



SANGGUNIANG BAYAN OFFICE

CITIZEN'S CHARTER

2019 (1st Edition)



The Sangguniang Bayan as the Legislative body of the Municipality enacts ordinances, resolution and appropriate funds for the general welfare of the municipality. The Local Government Code of 1991 also empowers the Sangguniang Bayan to regulate the operations of tricycles and grant franchises for their operations.

I. Mandate:

The Sangguniang Bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of the Local Government Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of the LGC and shall:

- Approve and pass resolutions necessary for an efficient and effective municipal government
- Generate and maximize the use of resources and revenues for the development plans, program objectives and priorities of the municipality with particular attention to agro-industrial development and countryside growth and programs;
- Grant franchises, enact ordinances authorizing the issuance of permits or licenses, or enact ordinances levying taxes, fees and charges upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality.
- Regulate activities relative to the use of land, buildings and structures with the municipality in order to promote the general welfare.
- Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities.

II. Vision:

A Sanggunian enacting laws and ordinances and resolutions empowering its people, making them productive, healthy and self reliant, living in a peaceful and ecologically balance community, a tourist destination.

III. Mission:

1. Enact laws and ordinances to address and solve problems that affect the community and search for lasting and effective solution relative thereto.
2. To have a continuing consultation with all stakeholders in the locality including POs/NGOs, vulnerable group and persons affected by development programs or changes in the policies of this municipal government.
3. To support the priority development goal of this present administration and if necessary amend existing municipal law and craft new one which are more effective and appropriate to existing circumstances.
4. To continuously upgrade the Sanggunian capabilities and in consultation with the LCE and all other concerns, enact measure that will benefit the greater number of stakeholders, support and complement the Executive agenda geared for a better Kayapa

IV. Service Pledge:

The Sangguniang Bayan will enact laws and ordinances and appropriate funds to support the priority development goal of the present administration geared towards the betterment of its people, the protection of its environment for the general welfare of the municipality and its inhabitants.



I. ACCREDITATION OF COOPERATIVES, NON-GOVERNMENT ORGANIZATIONS (NGOs) AND PEOPLE’S ORGANIZATIONS (POs)

The certificate of accreditation is issued to all Civil Society Organizations intending to seek representation in the local special bodies of the Local Government Unit.

Office or Division:	Sangguniang Bayan Office	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Civil Society Organizations, Cooperatives, People’s Organization	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter of Application (2 original copy)	Client/Applicant	
Duly accomplished Application Form for Accreditation (1 original copy)	Sangguniang Bayan Office	
Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body (1 original copy)	Office of the applicant	
Certificate of Registration or Certificate of Accreditation or in the case of IPOs, certification issued by NCIP (1 photocopy)	Office of the applicant	
List of current officers and members (1 photocopy)	Office of the applicant	
Original Sworn Statement, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the people’s interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in the Memorandum Circular No. 2019-72, dated May 22, 2019 of the Department of the Interior and Local Government (1 original)	Office of the applicant	
For existing CSOs, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations’ board secretary (1 photocopy)	Office of the applicant	

For existing CSOs, Annual Accomplishment Report for the immediately preceding year (1 photocopy)		Office of the applicant		
For existing CSOs, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source(s) of funds (1 photocopy)		Office of the Applicant		
For CSOs applying to be members of the Local School or Health Boards, (1 photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA 7160)		Office of the applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the client	None	1 minute	Local Legislative Staff Employee SBO Or Administrative Aide II SBO
2. Submit the required documents for initial assessment and verification	2. Receive the required documents and check for completeness 2.1. Issue the receiving copy 2.2. Include in the agenda of the next regular session and record for tracking purposes	None	3 minutes	Administrative Aide II SBO Or Local Legislative Staff Officer I SBO
3. Wait for legislative actions	3. During the regular session, the Secretary to the Sanggunian will read the application for accreditation under item first reading and reference of business proposal. 3.1 The Presiding Officer will refer it to the Committee on	None	18 days	Secretary to the Sanggunian SBO or Committee on Cooperatives, POs and Accreditation SBO

	<p>Cooperatives, POs and Accreditation who will hold committee meeting to review the application for accreditation.</p> <p>3.2. During the next regular session, the committee will render their committee report.</p> <p>3.3. After favorable report of the committee is received, the subject committee report is included in the calendar of business particularly under item business for the day next session.</p> <p>3.4. During the second reading, the Sanggunian will adopt a resolution approving/disapproving the application.</p>			
4. Receive SB Resolution and Certificate of Accreditation	4. Issue the SB Resolution and Certificate of Accreditation and let them sign in the receiving copy.	None	2 minutes	Administrative Aide VI SBO or Administrative Aide II SBO
			18 days, 6 minutes	
<i>The Accreditation of Civil Society Organizations is covered under Memorandum Circular No. 2019-72, dated May 22, 2019 of the DILG.</i>				

II. APPROVAL OF BARANGAY ANNUAL/SUPPLEMENTAL BUDGET AND ANNUAL INVESTMENT PROGRAM

The Sangguniang Bayan reviews the Annual Budget, Supplemental Budget and Annual Investment Plan of all 30 barangays.

Office or Division:	Sangguniang Bayan Office
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	All barangays w/in the municipality of Kayapa
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of the Local Finance Committee indorsing the Budget/Supplemental Budget and MPDC for Annual Investment Plan (7 original copies)	Municipal Budget Office/Local Finance Committee or Municipal Planning and Development Office
Transmittal Letter (7 original copies)	Office of the Punong Barangay concern
Budget Message (2 original copies, 5 photocopies)	Office of the Punong Barangay concern
Appropriation Ordinance (1 original copy, 6 photocopies)	Sangguniang Barangay of barangay concern
Budget of Expenditures and Sources of Financing (1 original copy, 6 photocopies)	Office of the Punong Barangay concern
Programmed Appropriations by PPA, Expense Class, Object of Expenditures and Expected Results (1 original copy, 6 photocopies)	Office of the Punong Barangay concern
Resolution Approving the Prioritized Barangay Development Programs and Projects under the 20% Development Fund (1 original copy, 6 photocopies)	Sangguniang Barangay of barangay concern
List of Projects Chargeable against 20% Development Fund(1 original copy, 6 photocopies)	Office of the Punong Barangay concern
Resolution approving the barangay Gender and Development Plan (1 original copy, 6 photocopies)	Office of the Punong Barangay concern
Certificate of Review and Endorsement of GAD Plan (1 original copy, 6 photocopies)	DILG-Kayapa
List of PPA's chargeable against 5%GAD (1 original copy, 6 photocopies)	Office of the Punong Barangay concern
Resolution approving the barangay Disaster Risk Reduction and Management (BDRRM) Plan (1 original copy, 6 photocopies)	Office of the Punong Barangay concern
Certificate of Review and endorsement of BDRRM (1 original copy, 6 photocopies)	LDRRM Office-LGU Kayapa
List of projects chargeable against the 5% BDRRMF (1 original copy, 6 photocopies)	Office of the Punong Barangay concern
Resolution approving the list of programs and activities of Senior Citizen and PWD's (1 original copy, 6 photocopies)	Office of the Punong Barangay concern

List of projects chargeable against the 1% senior citizen and PWD's (1 original copy, 6 photocopies)		Office of the Punong Barangay concern		
Resolution approving the list of programs and activities of LCPC, FY 2020 (1 original copy, 6 photocopies)		Sangguniang Barangay of barangay concern		
List of projects chargeable against the 1% LCPC (1 original copy, 6 photocopies)		Office of the Punong Barangay concern		
Plantilla Personnel (1 original copy, 6 photocopies)		Office of the Punong Barangay concern		
Statement of Indebtedness (1 original copy, 6 photocopies)		Office of the Punong Barangay concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the client	None	1 minute	<i>Local Legislative Staff Employee</i> Sangguniang Bayan Office or Administrative Aide II Sangguniang Bayan Office
2. Submit the required documents for initial assessment and verification	2. Receive the required documents and check for completeness 2.1. Issue the receiving copy 2.2. Include in the agenda of the next regular session and record for tracking purposes	None	3 minutes	Administrative Aide II Sangguniang Bayan Office or Local Legislative Staff Officer I SBO
3. Wait for legislative actions	3. During the next regular session, the Secretary to the Sanggunian will read the transmittal under item first reading and reference of business proposals and be referred to the Committee on	None	18 days	Secretary to the Sanggunian Sangguniang Bayan Office or

	<p>Finance, Budget and Appropriation.</p> <p>3.1. The Vice Mayor/Presiding Officer will refer same to the Committee on Finance, Budget and Appropriation will hold committee meeting and tackle/review the Annual Budget, Supplemental Budget and or AIP</p> <p>3.2. In the following regular session, the committee will render their committee report.</p> <p>3.3. After favorable report of the committee is received, same will be included in the calendar of business particularly under item business for the day next regular session for deliberation.</p> <p>3.4. During the second reading, the Sanggunian will adopt a resolution approving/disapproving the Annual Budget, Supplemental Budget and AIP.</p>			Committee on Finance, Budget and Appropriation Sangguniang Bayan Office
4. Receive SB Resolution	4. Issue the SB Resolution approving/disapproving the Annual Budget, Supplemental Budget and AIP	None	2 minutes	Administrative Aide VI SBO or Administrative Aide II SBO
			18 days, 6 minutes	

III. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOPO)

Pursuant to legislative authority granted by the Local Government Code of 1991, the Sangguniang Bayan regulates the operation of tricycles within the territorial jurisdiction of the municipality of Kayapa, subject to guidelines prescribed by the Department of Transportation and Communication and as per Municipal Ordinance No. 2018-08.

Office or Division:		Sangguniang Bayan Office		
Classification:		Highly Technical		
Type of Transaction:		G2G		
Who may avail:		Motorized Tricycle Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tricycle Regulatory Board endorsement (1 original) of the application		Office of the Tricycle Regulatory Board		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the client	None	1 minute	Local Legislative Staff Employee Sangguniang Bayan Office or Administrative Aide II Sangguniang Bayan Office
2. Wait for legislative actions	2. During the next regular session, the Secretary to the Sanggunian will read the TRB endorsement under item first reading and reference of business proposals and be referred to the Committee on Information, Mass Communication, Transportation and Energy	None	18 days	Secretary to the Sanggunian Sangguniang Bayan Office or Committee on Information, Mass Communication, Transportation and Energy Sangguniang Bayan Office

	<p>2.1. The Vice Mayor/Presiding Officer will refer same to the Committee on Information, Mass Communication, Transportation and Energy will hold committee meeting and tackle/review the application.</p> <p>2.2. In the following regular session, the committee will render their committee report.</p> <p>2.3. After favorable report of the committee is received, same will be included in the calendar of business particularly under item business for the day next regular session for deliberation.</p> <p>2.4. During the second reading, the Sanggunian will adopt a resolution approving/disapproving the MTOP Application.</p>			
3. Receive SB Resolution	3. Issue the SB Resolution approving/disapproving the MTOP Application.	None	1 minute	Administrative Aide VI SBO or Administrative Aide II SBO
			18 days, 2 minutes	

IV. ISSUANCE OF CERTIFIED TRUE COPIES OF THE SANGGUNIANG BAYAN DOCUMENTS

The public may request for certified true copies of Sangguniang Bayan Ordinances, Resolutions, and Minutes of Meeting.

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request (2 original copies)			Client	
Order of Payment (1 original)			Sangguniang Bayan Office	
Official Receipt (1 photocopy)			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the client	None	1 minute	Local Legislative Staff Employee SBO or Administrative Aide II SBO
2. Submit letter request	2. Receive letter request 2.1. Issue the receiving copy 2.2. Keep copy for record purposes	None	2 minutes	Administrative Aide VI SBO or Administrative Aide II SBO
3. Wait for the tracking of documents	3. Track the documents and prepare photocopy of requested documents 3.1. Issue Order of payment	None	10 minutes	Administrative Aide VI SBO or Administrative Aide II SBO
4. Pay the required fees *Secure Official Receipt that will be issued upon payment	4. Accept payment based on order of payment 4.1. Issue Official Receipt	Secretary's fee- Php50.00/page	5 minutes	Municipal Treasury Office
5. Return to Sangguniang Bayan Office for the release of requested documents	5. Check the official Receipt 5.1. Release the document	None	2 minutes	Administrative Aide VI SBO or

				Administrative Aide II Sangguniang Bayan Office
			20 minutes	

V. ISSUANCE OF CERTIFIED TRUE COPIES OF THE SANGGUNIANG BAYAN DOCUMENTS

This certification is issued to Sangguniang Barangays within the municipality who are seeking funds from other funding agencies.

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Sangguniang Barangays of the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sangguniang Barangay Resolutions/Request(1 photocopy)		Office of the Punong Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the client	None	1 minute	Local Legislative Staff Employee SBO or Administrative Aide II SBO
2. Submit SB Resolution/request	2. Receive and verify the SB Resolution/ request 2.1. Keep copy for record purposes 2.2. Indorse to the Secretary to the Sanggunian for her approval.	None	2 minute	Administrative Aide VI SBO or Administrative Aide II SBO
3. Wait for approval	3. Prepare the certification	None	3 minutes	Secretary to the Sanggunian

4. Receive the certification	4. Release the certification and let them sign the receiving copy.	None	1 minute	Administrative Aide VI SBO or Administrative Aide II
			7 minutes	

vi. RECLASSIFICATION OF AGRICULTURAL LANDS

The passage of an ordinance for land reclassification is a requirement prior to the usage of a particular agricultural land to other uses.

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request (2 original copies)			Client/applicant	
Proof of ownership of land, TCT/OCT and other documents establishing ownership duly certified by Registry of Deeds (1 original)			Registry of Deeds	
Special Power of Attorney(If the Petitioner is other than the owner of the land) or Board Resolution (If the owner is a corporation duly signed by the member)			Client/applicant and or office of the applicant (for application)	
Sketch vicinity and location plan showing TCT No. Lot., area per title duly prepared by a licensed Geodetic Engineer				
Certification from the Municipal Agriculturist(MA) as provided under Sec. 20 of the local Government Code (1 original copy)			Municipal Agriculture Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the client	None	1 minute	Local Legislative Staff Employee SBO or Administrative Aide II SBO

<p>2. Submit the required documents for initial assessment and verification</p>	<p>2. Receive the required documents and evaluate as to completeness</p> <p>2.1. Issue the receiving copy</p> <p>2.2. Include in the agenda of the next regular session and record for tracking purposes</p>	<p>None</p>	<p>3 minutes</p>	<p>Administrative Aide VI SBO or Administrative Aide II SBO</p>
<p>3. Wait for legislative action</p>	<p>3. During the next regular session, the Secretary to the Sanggunian will read the application.</p> <p>3.1. The Vice Mayor and or Presiding Officer will refer the same to the Committee concern will hold committee meeting and tackle/review the said application</p> <p>3.2. In the following regular session, the committee will render their committee report.</p> <p>3.3. After favorable report of the committee is received, public hearing will be scheduled and conducted.</p> <p>3.4. Then the Committee concern will again hold committee meeting taking into consideration all suggestions/comments during the public hearing then draft ordinance to this effect for first</p>	<p>None</p>	<p>30 days</p>	<p>Local Legislative Staff Officer or Secretary to the Sanggunian Or Committee concern</p>

	reading during the next session. 3.5. The draft ordinance then will be included in the calendar of business particularly under item business for the day for deliberation. 3.6. During the second reading, the Sanggunian will enact an ordinance			
4. Wait for the review of the Sangguniang Panlalawigan	4. Endorse to SP for review/approval	None	30 days	Sangguniang Panlalawigan
5. If approved, receive copy of the enacted ordinance	5. release copy of the ordinance	None	1 minute	Administrative Aide VI SBO or Administrative Aide II SBO
			60 days, 5minutes	

VII. INVESTIGATION AND RESOLUTION OF ADMINISTRATIVE CASES FILED AGAINST ELECTIVE BARANGAY OFFICIALS

One of the services rendered by the Office is to ensure the speedy, impartial and judicious dispositions of any and all administrative complaint filed against any elective barangay officials.

Office or Division:	Sangguniang Bayan Office		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Verified Complaint (shall contain the following, to wit: <input type="checkbox"/> The full name and address of the complainant;		Client/applicant and or law office	

<input type="checkbox"/> The full name, address and public office of the respondent in the barangay council; <input type="checkbox"/> Specification of each charge or charges committed in the performance of or related to his official functions; <input type="checkbox"/> Statement of the material facts of each charge in a clear, simple and concise manner so as to apprise the respondent of the exact nature, the alleged manner and vital circumstances in the commission of each charge to enable the respondent to prepare his defense; <input type="checkbox"/> Subscribed and verified by complainant before competent authority)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Local Legislative Staff Employee SBO or Administrative Aide II SBO
2. Submit the required documents for initial assessment and verification	2. Receive and verify the completeness of the complaint 2.1. Issue the receiving copy 2.2. Include in the agenda of the next regular session and record for tracking purposes	None	3 minutes	Administrative Aide VI SBO or Administrative Aide II SBO
3. Wait for legislative action	3. The Secretary to the Sanggunian shall, upon receipt of the verified complaint, calendar the same for consideration of the Sanggunian in a special session. The secretary shall	None	90 days	Secretary to the Sanggunian Sangguniang Bayan Office Or Sangguniang Bayan Members

	<p>furnish a copy of complaint and its complete attachments to the Municipal Mayor and the representative of the Department of the Interior and Local Government assigned in the municipality.</p> <p>3.1 The Sanggunian shall, during its special session immediately following the filing of the verified complaint, order the respondent to submit his Verified Answer within (15) days from receipt thereof. The order shall be accompanied with a copy of the verified complaint and all its complete attachments.</p> <p>3.2 Upon receipt of the Verified Answer, the Secretary to the Sanggunian shall calendar the same in the regular or special session immediately following such receipt, furnishing a complete copy each of the Verified Answer and attachment to the Municipal Mayor and the representative of the DILG.</p> <p>3.3 Upon receipt of the verified answer or anytime thereafter but before the issues are deemed submitted for decision, the Municipal Mayor may</p>			<p>Sangguniang Bayan Office</p>
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	<p>preventively suspend the respondent <i>motu proprio</i> or upon recommendation of the Sanggunian when the following requisites concur:</p> <ol style="list-style-type: none"> 1. The issues are joined; 2. The evidence of guilt's is strong; and 3. Given the gravity of the offense there is great probability that the continuance in office of the respondent could adversely influence the witnesses, or pose a threat to the safety and integrity of the records and evidences <p>3.4 After the issues are joined and the complaint is controverted in its material facts by specific denial or defense in the verified answer, the Sanggunian shall order both parties and their counsel, if any, to appear personally without fail in special session called for the purpose for a Pre-Trial Conference to consider:</p> <ol style="list-style-type: none"> 1. Marking of documentary evidence of both parties; 2. Possibility of agreeing on the number of witnesses to be presented by each parties; 3. Other matters as may aid in the prompt disposition of the case, such as, but not limited 			
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	<p>to:</p> <p>3.a Summary Proceedings (i.e., by position papers)</p> <p>3.b Full-blown Trial</p> <p>3.5 After the Pre-Trial Conference, the Sanggunian shall issue a Pre-Trial Order setting forth the issues involved in the case;</p> <p>1. Hearing and Investigation</p> <p>1. With the issuance of the Pre-Trial order, The Sanggunian shall set within Five (5) days the first hearing and require the presence of both parties or their respective councils, if any, during said hearing.</p> <p>2. The investigation of the case shall be terminated within Ninety (90) days from the start thereof.</p> <p>1. Order Of Trial/Hearing</p> <p>1. The technical rules of court practice and procedure under the Rules of Court are not to be applied with rigidity.</p> <p>2. The substantive aspect of the rules on Evidence under the Revised Rules of Court shall be reasonably observed.</p> <p>3. The substantive aspect shall first present the evidentiary support of his case or cause of</p>			
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	<p>action followed by the respondent's evidentiary support to his defense.</p> <p>1. Deliberation</p> <p>1. Upon submission of the issues for decision, the Sanggunian shall deliberate on the merits of the case in executive session at the exclusion of the principal parties or counsels, non-members and unauthorized persons to safeguard the integrity of the deliberation;</p> <p>STEP 7</p> <p>THE DECISION</p> <p>1. Every decision shall be in writing duly subscribed by at least a majority of the members of the Sanggunian who participated in the investigation, there being a quorum.</p> <p>2. The decision must be rendered and promulgated during a session set for the purpose within thirty (30) days from the termination of the investigation or after the issue is deemed submitted for decision.</p> <p>3. Section 3. The decision shall take effect upon service of the same to the principal parties or their respective counsels, if any.</p> <p>4. When the decision has become final and executor, the same</p>			
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	<p>shall be entered or recorded by the Secretary in a Book or Journal for the purpose.</p> <p>5. Upon the finality of the decision, the Sanggunian loses jurisdiction over the case.</p> <p>6. Upon the lapse of the appeal period and upon motion of the prevailing principal party, the Presiding Officer shall issue a WRIT OR ORDER OF EXECUTION and transmit the same to the Local Chief Executive concerned attaching therewith and original or certified copy of the decision as well as copy of the Notice of Appeal, if any, for issuance of the Executive Order implementing the dispositive portion of the decision in the context of the LCE's authority under Sec. 25 of RA 7160 as implemented by Art. 53, Rule XI of the IRR of RA 7160.</p> <p>7. The Secretary shall furnish the representative of the DILG in the area a copy of the decision as required by law.</p>			
4. Receive copy of the decision	4. Give the copy of the decision of the SB	None	2 minutes	Administrative Aide VI SBO or Administrative Aide II
			90 days, 6 minutes	