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

	Transmitting the measure intended to the council Committee, Department, or Office	None	1 hour/s	Legislative Staff
Total Processing Time:			**3 hour/s, 9 minute/s**	
Total Processing Fee:		**Total Standard Fee:** **None**		

Communications/Correspondence addressed to the Vice Mayor

Receiving/Acceptance of official documents, communications, correspondences, notices, letters, or invitations from individuals, private organizations or other government addressed to the Vice Mayor.

Office or division:	Office of the Vice Mayor
Category:	External Service
Classification:	Simple
Type of Classification:	G2B, G2C, G2G
Who may avail:	All
Checklist of Requirements: **Original copy of the documents (letter, invitation, memorandum, or other official correspondence) and attachments (If any), with the receiving copy returned to the person** (1) Original Copy	**Where to secure:** **Applicant/ Client**

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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.