



Republic of the Philippines
Quezon City

VICE MAYOR GIAN G. SOTTO

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



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 or legis.ovm@quezoncity.gov.ph	Receiving of documents and return the receiving copy to the requesting party	None	2 minute/s	Receiving Officer
	Recording the document	None	5 minute/s	Receiving Officer
	Forwarding to the Chief of staff for schedule and proper endorsement	None	1 hour/s	Chief of Staff
	An admin personnel will inform the client of the action taken	None	1 day/s	Administrative Officer
Total Processing Time:			1 day/s, 1 hour/s, 7 minute/s	
Total Processing Fee		Total Standard Fee: None		

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 / Office of the Secretary to the Sangguniang Panlungsod			
Category:	External Service			
Classification:	Simple			
Type of Classification:	G2B, G2C, G2G			
Who may avail:	All			
Checklist of Requirements: Request letter with attachments (If any), with the receiving copy returned to the person (1) Original Copy			Where to secure: Applicant/ Client	
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 or legis.ovm@quezoncity.gov.ph	Receiving of documents and return the receiving copy to the requesting party	None	2 minute/s	Receiving Officer
	Recording the document	None	5 minute/s	Receiving Officer
	Forwarding to the Legislative Division	None	2 minute/s	Receiving Officer
	Assessment of the Legislative Division	None	1 hour/s	Legislative Staff



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	Drafting of an endorsement	None	1 hour/s	Legislative Staff
	Legislative Division shall forward the same to the Office of the City Secretary for proper action	None	1 hour/s	Legislative Staff
Total Processing Time:			3 hour/s, 9 minute/s	
Total Processing Fee:		Total Standard Fee:		
		None		

Personnel Related Transactions

Accommodating personnel transactions, including Issuance of Office Clearance & Endorsement Letter for Travel Authority, Acceptance of Resignation/Termination Letter of Employees, Job Order Contracts, and Consultants under the Legislative Department

Office or division:	Office of the Vice Mayor
Category:	Internal Service
Classification:	Simple
Type of Classification:	G2G, G2C
Who may avail:	Personnel, Job Order, and Consultants under the Legislative Department