



	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.	<ol style="list-style-type: none"> Coordinates the request for status Gives a copy of the endorsement/agenda 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 Requirements:			Where to secure:	
Request letter with 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 Request Letter to the Receiving Section of the Office of the Vice Mayor of 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



	Forward to the Legislative	None	2 minutes	Receiving personnel
	Assessment of the Legislative	None	60 minutes	Legislative Division
	Drafting of an endorsement	None	60 minutes	Legislative Division
	Legislative shall forward the same to the Office of the City Secretary for proper action	None	60 minutes	Legislative Division
Follow up on the request in person, through phone call or email.	<ol style="list-style-type: none"> 1. Coordinates the request for status 2. Gives a copy of the endorsement to the requesting party 3. Note of other appropriate action should be taken 	None	60 minutes	Legislative Division
Total		None	4 hours, 9 minutes	