

2/F Legislative Wing Building Quezon City Hall Diliman, Quezon City Trunkline No. 8988-4242 Loc. 8205

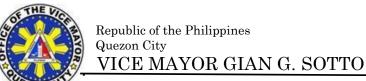


	Endorsement of the same to the City Secretary of the proper committees for inclusion in the Agenda or other appropriate action	None	24 Hours	Legislative Division
Follow up on the request in person, through phone call or email.	Coordinates the request for status Gives a copy of the endorsement/agen da to the requesting party Note if other appropriate action should be taken	None	60 minutes	Legislative Division
	Total	None	27 hours, 9 minutes	

Certified True Copies of Local Ordinances or Resolutions

Accommodating requests for copies of local ordinances or resolutions, whether of the current city council or those passed by the previous city councils, for whatever legal purpose the requesting party may need it for.

Office or division:		Office of the Vice Mayor				
Classification:		Simple				
Type of Classification:		G2C, G2G				
Who may avail:		Individuals, Businesses, government offices				
Checklist of Re	quirements:	Where to secure:				
Request letter with a receiving copy return	` -	y), with the	From the requesting party			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Drop off Request Letter to the Receiving Section of the Office of the Vice Mayor of through email at OVM@quezoncity.g ov.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		



2/F Legislative Wing Building Quezon City Hall Diliman, Quezon City Trunkline No. 8988-4242 Loc. 8205



Forward to the None 2 minutes Receiving personnel Legislative Assessment of None 60 minutes Legislative Division the Legislative Drafting of an 60 minutes Legislative Division None endorsement Legislative shall forward the same to the Office of None 60 minutes Legislative Division the City Secretary for proper action 1. Coordinates the request for status 2. Gives a copy of the Follow up on the endorsement request in person, to the None 60 minutes Legislative Division through phone call requesting or email. party 3. Note of other appropriate action should be taken 4 hours, Total None

9 minutes