



Office of the City Vice Mayor

External and Internal Services



MANDATE

The Sangguniang Panlungsod, as the legislative body of the City Government of Cotabato, shall legislate measures and appropriate funds that will promote the general welfare of its people. It shall further exercise the functions enumerated under sections 16 and 458 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

VISION

As a legislative body, Sangguniang Panlungsod of Cotabato City shall primarily respond to the social, economic, environmental, institutional, infrastructure, and development needs, demands, and aspirations of the city and its constituency.

MISSION

To approve and enact legislative measures that will promote inclusive and appropriate delivery of effective and efficient services to the constituents of Cotabato City.

DEFINITION OF TERMS

Legislative Measures - local laws or policies enacted/approved by the Sangguniang Panlungsod

Legislative Tracking System (LTS) - an information technology tool used to manage and record the day to day operation and of the Sangguniang Panlungsod of Cotabato City, including the record management, ordinances and resolutions enacted by the August Body.

Ordinance - a local law enacted by the Sangguniang Panlungsod

Resolution - a formal expression of the opinion or will of the Sangguniang Panlungsod

Sangguniang Panlungsod - also referred to as Honorable August Body, City Council, Body is the entire membership of the local legislative body of the legislative branch of the city.

PERFORMANCE PLEDGES

The Sangguniang Panlungsod (*support staff*) commits to provide efficient and quality services in its pursuit to become effective partners of the honorable city council to fulfill its mandate to legislate policy measures that will redound to the general welfare of the city and its constituency, as herein stated:



SERVICES AND HOW TO AVAIL THEM

Authenticated photocopy of ordinance and/or resolution and other related documents.

Office/Division	TANGGAPAN NG SANGGUNIANG PANLUNGSOD NG COTABATO			
Classification	Simple			
Type of Transaction	G2C – Government to Transacting Public or G2B – Government to Business group or G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Request letter		✓ Records Division Chief --Receiving Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration in the visitor’s logbook/ Write the requested documents	Research the requested documents	None	30 minutes	Assigned OD/ Records Division
2. Print/ photocopy the requested document	Submit the requested documents to the record officers for signature/ dry seal	None	30 minutes	Ms. Lilibeth S. Jumawan
3. Issuance/ release of the requested document	Issuance the receipt of the requested document <i>(Ordinance No. 5079, s. 2022)</i>	None	10 minutes	Ma. Pilar A. Ammong/ Ms. Lilibeth S. Jumawan
	TOTAL	None	60 minutes	



SERVICES AND HOW TO AVAIL THEM

Request for copies transcribed minutes of the proceedings of committee hearing conducted by the Honorable Members of the Sanggunian Panlungsod.

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Classification	Simple			
Type of Transaction	G2C – Government to Transacting Public or G2B – Government to Business group or G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Letter Request			✓ Records Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit formal letter or request to the receiving section of the SP stating among others the purpose of the request	Employee-In-Charge submits the letter request to the Secretary to the Sanggunian for her disposition	None	10 minutes	Records Division – Receiving Section
	The Secretary to the Sanggunian forwards the letter request to the Division Chief of the Journal Minutes and Agenda Division for his disposition	None	10 minutes	Secretary to the Sanggunian
	Client will be advised to come back on specified day to receive requested documents	None	10 minutes	Division Chief – Journal, Minutes and Agenda Division
Client return on the advised day to receive the signed documents	Accomplished and signed documents requested will be issued to the	None	10 minutes	Stenographic Reporter



	concerned client			
	Issuance the receipt of the requested document (Ordinance No. 5079, s. 2022)	None	10 minutes	Ma. Pilar A. Ammong
	TOTAL	None	50 minutes	



