



OVM@quezoncity.gov.ph or legis.ovm@quezoncity.gov.ph	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 an endorsement/transmittal	None	1 hour/s	Legislative Staff
	Endorsement of the same to the City Secretary of the proper committees for inclusion in the Agenda or other appropriate action	None	1 day/s	Legislative Division
Total Processing Time:			1 day/s, 2 hour/s, 9 minute/s	
Total Processing Fee:		Total Standard Fee: None		

Request for review/sponsorship of a proposed City Council Measure

Accommodating draft proposed resolution/ordinance to council committees or other offices for review/sponsorship.

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 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 to the Receiving Section of the Office of the Vice Mayor or through email: OVM@quezoncity.gov.ph or legis.ovm@quezoncity.gov.ph Tel: 8988 – 4242 Loc: 8205/ 8206	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 an endorsement	None	1 hour/s	Legislative Staff



	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	