



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



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

## 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

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



**Checklist of Requirements:**

**Request letter/Filled up form 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 a copy of the document such as Office Clearance & Endorsement Letter for Travel Authority and Resignation/Termination Letter under the legislative department 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 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
	Drafting of the requested document	None	1 hour/s	Legislative Staff
	Legislative Staff will inform the client of the action taken	None	1 day/s	Legislative Staff
<b>Total Processing Time:</b>			<b>1 day/s, 2 hour/s, 16 minute/s</b>	



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<b>Total Processing Fee:</b>	<b>Total Standard Fee:</b>
	<b>None</b>

## Purchase Requests from Legislative Offices

Receiving of Purchase requests for procurement needs of different offices under the Legislative Department

<b>Office or division:</b>	<b>Office of the Vice Mayor</b>
<b>Classification:</b>	<b>Simple</b>
<b>Type of Classification:</b>	<b>G2G</b>
<b>Who may avail:</b>	<b>Offices under the Legislative Department</b>

<b>Checklist of Requirements:</b>	<b>Where to secure:</b>
<b>Submission of Purchase Request Form with attachments (if any), with the receiving copy returned to the person</b>	<b>Applicant/ Client</b>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Drop off a copy of the document to the Receiving Section of the</b>	<b>Receiving of documents and return the receiving copy to the</b>	<b>None</b>	<b>2 minute/s</b>	<b>Receiving Officer</b>