

OFFICE OF THE SANGGUNIANG PANLUNGSOD

SP Mission/Vision Statement

VISION

The Office of Sangguniang Panlungsod of the City of Bacoor is the legislative branch of the city's local government unit guided by the principles of decentralization and the separation of powers, which also upholds fiscal autonomy and authority to come up with local policies aimed at promoting the common good of all its constituents and endeavors to attain social justice in all phases of policy making, and commits itself to forever respect freedom and democracy in all its processes or procedures.

MISSION

In pursuit of this Vision, we, the Sanggunian, shall be the leading, independent, exclusive, accountable, and distinct resource of all sovereign local policies which are appropriate and necessary toward local governance, which include:

- Generating and maximizing the use of resources and revenues for the city's development plans, program objectives and priorities;

- Granting franchises and authorizing the issuance of licenses upon such conditions and for such purposes intended to promote the general welfare;
- Regulating activities relative to the use of land, buildings, and structures found within the city;
- Enacting ordinances which shall ensure the efficient and effective delivery of basic services and facilities to the people; and
- Exercising such other powers and performing such other duties and functions as may be prescribed by law or ordinance.

With an organization blended by elected officials and civil servants, we shall readily offer total quality service through policy making, and build a community of government workers who seek change within the perspective of democracy, justice, and religion.

In a local government unit permeated by dynamism and diversity, we pledge to develop ourselves to become great leaders, competent professionals, scholars, researchers, and workers who will participate actively in putting forth certain gainful local legislation for the City of Bacoor.

Ready to serve and transact with you
as authorized and properly identified personnel from
MONDAYS TO FRIDAYS
8:00a.m. – 5:00 p.m.
2nd Flr. , Bacoor Cityhall, Bacoor City, Cavite
Contact No. 0464814100 local 320 to 310

FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : Office of the Sangguniang Panlungsod

A. Functional Statement

- a) Approve ordinances, and pass resolutions necessary for an efficient and effective city government;
- b) Review all ordinances approved by the Sangguniang Panlungsod and executive orders issued by the Punong Barangay to determine whether these are within the scope of the prescribed powers of the Sanggunian and of the Punong barangay.

B. Objectives :

- a) To maintain peace and order by enacting measures to prevent and suppress lawlessness, disorder, riot, violence, rebellion or sedition and impose penalties for the violation of said ordinances;
- b) To adopt measures to protect the inhabitants of the city from the harmful effects of manmade or natural disasters and calamities and to provide relief services and assistance for victims during and in the aftermath of said disasters or calamities and their return to production livelihood following said events;
- b) To enact ordinances intended to prevent, suppress and impose appropriate penalties for habitual drunkenness in public places, vagrancy, mendicancy, prostitution, establishment and maintenance of houses of ill-repute, gambling and other prohibited games of chance, fraudulent devices and ways to obtain money or property, drug addiction, maintenance of drug dens. Drug Pushing, juvenile delinquency, the printing, distribution or exhibition of obscene or pornographic materials or publications and such other activities inimical to the welfare and morals of the inhabitants of the city;
- d). To protect the environment and impose appropriate penalties for acts which endanger the environment, such as dynamite fishing and other forms of destructive fishing, illegal logging and smuggling of logs. Smuggling of natural resources products and of endangered species of floral and fauna, slash and burn farming, and such other activities which result in pollution, acceleration of eutrophication of rivers and lakes, or of ecological imbalance;

- e) To provide a mechanism and the appropriate funds therefore, to ensure the safety and protection of all city government property, public documents or records such as those relating to property inventory, land ownership, records of births, and such other records and documents of public interest in the offices and departments of the city government;
- f) To provide for legal assistance to barangay officials who, in the performance of their official duties or in the occasion thereof, have to initiate judicial proceedings or defend themselves against legal action;
- g) To generate and maximize the use of resources and revenue for the development of plans, programs, objectives and priorities of the city as provided for under Section 18 of the Code with particular attention to agro-industrial development and countryside growth and progress;
- h) To approve the annual and supplemental budgets of the city government and appropriate funds for other purposes not contrary to law, in order to promote the general welfare of the city and its inhabitants;
- i.) To prescribe reasonable limits and restraints on the use of property within the jurisdiction of the city;
- j) To adopt a comprehensive land use plan of the city: provided, That the formulation, adoption, or modification of said plan shall be in coordination with the approved provincial comprehensive land use plan;
- k) To regulate activities relative to the use of land, buildings and structures within the city in order to promote the general welfare of the public;
- l) To approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities;
- m) To provide for an efficient and effective system of solid waste and garbage collection and disposal and prohibit littering and the placing or throwing of garbage, refuse and other filth and wastes;
- n) To approve measures and adopt quarantine regulations to prevent the introduction and spread of diseases;

Responsible Department/Unit	OFFICE OF THE SANGGUNIANG PANLUNGSOD
Service Name	Issuance of Certified True Copies of various documents
Service Description	Client requests for copies duly signed by the Members of the Council for various purposes
Client	Barangay and City Officials, People's Organizations, National agencies and ordinary taxpayers
Maximum duration of process	Twelve (12) Minutes
Requirements	Certified True Copies of Various Documents (Resolutions, Ordinances, Committee Reports, Agenda, Minutes of Sessions and Committee Reports)

STEPS	ACTIONS TO BE TAKEN		OFFICE/PERSON RESPONSIBLE	TIME TO COMPLETE	FEES	FORMS TO BE USED
	CLIENT	FRONTLINE SERVICE UNIT				
1	Request for CTC of various documents such as: Resolutions, Ordinances, Committee Reports, Agenda/Minutes of Session and Committee Reports	Reception Staff gives visitor's request form to client	Mark Maliksi Raymond Felizardo Thelma Ramos Nadia Macias	2 minutes		Request Form
2		Reviews documents from Records Section and Sangguniang Informations Systems Files	Cristina Malawig Wally Gonzales Janice Maybelle Gayeta	2 minutes		
3		Review and check the correct-ness of the documents to be used	Shiela Lazo	1 minute		

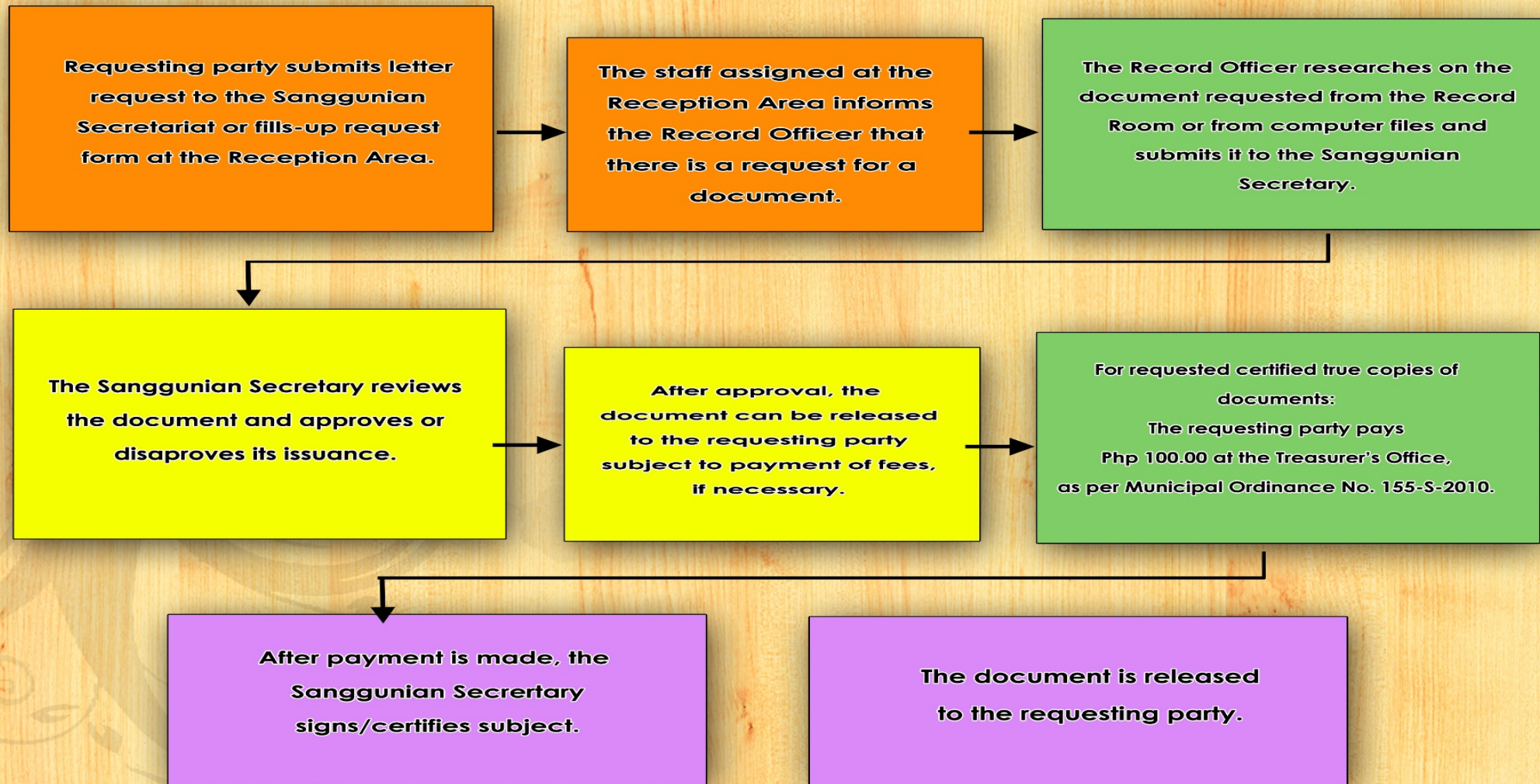
4		Payment of fees for documents if necessary	Treasurer's Office	3 minutes	P100.00	
5		Printing of document	Cristina Malawig Wally Gonzales Janice Maybelle Gayeta Marciris Leynes	1 to 2 minutes		
6		Signing of document	Atty. Khalid Atega Jr. Shiela Lazo	1 minute		
7		Release of document	Cristina Malawig Wally Gonzales Sherrilyn Cardenas Janice Maybelle Gayeta Raquel Guerrero Marissa Ignacio	1 minute		

Responsible Department/Unit **OFFICE OF THE SANGGUNIANG PANLUNGSOD**
Service Name **Inclusions of various matters in the weekly agenda of the Sangguniang Panlungsod**
Service Description **Client requests for action of the Members of the Council for various purposes.**
Client **Barangay and City Officials, People's Organizations, National agencies and ordinary taxpayers**
Maximum duration of process **51 minutes**
Requirements **Agenda/Order of Business**

STEPS	ACTIONS TO BE TAKEN		OFFICE/PERSON RESPONSIBLE	TIME TO COMPLETE	FEES	FORMS TO BE USED
	CLIENT	FRONTLINE SERVICE UNIT				
1	Request for inclusion of various matters in the weekly agenda	Receiving staff receives and reviews the document/letter of request for inclusion in the agenda Prepare and scan attachments	Raquel Guerrero/Sherryilin Fabian Miriam Banas/Lynn Ainza Maricris Leynes Janice Maybelle Gayeta	2 minutes		Request form
2		SP Secretariat drafts agenda to include the documents supporting the request	Shiela Lazo/Marissa Ignacio	20 to 30 minutes		Letterhead
3		Review and check the correctness of the prepared agenda	Shiela Lazo/Atty. Khalid Atega Jr.	5 minutes		

4		Approval of Agenda	Atty. Khalid Atega Jr Vice-Mayor Catherine Evaristo	1 minute 1 minute		
5		Printing of Agenda	Shiela Lazo Marissa Ignacio Wally Gonzales	2 minutes		
6		Signing of Agenda	Vice-Mayor Catherine Evaristo	1 minute		
7		Conversion of agenda to PDF format	Wally Gonzales	10 minutes		
8		Uploading of agenda in tablets of councilors and distribution of hard copies to councilors	Wally Gonzales Miriam Banas	1 minute		
9		Return of tablets to legislative staff of each councilor	Wally Gonzales	1 minute		

Flow Chart for Issuance of Requested Documents



Flow Chart of Legislative Process in the Sanggunian

