



# **OFFICE OF THE SANGGUNIANG PANLALAWIGAN**



## Release of Documents (Copy of Resolutions and Ordinances)

<b>Office or Division:</b>		Office of the Sangguniang Panlalawigan		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizens; Government to Government		
<b>Who may avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Requestor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit Letter Request stating the details of the requested Resolution/ Ordinance and other Legislative Documents	1.1 Receive/Review Letter Request	Php50/page	10 minutes	<b>Carol Anne P. Liveta</b> Board Secretary I  <b>Charlie N. Garrido</b> Administrative Aide VI  <b>Annie P. Maranan</b> Administrative Aide VI
	1.2 Retrieve requested resolutions/ordinance	None	30 minutes	<b>Renz David C. Tabien</b> Administrative Aide III
	1.3 Provide Payment Slip indicating the number of pages and corresponding amount for payment to the Provincial Treasurer's office	None	5 minutes	
Receive documents.	2.1 Release of documents	None	5 minutes	
	<b>TOTAL</b>	<b>Depends on availed documents</b>	<b>50 minutes</b>	









## 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-g 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 <sup>st</sup> Floor, Legislative Building, Capitol Compound, Barangay San Agustin, Trece Martires City, Cavite 4109	<b>Telephone:</b> (046) 419-1037 (046) 430-2904 <b>Telefax:</b> (046) 419-1037 <b>Email Address:</b> <a href="mailto:sangguniangpanlalawigancavite@gmail.com">sangguniangpanlalawigancavite@gmail.com</a>