



Approved Legislative Measures for Signature

Receiving of the final official draft of the legislative measure, whether a resolution or an ordinance, that was passed by the City Council, that needs the signature of the Vice Mayor for final approval.

Office or division:		Office of the Vice Mayor		
Classification:		Simple		
Type of Classification:		G2C, G2G		
Who may avail:		Office of the city Council Secretary		
Checklist of Requirements:			Where to secure:	
Cover letter with the final draft of the legislative measure, with the receiving copy returned to the person			Office of the City Council Secretary	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Drop off the Final Draft of the Legislative Measures to the Receiving Section of the Office of the Vice Mayor	Receiving of documents and return the receiving copy to the requesting party	None	2 minutes	Receiving personnel
	Records the document	None	5 minutes	Receiving personnel
	Forward to the Legislative	None	2 minutes	Receiving personnel
	Assessment of the Legislative If there are no amendments, the same shall be forwarded to the Vice Mayor for signature. If there are amendments, the concerned councilor/s shall be contacted and the same shall be returned to the Office of the City Secretary with the directive to amend the same	None	24 hours	Legislative Division



Follow up in person, through phone call or email.	1. Track the legislative measure	None	24 hours	Legislative Division
	2. Identify where the delay is coming and the action needed to address it			
	3. Note if other appropriate action should be taken			
Total		None	2 days, 9 minutes	

Official Communications/Correspondence (from outside the Quezon City Government)

Receiving/Acceptance of official documents, communications, correspondences, notices, letters, invitations from individuals, private organizations or other government agencies (aside from the offices with Quezon City Government)

Office or division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Classification:	G2C, G2G			
Who may avail:	Office of the city Council Secretary			
Checklist of Requirements:			Where to secure:	
Original copy of the documents (letter, invitation, memorandum, or other official correspondence) and attachments (If any), with the receiving copy returned to the person			From the requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Drop off a copy of the document to the Receiving Section of the Office of the Vice Mayor or through email at OVM@quezoncity.gov.ph	Receiving of documents and return the receiving copy to the requesting party	None	2 minutes	Receiving personnel
	Records the document	None	5 minutes	Receiving personnel