



**THE OFFICE OF THE VICE GOVERNOR AND THE
SANGGUNIANG PANLALAWIGAN MINDORO
(SP)
EXTERNAL SERVICES**



1. Assistance to Walk-In Clients

Assistance to walk-in clients of the Office of the Vice Governor whose purpose may be varied, such as: (a) Endorsement / scholarship, (b) Barangay resolutions / requests, (c) Medical/ emergency assistance, (d) Invitations and other communication, and (e) Concerns requiring assistance of other PGOM departments and offices. This service may be availed from Monday to Friday, except holidays, from 8:00 A.M. to 5:00 P.M.

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| Office or Division: | Office of the Vice Governor | |
| Classification: | Simple | |
| Type of Transaction: | G2C | |
| Who may avail: | All | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | <p>Documentary requirements depending on purpose of visit:</p> <p>(a) Endorsement / scholarship:</p> <ul style="list-style-type: none"> - Basic information: name, address, course, school, contact numbers. <p>(b) Barangay resolutions / requests:</p> <ul style="list-style-type: none"> - Two (2) original copies of barangay resolution <p>(c) Medical/ emergency assistance:</p> <ul style="list-style-type: none"> - One (1) original copy of medical certificate, final hospital bill / doctor's prescription <p>(d) Invitations and other communication:</p> <ul style="list-style-type: none"> - One (1) original copy of invitation letter <p>(e) Concerns requiring assistance of other PGOM departments and offices</p> | <p>Requesting parties</p> <p>Concerned barangays</p> <p>Requesting parties</p> <p>Requesting parties</p> <p>Requesting parties</p> |



| - letter request, if any | | | | |
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| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the logbook and state purpose of visit | <p>1. Check to make sure all necessary information is provided</p> <p>1.1. Evaluate what kind of assistance is needed</p> <p>1.2. Refer to focal in-charge of needed assistance</p> | None | <p>2 minutes</p> <p>3 minutes</p> <p>2 minutes</p> | <p>Administrative Aide (AO) IV</p> <p>Office of the Vice Governor</p> |
| <p>2. Proceed to respective focal person for needed assistance upon instruction of Officer of the Day:</p> <p>a. Endorsement / scholarship</p> <p>b. Barangay resolutions / requests</p> <p>c. Medical/ emergency assistance</p> <p>d. Invitations and other communication</p> <p>e. Concerns requiring assistance of other PGOM departments and offices</p> | 2. Evaluate concern and facilitate assistance needed | none | 10 minutes | <p>a. Private Secretary</p> <p>b. Administrative Aide (Admin Aide) II</p> <p>c. Executive Assistant (EA) II</p> <p>d. Private Secretary</p> <p>e. EA II</p> <p>Office of the Vice Governor</p> |



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| 3. Accomplish Client Satisfaction Survey | 3. Guide client on how to accomplish electronic satisfaction survey questionnaire | None | 3 minutes | Admin Aide IV Office of the Vice Governor |
| 4. If requesting to speak with the Vice Governor, fill out appointment slip | 4. Check appointment slip if all necessary details are provided | None | 2 minutes | Admin Aide IV Office of the Vice Governor |
| 5. Proceed to the Vice Governor's main office when called | 5. Call client and introduce to the Vice Governor upon entrance to Vice Governor's Office | None | 10 minutes | Private Secretary EA II Office of the Vice Governor |
| 6. Accomplish Client Satisfaction Survey | 6. Guide client on how to accomplish electronic satisfaction survey questionnaire | None | 3 minutes | Admin Aide IV Office of the Vice Governor |
| | TOTAL | None | Thirty-Five (35) minutes | |

2. Availing services for the accreditation of Civil Society Organizations (CSOs)

Section 108 of the Local Government Code of 1991 (R.A. No. 7160) grants power to the Sangguniang Panlalawigan to accredit non-governmental organizations subject to criteria as may be provided by law, particularly those organizations seeking representation to various local development councils in the Provincial Government. Article 64 (b) of the Rules and Regulations Implementing the LGC of 1991 set forth procedures which shall be the basis of the Sanggunian for the accreditation of non-governmental organizations.

The Sangguniang Panlalawigan enacted Provincial Ordinance No. 69-2017, entitled "*An ordinance setting the Sangguniang Panlalawigan of Oriental Mindoro's guidelines in the accreditation of Civil Society Organizations (CSOs) in the Province of Oriental Mindoro*", as amended by Provincial Ordinance No. 74-2017. It is worthy to emphasize that it is the



policy of the PGOM that only those CSOs accredited by the Sangguniang Panlalawigan can avail its financial and technical assistance and can participate in its developmental undertakings.

It is to be noted however that the DILG issued Memorandum Circular providing guidelines, procedures and requirements for the accreditation of CSOs at the start of every term following the election and assumption of new elective officials for purposes of selecting sectoral representatives to all local special bodies.

Thus, CSOs accredited by the Sangguniang Panlalawigan, in accord with the DILG Memorandum Circular which purpose is limited only for sectoral representation in the Local Special Bodies, are not entitled to avail financial or technical assistance and cannot participate in any other developmental undertakings of the PGOM.

The following procedure is applicable only to accreditation of CSOs in accordance with Provincial Ordinance No. 69-2017, as amended by Provincial Ordinance No. 74-2017.

Notably, the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. on Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader and all local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing that, if necessitated by the concerned SP Committee, require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

As provided for under Provincial Ordinance No. 69-2017, the application for accreditation, as well as all the documentary requirements, shall be forwarded to the Provincial Planning and Development Office (PPDO) for evaluation and recommendation. Section V(B)(3)(c) of Provincial Ordinance No. 69-2017 provides that: "(c) The concerned PPDO staff shall evaluate the authenticity and completeness of all the documents submitted by the organization, within three (3) days upon receipt.



If, after the review, the organization is found legitimate and the supporting documents are valid and complete, the Provincial Planning and Development Coordinator (PPDC) shall endorse said documents to Sangguniang Panlalawigan and recommend the organization's accreditation.

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| Office or Division: | Sangguniang Panlalawigan | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2C – Government to Transacting Public G2B – Government to Business Entity | |
| Who may avail: | Civil Society Organizations (CSOs) in the Province of Oriental Mindoro | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. For CSOs in the Province, the following documentary requirements shall be submitted, per Provincial Ordinance No. 69-2017. | | |
| 1. One original copy of Letter of Application for Accreditation / Duly approved Board Resolution requesting for accreditation addressed to the Sangguniang Panlalawigan | | CSO President or Chairperson / Board of Directors |
| 2. One original copy of duly accomplished Application Form for Accreditation | | Records Section, Sangguniang Panlalawigan CSO |
| 3. One certified true copy of Certificate of Registration, with any national government agency, supported by Articles of Incorporation and Constitution and By-Laws | | CSO |
| 4. One certified true copy of List of Organization's Officers and Members with Record of Membership contributions duly certified by the CSO Secretary | | CSO Secretary |
| 5. One certified true copy of Documented Annual Accomplishment Reports for the last two (2) years | | CSO Secretary |
| 6. One certified true copy of Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flows, etc.) | | CSO Treasurer |
| 7. One certified true copy of Minutes of the Last General Assembly | | CSO Secretary |



| Meeting, showing the New Set of Officers, if any | | | | |
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| 8. One certified true copy of Resolution of the concerned Sangguniang Barangay as to the CSO's existence in the Barangay | | Concerned Sangguniang Barangay / CSO Secretary | | |
| 9. One certified true copy of Certificate of Affiliation to Federations, if applicable (for non-cooperative) | | CSO Secretary | | |
| 10. One certified true copy of Certificate of Compliance (Good Standing) (for coops only) | | CDA/CSO | | |
| 11. One certified true copy of certification as an affiliate of the duly recognized international or local federation/s, if applicable | | CSO | | |
| 12. Resolution of Undertaking | | CSO Board of Directors | | |
| B. For CSOs involving Oriental Mindoro Migrant Workers: | | | | |
| 1. Requirements Nos. 1, 2, 4, 7, 12 above; and | | | | |
| 2. One certified copy of certificate/proof of registration from Philippine Embassy/Consulate who has jurisdiction over the organization of migrants Oriental Mindoreños or the Department of Foreign Affairs shall be submitted. (Per Section III of Provincial Ordinance No. 74-2017) | | CSO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit application for accreditation together with all the required documents | 1. Accept the application and examine/scan to determine the submitted documents. | none | 5 minutes | Administrative Officer (AO) III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.1. Record the application in the logbook for | none | 2 minutes | AO III Librarian III |



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| | incoming documents. | | | <p>Librarian I</p> <p>Sangguniang Panlalawigan</p> |
| | <p>1.2. Prepare agenda to include the application and disseminate the same to the SP Members</p> | none | 5 days | <p>Local Legislative Staff Officer (LLSO) V</p> <p>Secretary to the Sangguniang Panlalawigan ("SP Secretary")</p> <p>Sangguniang Panlalawigan</p> <p>Vice Governor Office of the Vice Governor</p> |
| | <p>1.3. Conduct legislative undertakings relative to the application; to include: (a) referral of the application to the Committee on Cooperatives, Non-Government Organizations (NGOs), People's Organizations (POs), and People's Participation and Empowerment; (b) conduct of hearing, (c) rendition and approval of Committee Report; (d) approval of resolution embodying the</p> | none | 21 working days | <p>SP Members</p> <p>Sangguniang Panlalawigan</p> |



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| | action of the SP, and (e) adoption of Journal | | | |
| | 1.4. Finalize the resolution denying or approving the application for accreditation of the CSO, and forward said resolution to the SP Secretary and Presiding Officer for signature. | none | 3 working days | Local Legislative Staff Employee (LLSE) II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan |
| | 1.5. Sign the approved resolution and return the same to the Records Section. | none | 5 working days | LLSE II SP Secretary Sangguniang Panlalawigan Vice Governor Office of the Vice Governor |
| | 1.6. Receive / record the signed copy of approved resolution in the logbook | none | 5 minutes | Librarian III AO III Sangguniang Panlalawigan |
| | 1.7. Disseminate the approved resolution to the concerned CSO, PPDO, PCDO and DILG. | none | 3 working days | Librarian III Sangguniang Panlalawigan |
| 2. Receive copy of the resolution | 2. Record proof of receipt of the copy of resolution | none | 5 minutes | Librarian III Sangguniang Panlalawigan |
| | Total | None | Thirty-Six (36) working days, and | |



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| | | | Seventeen (17) minutes | |
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3. Endorsement for availment of Financial Assistance

The Office of the Vice Governor accepts and facilitates the endorsement of requests for financial assistance to barangays, accredited NGOs and POs. This service may be availed from Monday to Friday, except holidays, from 8:00 A.M. to 5:00 P.M.

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| Office or Division: | Office of the Vice Governor | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C; G2G | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Resolution from requesting Barangay, Municipality, Cooperative or NGO | | Respective requesting parties | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the logbook | 1. Check to make sure all necessary information is provided | none | 2 minutes | Admin Aide IV Office of the Vice Governor |
| 2. Give original copy and receiving copy of resolution / request, incl. other details as may be requested. | 2. Evaluate validity of request / resolution (authenticity of docs, purpose, format, etc.) | None | 3 minutes | Admin Aide IV Admin Assistant II Office of the Vice Governor |
| | 2.1. Stamp both original and receiving copies with "RECEIVED" write date and | | 1 minute | Admin Aide IV Admin Assistant II Office of the Vice Governor |



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| | time, as well as name of receiving personnel 2.3. Record in the logbook / computer for control and monitoring | | 3 minutes | Admin Assistant II Office of the Vice Governor |
| 3. Give contact number for updates and/or other concerns regarding request/resolutions | 3. Advise client of next steps, and give contact number for follow ups and other concerns. | None | 5 minutes | Admin Assistant II Admin Aide IV Office of the Vice Governor |
| 4. Accomplish client satisfaction survey questionnaire | 4. Guide client on how to accomplish electronic satisfaction survey questionnaire | None | 3 minutes | Admin Aide IV Office of the Vice Governor |
| 5. Wait for notification from Provincial Treasurer's Office regarding availability of check | 5. Forward to the Vice Governor for approval / marginal notes. 5.1 Prepare necessary documents for the processing of assistance and forwards the same to the Vice Governor's Office 5.2. Route for processing | None | Depending on the Vice Governor's response time 5 minutes 10 minutes | Admin Assistant II Office of the Vice Governor Admin Assistant II Office of the Vice Governor Admin Assistant II Office of the Vice Governor |
| | TOTAL | None | Thirty-Two (32) minutes | |



4. Endorsement letters

To assist job applicants requesting for the Vice Governor's endorsement. This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.

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| Office or Division: | Office of the Vice Governor | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Client | | | |
| Who may avail: | Anybody who is qualified for the position he/she is applying for and seeks to be endorsed by the Vice Governor | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Appointment Slip | | Office of the Vice Governor | | |
| Private Data Sheet (PDS) | | Client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill out the appointment slip | 1. Provide the requested appointment slip and ensure that the form is properly filled out | None | 3 minutes | Admin Aide IV Office of the Vice Governor |
| 2. Submit PDS / Resume | 2. Prepare the endorsement letter | None | 5 minutes | Admin Aide IV Office of the Vice Governor |
| | 2.1. Forward letter to EA II for checking and initial | | 2 minutes | Executive Assistant (EA) II Office of the Vice Governor |
| | 2.2. Forward to the Vice Governor for his signature | | Depending on the Vice Governor's response time | Vice Governor Office of the Vice Governor |
| 3. Receive the Vice Governor's | 3. Record in the logbook for | None | 3 minutes | Admin Aide IV |



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| endorsement letter | Outgoing Documents | | | Office of the Vice Governor |
| 4. Accomplish Client Satisfaction Survey | 4. Guide client on how to accomplish electronic satisfaction survey questionnaire | None | 3 minutes | Admin Aide IV Office of the Vice Governor |
| | TOTAL | None | Sixteen (16) minutes | |

5. Request for the availment of Library and Archival Services

The Sangguniang Panlalawigan of Oriental Mindoro provides Library and Archival Services not only to officials and employees of the provincial government but also to outside clients, particularly researchers and students. However, taking the books and other reading materials outside the library is prohibited, except for photocopying purposes which shall be supervised/accompanied by the SP personnel.) This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.

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| Office or Division: | Records, Library and Archives Section under the Secretariat and Legislative Assistance Services Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Original copy of Valid ID (student ID or any government issued ID) | | Records, Library and Archives Section Sangguniang Panlalawigan | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Verbalize the request to borrow books, reference material or other reading material, and provide valid ID to the | 1. Record to the Logbook the name of client and the requested reading/ | none | 2 minutes | Librarian III Librarian II Sangguniang Panlalawigan |



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| personnel on duty. | reference material. | | | |
| | 1.1. Locate the requested reading/reference material and, if available, provide the same to the client | none | 10 minutes | Librarian III Librarian II Sangguniang Panlalawigan |
| 2. Receive the requested reading/reference material. After the research, returns the borrowed reading/reference material to the Librarian and secures the ID. | 2. Receive the reading/reference material from the client and return his/her ID. 2.1. Return the reading/reference material to the proper shelf. | none | 5 minutes | Librarian III Librarian II Sangguniang Panlalawigan |
| 3. Accomplish the Client Satisfaction Survey Form (CSSF) or Feedback Form | 3. Assist the client in accomplishing/filling-out CSSF/Feedback Form | none | 1 minute | Librarian III Librarian II Sangguniang Panlalawigan |
| | Total | None | Eighteen (18) Minutes | |

6. Request for the issuance of Certificate of Appearance

The Certificate of Appearance is released/issued to individuals who made official transaction with the Office of the Vice Governor and the Sangguniang Panlalawigan or to those who served as resource persons or participants during legislative undertakings or activities. This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.



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| Office or Division: | Administrative Support Services | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government | | | |
| Who may avail: | Individuals who made official transaction with the Office of the Vice Governor and the Sangguniang Panlalawigan or those who served as resource persons or participants during legislative undertakings or activities. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Proof of his official transaction with the OVG and the SP | | Administrative Support Services | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request for a copy of Certificate of Appearance | | | | |
| 1. Verbalize request to the personnel on duty, and write his/her name in the logbook with corresponding signature. | 1. Courteously entertain client by asking his/her transaction with the OVG and the SP | none | 2 minutes | Administrative Officer (AO) V Local Legislative Staff Officer (LLSO) V Sangguniang Panlalawigan |
| | 1.1. Prepare copy of the pre-signed Certificate of Appearance, put his/her initial beside the printed name of designated issuing personnel. | none | 2 minutes | AO V LLSO V Sangguniang Panlalawigan |
| 2. Receive the Certificate of Appearance | 2. Release/issue the Certificate of Appearance to the requesting client. | none | 1 minute | AO V LLSO V Sangguniang Panlalawigan |
| 3. Accomplish the Client Satisfaction Survey Form | 3. Assist the client in accomplishing / filling-out CSSF / Feedback Form | none | 1 minute | AO V LLSO V |



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| (CSSF) or Feedback Form | | | | Sangguniang Panlalawigan |
| | Total | None | Six (6) Minutes | |

7. Request for the issuance of legislative documents / records

Among the conferred powers of the Sangguniang Panlalawigan, under the Local Government Code of 1991 (“LGC of 1991”), is the enactment and approval of legislative measures. The Sangguniang Panlalawigan likewise generates various legislative documents in the performance of its functions that serve as legal instruments, such as but not limited to: (a) copy of ordinances and resolutions, transcript/minutes of the hearing, committee reports, privilege speeches, certificate of posting and accreditation. Clients request from the Sangguniang Panlalawigan for the copy of legislative measure and/or document for whatever legal purpose it may serve them.

This service may be availed from Monday to Friday, except Holidays, from 8:00 A.M. to 5:00 P.M.

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| Office or Division: | Records, Library and Archives Section under the Secretariat and Legislative Assistance Services Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Document Request Slip | | Records, Library and Archives Section | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Verbalize or submit written request and accomplish Document Request Slip for the issuance of requested copy of documents to the | 1. Accept the filled-out accomplished Document Request Slip and forward the same to the SP Secretary or authorized | none | 15 minutes | AO III Librarian III Librarian II SP Secretary/ Authorized Personnel |



| personnel on duty. | personnel for approval. | | | Sangguniang Panlalawigan |
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| | 1.1. Once the request is approved, advise the client (private entities) to pay the required Secretary's Fee at the Provincial Treasurer's Office (PTO) | P50.00/ document not exceeding two pages plus P10.00 per succeeding pages (per Section 174(f)(1) of the 2011 Revised Revenue Code | 1 minute | AO III Librarian III Librarian II Sangguniang Panlalawigan |
| | 1.2. Retrieve and photocopy requested document. | none | 1 hour | AO III Librarian III Librarian II Sangguniang Panlalawigan |
| 2. Receive copy of the requested document | 2. Release the requested document to the client, and file filled-out Document Request Slip and the OR, if any. | none | 1 minute | AO III Librarian III Librarian II Sangguniang Panlalawigan |
| 3. Accomplish the Client Satisfaction Survey Form (CSSF) or Feedback Form | 3. Assist the client in accomplishing/ filling-out CSSF/ Feedback Form | none | 1 minute | AO III Librarian III Librarian II Sangguniang Panlalawigan |



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| | Total | P50.00/ document not exceeding two pages plus P10.00 per succeeding pages (per Section 174(f)(1) of the 2011 Revised Revenue Code | One (1) hour and Eighteen (18) minutes | |
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8. Request from the government agencies and private entities for the passage of provincial ordinance and resolution

As the highest Local Legislative Body in the Province of Oriental Mindoro, the Sangguniang Panlalawigan is empowered to enact ordinances and resolutions, authorize the annual and supplemental budget of the province, levy taxes, impose charges and fees for the services rendered by the PGOM, and such other legislative undertaking for the promotion of the general welfare of all the constituents of the province.

The Sangguniang Panlalawigan commits to be a strong partner of the national, regional and local governments, and private entities in the pursuit of and in the realization of their developmental undertakings in the Province of Oriental Mindoro.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. every Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader as well as all the local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal



circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing, if necessitated by the concerned SP Committee, that require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

However, in case the requested ordinance or resolution has not been favorably granted by the Sangguniang Panlalawigan for valid reasons, such action shall be communicated to the concerned party by the SP Secretariat within 3 days upon instruction.

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| Office or Division: | Sangguniang Panlalawigan | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. One copy of the letter clearly specifying the requested ordinance or resolution | | Governor's Office (GO) / Provincial Administrator (PA) | | |
| 2. One draft copy of proposed ordinance or resolution, if any. | | GO / Provincial Legar Office (PLO) | | |
| 3. Any documents that would support or serve as bases for the enactment of ordinance or approval of resolution | | GO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the letter request, as well as all the required documents | 1. Accept the letter request and examine / scan to determine the submitted documents. | none | 5 minutes | Administrative Officer (AO) III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.1. Record the letter request in a logbook of incoming documents. | none | 2 minutes | AO III Librarian III Librarian I |



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| | | | | Sangguniang Panlalawigan |
| | 1.2. Prepare agenda to include the intent of the letter request and disseminate the same to the SP Members | none | 3 working days | LLSO V SP Secretary Floor Leader Sangguniang Panlalawigan |
| | 1.3. Conduct legislative undertakings relative to the requested legislative measures; to include: (a) referral of the request to the appropriate SP Committee; (b) conduct of hearing, rendition and approval of Committee Report; (d) enactment of ordinance or approval of resolution, and (e) adoption of Journal | none | 21 working days | SP Members Sangguniang Panlalawigan |
| | 1.4. Finalize the enacted ordinance or approved resolution, and forward said resolution to the SP Secretary and Presiding Officer for signature. | none | 3 working days | LLSE II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan |



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| | 1.5. Sign the enacted ordinance / approved resolution and return the same to the Records Section. | none | 5 working days | LLSE II SP Secretary Sangguniang Panlalawigan Vice Governor Office of the Vice Governor |
| | 1.6. Receive / record the signed copy of enacted ordinance / approved resolution in the logbook | none | 5 minutes | Librarian III AO III Sangguniang Panlalawigan |
| | 1.7. For ordinance, forward copy of the same to the Governor for approval or appropriate action. The Governor has 15 days within which to act on the enacted ordinance. Action shall mean to approve or to veto the legislative measure. | none | 1 working day | Librarian III SP Secretary Sangguniang Panlalawigan |
| | 1.8. Accept and record the approved or vetoed legislative measure. | | 5 minutes | AO III Librarian III Librarian II Sangguniang Panlalawigan |
| | 1.9. Disseminate the approved ordinance / | none | 2 working days | Librarian III |



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| | resolution to the Office of the Governor and/or to the requesting party. | | | Sangguniang Panlalawigan |
| 2. Receive copy of the approved ordinance or resolution | 2. Record proof of receipt of the copy of approved ordinance or resolution | none | 5 minutes | Librarian III Sangguniang Panlalawigan |
| | Total | None | Thirty-Five (35) working days and Twenty-Two (22) minutes | |

9. Review of Ordinances and Resolutions approving Local Development Investment Plans and Investment Programs of the City and Municipalities in the Province

One of the functions of the Sangguniang Panlalawigan is to review approved ordinances and resolutions of all the component city and municipalities of the province per Sections 56 and 327 of the Local Government Code (LGC) of 1991.

Subject for review of the Sangguniang Panlalawigan are the following measures:

- a. Appropriation Ordinances authorizing Annual and Supplemental Budgets, and augmentation/reversion of funds;
- b. General Ordinances as mandated under Section 468(a)(1)(i) of LGC of 1991;
- c. Revenue/Tax Ordinances;
- d. Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) of the LGU
- e. Resolution approving the Local Development Plan and Investment Programs of the LGU.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. on Thursday. All items received after said cut-off time/date



will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader and all local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing that, if necessitated by the concerned SP Committee, require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

As part of the review process, all appropriation ordinances and resolutions approving the Local development plans and investment programs are forwarded to the Provincial Finance Committee, through the Provincial Budget Office (PBO) and Provincial Planning and Development Office (PPDO), respectively, for evaluation and recommendation. Likewise, the CLUP, as well as all the attached documents, is forwarded to the Provincial Land Use Committee (PLUC), through the PPDO, for evaluation and recommendation.

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| Office or Division: | Sangguniang Panlalawigan | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2G – Government to Government | |
| Who may avail: | Sangguniang Panlungsod and Sangguniang Bayan | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | A. For the Review of Annual Budget, Supplemental Budget and Augmentation/Reversion of Funds | |
| | 1. For the Annual Budget: <ul style="list-style-type: none"> - One original copy of Transmittal Letter signed by the Sanggunian Secretary - One original copy and one certified true copy of Appropriation Ordinance, bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The | Sangguniang Panlungsod / Sangguniang Bayan |



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| <p>LCE shall sign each and every page of the appropriation Ordinance.</p> <ul style="list-style-type: none">- One certified true copy of Approved Annual Investment Program (AIP), duly supported by the DILG-approved GAD Plan, Local Disaster Risk Reduction Management Plan (LDRRMP), List of Programs, Projects and Activities (PPAs) for the Local Council for the Protection of Children, and Peace and Order Plan.- One certified true copy of the Sanggunian Resolution approving the AIP- One certified true copy of the Veto Message, if any- One original copy of the Sanggunian's action on veto, if any | |
| <p>2. For Supplemental Budget</p> <ul style="list-style-type: none">- One original copy of the Transmittal Letter signed by the Sanggunian Secretary- One original copy and one certified true copy of the Appropriation Ordinance bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the appropriation Ordinance.- Funds Actually Available: | <p>Sangguniang Panlungsod / Sangguniang Bayan</p> |



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| <ul style="list-style-type: none">• One certified true copy of Certified Statement of Additional Realized Income• One certified true copy of Certification of Savings- New Revenue Measures:<ul style="list-style-type: none">• One certified true copy of Certified Statement of Income from New Revenue Measures<ul style="list-style-type: none">➤ One certified true copy of duly enacted Tax Ordinance which imposes new local taxes, charges, fees, fines or penalties, or which raises existing local taxes, charges, fees, fines or penalties➤ One certified true copy of official communication stating that the LGU is a recipient of new or higher remittances, contributions, subsidies or grants in aid from National Government or from government corporations and private entities- Realignment of appropriations in times of public Calamity<ul style="list-style-type: none">• One certified true copy of Certificate of Source of Funds Available for Appropriations- One certified true copy of Supplemental AIP, if any- One certified true copy of Sanggunian Resolution approving the Supplemental Investment Program (SIP) | |
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| <ul style="list-style-type: none">- One certified true copy of Veto Message, if any- One certified true copy of Sanggunian's action on veto, if any | |
| <p>3. For augmentation/reversion of funds</p> <ul style="list-style-type: none">- One original copy of Transmittal Letter signed by the Sanggunian Secretary- One original copy and one photocopy of Appropriation Ordinance bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the appropriation Ordinance. | <p>Sangguniang Panlungsod / Sangguniang Bayan</p> |
| <p>4. For AIP/SIP</p> <ul style="list-style-type: none">- One original copy of Transmittal Letter signed by the Sanggunian Secretary- One original copy and one certified true copy of Resolution approving AIP/SIP bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the resolution.- One original copy and one certified true copy of the AIP/SIP, with one photocopy of all supporting documents | <p>Sangguniang Panlungsod / Sangguniang Bayan</p> |



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| <p>B. General Ordinances</p> <ul style="list-style-type: none">- One original copy of Transmittal Letter signed by the Sanggunian Secretary- One original copy and one certified true copy of city/municipal ordinance bearing the official seal of the LGU, and signed by the Sanggunian Secretary, Presiding Officer, and the Local Chief Executive (LCE). The LCE shall sign each and every page of the ordinance. <p>For amendatory ordinance, one certified true copy of the amended ordinance or at least portion of the same being amended.</p> | <p>Sangguniang Panlungsod / Sangguniang Bayan</p> |
| <p>C. Comprehensive Land Use Plan (CLUP) and Zoning Ordinance</p> <ul style="list-style-type: none">- One original copy of the Transmittal Letter signed by the Sanggunian Secretary- Three copies of the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) including digital copy<ul style="list-style-type: none">• One set of presentation map including digital copy• Executive Summary of the CLUP (refer to Annex 9-1 of CLUP Step 9)- One certified true copy of Sanggunian Secretary's Certificate of Public Hearing conducted | <p>Sangguniang Panlungsod / Sangguniang Bayan</p> |



| <ul style="list-style-type: none"> - One certified true copy Minutes of Public Hearing / Consultation - One certified true copy of List of invitees and sector represented - One certified true copy of issued invitation letter/Notice of public hearing - One certified true copy of Attendance Sheet | | | | |
|---|---|-----------------|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit transmittal letter forwarding the local legislative measure subject for review, as well as all the required documents | 1. Accept the transmittal letter and examine/scan to determine completeness of the submitted documents. If the documents submitted are incomplete, the request shall not be accepted. | none | 5 minutes | Administrative Officer (AO) III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.1. Record the transmittal letter in a logbook of incoming documents. | none | 2 minutes | AO III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.2. Prepare agenda, to include the transmittal letter submitting local legislative measure subject for review, and disseminate the | none | 3 working days | Local Legislative Staff Officer (LLSO) V SP Secretary Floor Leader |



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| | same to the SP Members | | | Sangguniang Panlalawigan |
| | 1.3. Conduct legislative undertakings relative to the review of local legislative measures; to include: (a) referral of the application to the appropriate SP Committee; (b) conduct of hearing, rendition and approval of Committee Report; (c) approval of resolution embodying the action of the SP, and (d) adoption of Journal | none | 21 working days | SP Members Sangguniang Panlalawigan |
| | 1.4. Finalize the resolution approving or disapproving the local legislative measure subject for review, and forward said resolution to the SP Secretary and Presiding Officer for signature. | none | 3 working days | LLSE II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan |



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| | 1.5. Sign the approved resolution and return the same to the Records Section. | none | 5 working days | LLSE II SP Secretary Sangguniang Panlalawigan Presiding Officer Office of the Vice Governor |
| | 1.6. Receive / record the signed copy of approved resolution in the logbook | none | 5 minutes | AO III Librarian III Librarian II Sangguniang Panlalawigan |
| | 1.7. Disseminate the approved resolution to the Office of the Mayor, Sangguniang Bayan of the concerned LGU and the PFC. | none | 3 working days | Librarian III Sangguniang Panlalawigan |
| 2. Receive copy of the resolution | 2. Record proof of receipt of the copy of resolution | none | 5 minutes | Librarian III Sangguniang Panlalawigan |
| | Total | None | Thirty-Five (35) working days and Seventeen (17) minutes | |



**THE OFFICE OF THE VICE GOVERNOR AND
THE SANGGUNIANG PANLALAWIGAN
MINDORO (SP)
INTERNAL SERVICES**



1. Provision for remuneration of salaries and wages of casual/contractual employees

Section 468(a)(1)(viii to ix) of the Local Government Code of 1991 provides that:

“(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from provincial funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the provincial government;

(ix) Authorize the payment of compensation to a qualified person not in the government service who fills up a temporary vacancy, or grant honorarium to any qualified official or employee designated to fill a temporary vacancy in a concurrent capacity, at the rate authorized by law”.

To effectively carry out the mandate and functions of the Office of the Vice Governor and the Sangguniang Panlalawigan, full human resource requirement must be provided; thus, the hiring of casual and contractual staff is necessary.

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| Office or Division: | Administrative Services Section | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All casual and contractual personnel of the Vice Governor and the Sangguniang Panlalawigan | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Two (2) original copies of Accomplished Daily Time Record | | Concerned Employees | | |
| 2. Two (2) original copies of Accomplishment Report | | Concerned Employees | | |
| 3. Two (2) original copies of Travel Order, Locator, approved Leave of Absence, Certificate of Appearance, if applicable | | Concerned Employees | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all the requirements to the designated Payroll Officer | 1. Receive/scan all submitted documents as to completeness | none | 10 minutes | Administrative Officer (AO) V Sangguniang Panlalawigan |
| | 1.1. Prepare/sign payroll and | none | 15 minutes | AO V Sangguniang Panlalawigan |



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| | Obligation Request (ObR) | | | |
| | <p>1.2. Consolidate / Forward payroll and all documents to the Provincial Human Resource Management Office (PHRMO)</p> <p><i>(Wait for the action of the following Offices in the processing of payroll: PHRMO, Provincial Budget Office (PBO), Office of the Provincial Accountant (OPA))</i></p> | none | 10 minutes | <p>AO V</p> <p>Sangguniang Panlalawigan</p> |
| | 1.3. Receive payroll and ObR from OPA and forward the same to the Vice Governor for signature | none | 10 minutes | <p>AO V</p> <p>Sangguniang Panlalawigan</p> |
| | 1.4. Sign the payroll | none | 10 minutes | Vice Governor Office of the Vice Governor |
| | 1.5. Receive/Forward signed copy of payroll to the Provincial Treasurer's Office (PTO) for the processing | none | 10 minutes | <p>AO V</p> <p>Sangguniang Panlalawigan</p> |



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| | of voucher for cash advance (Wait for the action of the PTO.) | | | |
| | 1.6. Receive voucher for cash advance from the PTO and forward to OPA for review (Wait for the action of the OPA.) | none | 10 minutes | AO V Sangguniang Panlalawigan |
| | 1.7. Receive copy of voucher for cash advance from the OPA and forward the same to the Vice Governor for signature | none | 10 minutes | AO V Sangguniang Panlalawigan |
| | 1.8. Sign voucher for cash advance | none | 10 minutes | Vice Governor Office of the Vice Governor |
| | 1.9. Receive signed cash advance and forward the same to PTO for the issuance of check | none | 10 minutes | AO V Sangguniang Panlalawigan |
| | 1.10. Receive check from PTO and forward the same to the Vice Governor for signature | none | 10 minutes | AO V Sangguniang Panlalawigan |
| | 1.11. Sign the check | none | 10 minutes | Vice Governor Office of the Vice Governor |



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| | 1.12. Forward the signed check to OPA for the preparation and submission of "Regular Advice of Checks Issued and Cancelled" (Wait for the action of the OPA.) | none | 10 minutes | AO V Sangguniang Panlalawigan |
| 2. Claim the Salary | 2. Disburse the salary to concerned employee | none | 5 minutes | Disbursing Officer PTO |
| | Total | None | Two (2) hours and twenty (20) minutes | |

2. Provision for remuneration of salaries and wages of permanent employees

Section 468(a)(1)(viii) of the Local Government Code of 1991 provides that:

“(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from provincial funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the provincial government.”

To effectively and continuously carry out the mandate and functions of the Office of the Vice Governor and the Sangguniang Panlalawigan, full human resource requirement must be provided; thus, the appointment permanent personnel, as well as the provisions for their salaries/wages, benefits and other emoluments staff, is necessary.

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| Office or Division: | Administrative Services Section |
| Classification: | Simple |
| Type of Transaction: | G2G – Government to Government |



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| Who may avail: | All permanent personnel of the Vice Governor and the Sangguniang Panlalawigan | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Two (2) original copies of Accomplished Daily Time Record | | Concerned Employees | | |
| 2. Two (2) original copies of Travel Order, Locator, approved Leave of Absence, Certificate of Appearance, if applicable | | Concerned Employees | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all the requirements to the designated Payroll Officer | 1. Receive/scan all submitted documents as to completeness | none | 10 minutes | Administrative Aide (Admin Aide) VI AO V Sangguniang Panlalawigan |
| | 1.1. Consolidate / Forward all documents to the Provincial Human Resource Management Office (PHRMO) <i>(Wait for the action of the following Offices in the processing of payroll: PHRMO, Provincial Budget Office (PBO), Office of the Provincial Accountant (OPA), PTO)</i> | none | 10 minutes | Admin Aide VI AO V Sangguniang Panlalawigan |
| | 1.2. Receive copy of the Letter and | none | 10 minutes | LLSE II AO V |



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| | Payroll Register from PTO and forward the same to the Vice Governor for signature | | | Sangguniang Panlalawigan |
| | 1.3. Sign the Letter and Payroll Register | none | 10 minutes | SP Secretary Sangguniang Panlalawigan Vice Governor Office of the Vice Governor |
| | 1.4. Receive / Forward signed copy of Letter and Payroll Register to the Provincial Treasurer's Office (PTO) for submission to the Land Bank of the Philippines (Wait for the action of the PTO.) | none | 10 minutes | LLSE II AO V Sangguniang Panlalawigan |
| 2. Claim the Salary through ATM | 2. Disburse the salary to concerned employee | none | | Land Bank of the Philippines |
| | Total | None | Fifty (50) Minutes | |



3. Request for Authority to enter into and sign Memorandum of Agreement (“MOA”) / Memorandum of Understanding (“MOU”) / Contract of Lease (“COL”) / Deed of Donations (“DOD”) / Usufruct Agreement (“UA”) / Broadcast Contract (“BC”) and such other Legal 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 Local Government Code of 1991 (R.A. No. 7160) grants power to the Provincial Governor to “Represent the province in all its business transactions and sign in its behalf all bonds, contracts, and obligations, and such other documents upon authority of the Sangguniang Panlalawigan or pursuant to law or ordinance [Section 465(b)(1)(vi)]”.

In view of the above premises, the Sangguniang Panlalawigan (SP) acts on the request from the Provincial Governor for the grant of authority to enter into MOA, MOU, COL, DOD, UA and BC.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.

The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. on Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session - except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader and all local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing that, if necessitated by the concerned SP Committee, require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.



However, in case the requested ordinance or resolution has not been favorably granted by the SP for valid reasons, such action shall be communicated to the concerned party by the Secretariat within 3 days upon instruction.

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| Office or Division: | Sangguniang Panlalawigan |
| Classification: | Highly Technical |
| Type of Transaction: | G2G – Government to Government |
| Who may avail: | Provincial Governor |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <p>1. For the MOA / MOU / COL / DOD / UA/ BC</p> <ul style="list-style-type: none"> - One original copy of letter request signed by the Provincial Governor or the Provincial Administrator, for and by the authority of the Provincial Governor (one original copy) If the said request needs urgent action by the SP, indicate the same in the letter and attached therewith one original copy of CERTIFICATE OF URGENCY issued for such purpose signed by the Provincial Governor. - One photocopy of draft MOA/MOU/COL/DOD/UA/BC (one copy) - One original copy of Certification from the Provincial Legal Officer as to Legal Sufficiency - One photocopy of the Terms of Reference (TOR), if any - One original copy of Board Resolution authorizing its President/Chairman to represent the organization and to enter into MOA/MOU/COL/DOD/UA/BC, if the party involved is a private corporation/company / agency or institutions <p>2. For the MOA granting soft loan and other assistance from the PGOM requiring authority of the SP</p> | Office of the Governor |



- One original copy of the letter request signed by the Provincial Governor or the Provincial Administrator, for and by authority of the Governor. If the said request needs urgent action by the SP, indicate the same in the letter and attached therewith one original copy of CERTIFICATE OF URGENCY issued for such purpose signed by the Provincial Governor.

- One photocopy of draft MOA
- One original copy of Certification from the Provincial Legal Officer as to Legal Sufficiency
- For renewal of loan, original copy of certification that the CSO has no outstanding balance or default of amortization from previous loan to be issued by the Office of the Provincial Accountant
- One original copy of Certificate of Budgetary Allocations/Availability of Funds jointly issued by the Provincial Budget Officer and Provincial Treasurer
- One original copy of Coop/NGO/POs Board Resolution authorizing its President/ Chairman to represent the organization and to enter into and sign into MOA
- One photocopy of Project Proposal prepared and approved by the CSO
- One original copy of Evaluation Report as to viability of the project



| proposal conducted by the PICEDO | | | | |
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| Noted: Only the CSOs duly accredited by the Sangguniang Panlalawigan shall be entitled to soft loan and other assistance from the PGOM. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request for authority to enter into and sign MOA/MOU/COL/DOD/UA/BC | | | | |
| 1. Submit written request together with all the required documents | 1. Accept the request and examine/scan to determine completeness of the submitted documents. If the documents submitted are incomplete, the request shall not be accepted. | none | 5 minutes | AO III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.1. Record in the logbook for incoming documents. | none | 2 minutes | AO III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.2. Prepare agenda to include the letter request, and disseminate the same to the SP Members | none | 3 working days | LLSE II LLSA I LLSO V SP Secretary Floor Leader Sangguniang Panlalawigan |
| | 1.3. Conduct legislative undertakings | none | 21 working days | SP Members |



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| | relative to the request; to include: (a) referral of the letter to appropriate SP Committee; (b) conduct of hearing, (c) rendition and approval of Committee Report; (d) approval of resolution embodying the action of the SP, and (e) adoption of Journal | | | Sangguniang Panlalawigan |
| | 1.4. Finalize the resolution granting authority to the Governor and forward said resolution to the SP Secretary and Presiding Officer for signature. | none | 3 working days | LLSE II LLSO IV LLSO V SP Secretary Sangguniang Panlalawigan |
| | 1.5. Sign the approved resolution and return the same to the Records Section. | none | 5 working days | LLSE II SP Secretary Sangguniang Panlalawigan Vice Governor / Presiding Officer Office of the Vice Governor |
| | 1.6. Receive / record the signed copy of approved | none | 5 minutes | AO III Librarian III |



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| | resolution in the logbook | | | Librarian I Sangguniang Panlalawigan |
| | 1.7. Disseminate the approved resolution to the Office of the Governor and concerned PGOM Offices | none | 1 working day | Librarian III Sangguniang Panlalawigan |
| 2. Receive copy of the resolution granting authority to the Governor | 2. Record proof of receipt of the copy of resolution | none | 5 minutes | Librarian III Sangguniang Panlalawigan Designated personnel Governor's Office. |
| | Total | None | Thirty-Three (33) working days and Seventeen (17) minutes | |

4. Request from the PGOM Executive Branch for the passage of general and appropriation ordinances and resolutions approving the Provincial Development Investment Plan (PDIP)/Annual Investment Program (AIP) and Supplemental Investment Program (SIP)

As the highest Local Legislative Body in the Province of Oriental Mindoro, the Sangguniang Panlalawigan is empowered to enact ordinances and resolutions, authorize the annual and supplemental budget of the province, levy taxes, impose charges and fees for the services rendered by the PGOM, and such other legislative undertaking for the promotion of the general welfare of all the constituents of the province.

The Sangguniang Panlalawigan commits to serve as a conduit of the PGOM Executive Branch in the effective delivery of government services to the people and in the realization of all the socio-economic thrusts of the PGOM through providing timely and appropriate legislative measures.

It must be noted however that the SP Members, as a collegial body, adopted their Internal Rules of Procedures (IRP) which serves as the basis of their legislative undertakings and/or actions.



The IRP provides that the Regular Session of the SP shall be held every Monday at 2:00 P.M. The cut-off date and time for those items to be included the forthcoming regular session shall be 12:00 P.M. every Thursday. All items received after said cut-off time/date will be included in the succeeding next regular session – except for those items certified as urgent by the Provincial Governor, Provincial Vice Governor and Floor Leader as well as all the local legislative measures subject for review by the SP, which will be included in the List of Items for Inclusion in the immediately forthcoming regular session. It is worthy to emphasize here that under the IRP and as provided in the LGC of 1991, the proposed resolution and ordinance shall undergo a three-reading rule. Thus, under normal circumstances, proposed resolution or ordinance go through three session days or three weeks before it is finally acted upon by the SP. Moreso, essential part of the legislative process is the conduct of committee hearing, if necessitated by the concerned SP Committee, that require the presence of the concerned PGOM Department Heads, and representatives from the national government agencies and private entities, and other stakeholders to serve as resource persons. Likewise, under the IRP, the approved resolution and enacted ordinance shall only be finalized and disseminated after the Journal, when the same were approved/enacted, was adopted by the SP.

However, in case the requested ordinance or resolution has not been favorably granted by the Sangguniang Panlalawigan for valid reasons, such action shall be communicated to the concerned party by the SP Secretariat within 3 days upon instruction.

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| Office or Division: | Sangguniang Panlalawigan | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2G – Government to Government | |
| Who may avail: | Sangguniang Panlungsod and Sangguniang Bayan | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. For the PDIP/AIP | | |
| 1. Transmittal Letter signed by the Governor | Office of the Governor (GO) | |
| 2. One original copy and 16 photocopies of the PDIP/AIP | Provincial Planning and Development Office (PPDO) | |
| 3. One photocopy each of the following supporting documents: | | |
| a. One original copy of the Provincial Development Council Resolution adopting the PDIP/AIP | | |
| b. DILG-endorsed Gender and Development Plan and Budget | | |
| c. Local Disaster Risk Reduction Management Plan (LDRRMP) | | |
| d. Climate Change Action Plan | | |
| e. Peace and Order Plan | | |



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| f. List of Programs, Projects and Activities (PPAs) for the Local Council for the Protection of Children | |
| g. List of PPAs for Senior Citizens and Persons with Disabilities (PWDs) | |
| h. List of PPAs to combat Aids | |
| B. For SIP | |
| 1. Transmittal Letter signed by the Governor | GO |
| 2. One original copy and 16 photocopies of the SIP | PPDO |
| 3. One original copy of the PDC Resolution adopting the SIP | |
| C. For the Annual Budget | |
| 1. Transmittal Letter/Budget Message of the Governor | GO |
| 2. One original copy and 16 photocopies of Executive Budget | Provincial Budget Office (PBO) |
| 3. One original copy and 16 photocopies of Local Expenditure Program (LEP) | |
| 4. Plantilla of Personnel | Provincial Human Resource Management Office (PHRMO) |
| 5. One original copy and 16 photocopies of Annual Operating Budget of the Local Economic Enterprise, if any | Provincial Budget Office (PBO) |
| 6. One original copy of and one photocopy of the approved AIP | PBO/PPDO |
| 7. One photocopy each of the following supporting documents: | |
| a. DILG-endorsed Gender and Development Plan and Budget | |
| b. Local Disaster Risk Reduction Management Plan (LDRRMP) | |
| c. Climate Change Action Plan | |
| d. Peace and Order Plan | |
| e. List of Programs, Projects and Activities (PPAs) for the Local Council for the Protection of Children | |
| f. List of PPAs for Senior Citizens and Persons with Disabilities (PWDs) | |



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| D. For Supplemental Budget (SB) | |
| 1. One original copy of Transmittal signed by the Governor | Provincial Finance Committee PBO |
| 2. One original copy and 16 photocopies of the SB | |
| For Funds Actually Available | |
| - One original copy of Certified Statement of Additional Realized Income | |
| - One original copy of Certification of Savings | |
| For New Revenue Measures: | |
| - One original copy of Certified Statement of Income from New Revenue Measure | |
| For Realignment of Appropriations in Times of Calamity | |
| - One original copy of Source of Funds Available for Appropriations | |
| E. For Augmentation Personal Services (PS) and Maintenance and Other Operating Expenses (MOOE) Savings / Reversion of funds | |
| 1. One original copy of Transmittal Letter signed by the Governor or by the Provincial Administrator, for and by authority of the Governor | GO / Provincial Administrator (PA) |
| 2. One original copy of Certification jointly issued and signed by the Provincial Budget Officer, Provincial Accountant and Provincial Treasurer, embodying therein period covered of savings and object/s of expenditure/s with corresponding Account Code/s, Key Result Area/s (KRAs) and amount. | PBO |
| 3. For augmentation of PS savings, one copy of List of Vacant Positions affected/covered by the PS Savings and List of New Personnel/Hirees | PHRMO |
| F. Ordinances of General Application and Resolution | |



| 1. One copy of the Transmittal Letter signed by the Governor or by the Provincial Administrator, for and by the authority of the Governor | GO / PA | | | |
|---|---|-----------------|-----------------|--|
| 2. One original copy of Certificate of Urgency, if the matter requires urgent action of the SP | GO | | | |
| 3. One copy of Certificate of Legal Sufficiency, if applicable | Provincial Legal Office (PLO) | | | |
| 4. One draft copy of proposed ordinance or resolution, if any. | GO/PLO | | | |
| 5. Any documents that would support or basis for the enactment of ordinance or approval of resolution | GO | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit transmittal letter, as well as all the required documents | 1. Accept the transmittal letter and examine / scan to determine completeness of the submitted documents. If the documents submitted are incomplete, the request shall not be accepted. | None | 5 minutes | AO III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.1. Record the transmittal letter in a logbook for incoming documents. | None | 2 minutes | AO III Librarian III Librarian I Sangguniang Panlalawigan |
| | 1.2. Prepare the agenda to include the subject of the transmittal letter, and disseminate the same to the SP Members | none | 3 working days | LLSE II LLSA I LLSO V SP Secretary Floor Leader |



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| | | | | Sangguniang Panlalawigan |
| | <p>1.3. Conduct legislative undertakings relative to the requested legislative measures; to include: (a) referral of the request to the appropriate SP Committee; (b) conduct of hearing, (c) rendition and approval of Committee Report; (d) enactment of ordinance or approval of resolution, and (e) adoption of Journal</p> | none | 21 working days | <p>SP Members</p> <p>Sangguniang Panlalawigan</p> |
| | <p>1.4. Finalize the enacted ordinance or approved resolution, and forward said resolution to the SP Secretary and Presiding Officer for signature.</p> | None | 3 working days | <p>LLSE II</p> <p>LLSO IV</p> <p>LLSO V</p> <p>SP Secretary</p> <p>Sangguniang Panlalawigan</p> |
| | <p>1.5. Sign the enacted ordinance / approved resolution and return the same to the Records Section.</p> | None | 5 working days | <p>LLSE II</p> <p>SP Secretary</p> <p>Sangguniang Panlalawigan</p> |



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| | | | | Presiding Officer/Presiding Officer Office of the Vice Governor |
| | 1.6. Receive / record the signed copy of enacted ordinance / approved resolution in the logbook | none | 5 minutes | AO III Librarian III Librarian II Sangguniang Panlalawigan |
| | 1.7. For ordinances and resolution approving the PDIP/AIP/SIP, forward copy of the same to the Governor for approval or appropriate action. The Governor has 15 days within which to act on the said legislative measures. Action shall mean to approve or to veto legislative measure. | none | 1 working day | Librarian III SP Secretary Sangguniang Panlalawigan |
| | 1.8. Accept and record the approved or vetoed legislative measures. | | 5 minutes | Librarian III AO III Sangguniang Panlalawigan |
| | 1.9. Disseminate the approved ordinance / | none | 1 working day | Librarian III |



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| | resolution to the Office of the Governor and concerned PGOM offices. | | | Sangguniang Panlalawigan |
| 2. Receive copy of the approved ordinance or resolution | 2. Record proof of receipt of the copy of approved ordinance or resolution | none | 5 minutes | Librarian III Sangguniang Panlalawigan |
| | Total | None | Thirty-four (34) working days and Twenty-two (22) minutes | |