

OFFICE OF THE SANGGUNIANG PANLALAWIGAN



Release of Documents (Copy of Resolutions and Ordinances)

Office or Division:	Office of the Sangguniang Panlalawigan		
Classification:	Simple		
Type of Transaction:	Government to Citizens; Government to Government		
Who may avail:	General Public		

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			neral Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Letter Request			Requestor			
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submit Letter Request stating the details of the requested Resolution/ Ordinance and other Legislative Documents	1.1Receive/Revie w Letter Request		Php50/page	10 minutes	Carol Anne P. Liveta Board Secretary I Charlie N. Garrido Administrative Aide VI Annie P. Maranan Administrative Aide VI	
	1.2 requested resolution nce		None	30 minutes	Renz David C. Tabien Administrative Aide III	
	1.3 Payment indicating number of and correspon amount payment Provincial Treasurer	the of pages ding for to the 's office	None	5 minutes		
Receive documents.	2.1 Rele document		None	5 minutes		
	TOTAL		Depends on availed documents	50 minutes		



PROOF OF POSTING

Sangguniang Panlalawigan of Cavite's Citizen's Charter Posted at the Office Entrance/Information Area.







PROVINCIAL GOVERNMENT OF CAVITE SANGGUNIANG PANLALAWIGAN OFFICE

CITIZEN'S CHARTER

VISION

The Sangguniang Penlalswigan of Cevite as the country's model for effective local legislation

MISSION

- To effectively manage logislative functions through the enactment of ordinances, approval of resolutions and appropriation of funds designed to deliver basic services and facilities and the promotion of general welfare.
- To continuously interact with the Local Government Units, executive branch, constituents, civil society, and other actors of governance.
- To emerge policy actions that wi promote the development of the

PERFORMANCE PLEDGE

PERFORMANCE PLEDGE
We, the officials and employees of the
ANAGGUNANG PANLAL AWMGAN
OFFICE pledge to dollver officion I and
organized public service to all disettles
as deleted in this officians' Charter.
Specifically, two will.
Service with integrity, imparitality and
professionalism.
Altern to disertal concerns contreously
with a deleted to delete.
Work according to the eight-hour
stendard working time, or beyond when
the need arises.
Be presentable at all times by wouring
proper office after and identification.
Provide lockbods system to assess
quality of service rendered and make
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STEPS/PROCESS		Temperature and			PERSONS	LOCATION/ CONTACT NOS.
CLIENT	PROVIDER DURATION		REQUIREMENTS	FEES	RESPONSIBLE	ELECTRONIC MAIL (e-mail)
Submit Letter Request Stating The Details Of The Requested Resolution/Ordinance And Other Legislative Documents	Roopive/Review Letter Request	10 Minutes	Letter Request	Php 50.00/ page	Carol Anne P. Liveta Board Scorctary I Charille N. Garrido Administrative Aide VI Annie P. Maranen Administrative Aide VI Renz David C. Tablen Administrative Aide (III	Sangguniang Panialawigan Office Legislative Bidg. Provincial Capitol Compound, Trece Martines City (464-419-1037/430-2504 sanggunianganiahwa ncavise@ gmast.com
	Ratriova Requested Resolutional Ordinance	30 Minutes	None		Carol Anne P. Liveta Board Secretary I Charlie N. Garrido Administrative Aide VI Annie P. Maranan Administrative Aide VI Renz David C. Tablen Administrative Aide III	Sanggunlang Pantalawigan Office Legislative Bldg. Provincial Capital Compound, Trace Martines City 046-419-1037/431-2504 sanggunlangan-falveigancavie@ gmail.com
	Provide Payment Silp Indicating The Number Of Pages And Corresponding Amount For Payment To The Provincial Tressurer's Office	5 Minutes	None		Carol Anne P. Liveta Board Secretary I Chartie N. Gerndo Administrative Aide VI Annie P. Maranan Administrative Aide VI Ravz Bavid C. Tablen Administrative Aide III	Sanggunlang Panlalawigan Office Legislave Bidg. Provincial Capitol Compound. Trece Martines City 046-419-1027-430-2504 sanggunlanggunlatur/generalegg- gual com
Receive Documents	Release Of Documents	5 Minutes	Official Receipt Of Payment From Provincial Tressaure's Office		Carol Anne P. Liveta Board Societary I Charle N. Garrido Administrative Ade VI Annie P. Maranan Administrative Ade VI Renz David C. Tablen	Sangguniang Panialawigan Office Legislative Bidg. Provincial Capitol Compound, Trees Matthes City C48-419-1037/430-2804 sangguningsonialraigeneanite@

Renz David C. Tablen Administrative Aide

End of Transaction

Total Duaration: 60 Minutes





COMMUNICATION PLAN

As the country faces various challenges due to the Coronavirus Disease 2019 (COVID-19) pandemic, which also causes adjustments to the working arrangements and schedules of government offices/agencies/departments, the Sangguniang Panlalawigan (SP) of Cavite remains committed to unceasingly provide effective and efficient public service towards its clients/stakeholders.

In order to fulfill the same, the SP is technologically-geared to utilize online methods that will enable continuous and prompt communication with its clients/stakeholders including concerns relative to the provision of its services.

Aside from the Citizen's Charter being posted in conspicuous places in the premises of the Sangguniang Panlalawigan of Cavite, it will be sent through the official e-mail addresses of the local government units in the Province of Cavite, particularly to the e-mail addresses of the Sangguniang Panlungsod/Bayan offices and their respective sanggunian secretaries.

This will also be posted to the official Facebook page of the Sangguniang Panlalawigan of Cavite to which its staff will be encouraged to share using their respective personal Facebook accounts for its wider online dissemination. Moreover, the Citizen's Charter will be posted by assigned SP staff to all the city/municipal halls in the Province of Cavite.

CONTACT INFORMATION

Provide the following information of your respective Offices:

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Sangguniang Panlalawigan of Cavite	1 st Floor, Legislative Building, Capitol Compound, Barangay San Agustin, Trece Martires City, Cavite 4109	Telephone: (046) 419-1037 (046) 430-2904 Telefax: (046) 419-1037 Email Address: sangguniangpanlalawigancavite @gmail.com