subject for review</li> <li>• Each and every page of the ordinance shall be signed by signed by the LCE and indicating in the approval page the date when the said measure was approved. Each and every page of the ordinance shall be stamped with the LGU's official seal.</li> </ul>		Respective		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Disinfection procedure using alcohol and footbath. Register at client's logbook.	1. Assist the client	none	3 minutes	Guard on Duty

<p>2. Submit request to the Records' Office</p>	<p>2. Receive, record document in the incoming logbook and stamp the same with the date and time of receipt and reference number.</p>	<p>none</p>	<p>5 minutes</p>	<p>Records Officer II, Records Officer I, Librarian II, Librarian I</p>
<p>3. Wait for further notice on the action taken by the Sangguniang Panlalawigan on the request.</p>	<p>3.1. Include in the agenda  3.2. Refer to proper SP Committee/s  3.2.1. Forward copy of appropriation ordinance to the Provincial Finance Committee (PFC) for evaluation  3.2.2. Forward copy of resolution approving local development investment plans to the Provincial Planning and Development Office for evaluation  3.2.3. Receive evaluation report by the PFC or PPDO  3.3. Conduct Committee Hearing/Meeting  3.4. Adopt Committee Report  3.5. Approve resolution as recommended by the Committee  3.6. Prepare, sign approved resolution</p>	<p>none</p>	<p>For the review of municipal ordinance of general application, the SP has 30 days to act on the same upon receipt thereof.   For the review of appropriation ordinances, the SP has 90 days within which to act on the said measure.</p>	<p>Secretariat Staff  SP Secretary  Floor Leader  Sangguniang Panlalawigan Members</p>



	3.7. Disseminate approved ordinance/resolution			
4. Receive copy of approved resolution	4. Record client's receipt of approved resolution	none	2 minutes	Records Officer II, Records Officer I, Librarian II, Librarian I
		<b>Total</b>	Within 30 days for the review of city/ municipal ordinances / resolution of general application Within 90 days for the review of city/ municipal appropriation ordinances	

#### 4. AVAILING LIBRARY AND ARCHIVAL SERVICES

The Sangguniang Panlalawigan of Oriental Mindoro provides Library and Archives services not only to officials and employees of the provincial government but also to outside clients, particularly researchers and students.

<b>Office or Division:</b>	Legislative Services Division			
<b>Classification:</b>	G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request ion Form		Library Section Records' Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Borrowing of Books, Reference Materials &amp; other Reading Materials</b>				

1. Disinfection procedure using alcohol and footbath. Register at client's logbook.	1. Assist the client	none	3 minutes	Guard on Duty
2. Proceed to the attending librarian, verbalize or submit the letter request for the desired books, reference or reading material and present any of the valid IDs for verification	2. Record the request and provide requisition form for to the client	none	3 minutes	Librarian II / Librarian I
3. Fill up the requisition form and submit to the attending Librarian	3. Check the completeness and file the filled up requisition form	none	3 minutes	Librarian II / Librarian I
4. Locate the book	4. Assist the client	none	5 minutes	Librarian II / Librarian I
5. After the research, return the book to the Librarian  (No borrowing of books or reference materials outside the library)	5. Receive and return the book to the proper shelf	none	10 minutes	Librarian II / Librarian I
	<b>Total</b>	None	24 minutes	
<b>Securing Legislative Records / Documents</b>				
1. Disinfection procedure using alcohol and footbath. Register at client's logbook.	1. Assist the client	none	3 minutes	Guard on Duty
2. Verbalize or submit written	2. Record the request and provide	none	5 minutes	Records Officer II / Records Officer I

	requisition form for to the client			
3. Fill up the requisition form and submit to the attending Librarian	3. Check the completeness and file the filled up requisition form	none	3 minutes	Records Officer II / Records Officer I
4. Wait for the approval of the request	4. 1. Forward requisition form to the SP Secretary for approval of the request 4.2. Approve request	none	10 minutes	Records Officer II / Records Officer I  SP Secretary
5. Once the request is approved, wait for the retrieval, photocopying, preparations of the documents/records requested	5.1. Retrieve requested document 5.2. Photocopy documents 5.3. Issue requested documents	none	30 minutes	Records Officer II / Records Officer I LLSE II
6. Receive the document/records requested	6 Return the original copy of requested documents to the proper shelf and file requisition form	none	9 minutes	Records Officer II / Records Officer I
	<b>Total</b>	None	60 minutes	

## 5. AVAILING MEDICINE/MEDICAL LABORATORY ASSISTANCE

Each Member of the Sangguniang Panlalawigan of Oriental Mindoro is provided an allocation from the General Fund Annual Budget purposely to cater the request of his/her constituents for medicine, medical laboratory assistance, and other assistance which are emergency in nature, particularly those belonging to poor and marginalized sector.

Provision of the same is subject to the availability of funds allocated, on a monthly basis, to each Member of the Sangguniang Panlalawigan.

<b>Office or Division:</b>	Administrative Services			
<b>Classification:</b>	G2C – Government to Transacting Public			
<b>Type of Transaction:</b>	Simple			
<b>Who may avail:</b>	Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Eligibility issued by the Galing at Serbisyo para sa Mindoreño Action Center (GSMAC)		Galing at Serbisyo para sa Mindoreño Action Center (GSMAC)		
Prescription issued by the physician		Attending Physician		
Medical Abstract/Hospital bill	Certificate/Medical	Concerned Hospital		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Disinfection procedure using alcohol and footbath/getting clients temperature. Register at client's logbook.	1. Assist the client	none	3 minutes	Guard on Duty
2. Secure a copy of Request Form from the Staff assigned in the Administrative Section after securing all the required documents.	2.1. Assist the client 2.2. Check required documents	None	2 minutes	duly designated Staff

<p>3. Proceed to respective Offices of the Board Members or the Office of the Provincial Vice-Governor, verbalize the request.</p> <ul style="list-style-type: none"> <li>- Only the BM's and Vice Governor as the case may be, may allow or disallow the request. However, the VG/BM's may designate a staff to accommodate the request.</li> <li>- The accommodation of request depends on the availability of funds allotted to the VG/BM's.</li> <li>- If the request is granted, a notation on the Request Form is made as to the amount granted.</li> </ul>				
<p>4.Processing /Signing of Request Form</p>	<p>4.1. Assist client 4.2. Record transaction</p>	<p>None</p>	<p>2 minutes</p>	<p>Duly designated staff</p>
<p>5.Proceed to GSMAC for the processing of guarantee letter addressed to drugstores or hospital</p>	<p>1. Assists the client</p>	<p>None</p>		<p>GSMAC Staff</p>
<p>6.Proceed to the drugstore as indicated in the guarantee letter to claim the medicines</p>	<p>None</p>			<p>Drugstore/Hospital Staff</p>

<p>or to the hospital for the processing of hospital bill</p> <p>-If the medicine requested is not available in the drugstore, the same may be purchased by the grantee in any other store, which may be reimbursed in cash, provided the official receipt of the same shall be given to the Sangguniang Panlalawigan Administrative Officer for attachment in the Reimbursement Expense Receipt (RER) and Petty Cash Voucher ( PCV )</p>				
	<b>Total</b>	None	13 minutes	