

Office: Office of the Sangguniang Panlalawigan
Service: Issuance of Certified True Copies of Sangguniang Panlalawigan Documents (i.e ordinances, resolutions, committee reports, and others)
Who may avail the service: Any requesting entity or person
Service Schedule: Monday to Friday (8AM to 5PM)
Requirements:

- Request letter addressed to the Vice-Governor or the SP Secretary duly signed by the head of requesting agency or any person
- Duly accomplished request form (SP-001-Ø)

Fee/s: Chapter 5, Article 1 of the 2017 Revenue Code, prescribes the amount to be charged as Secretary's Fee for legislative records.

PROCESS DESCRIPTION	FEE
For every 100 words of fractions thereof, typewritten (not including the certificate and any notations) per copy	P40.00
Where the copy to be furnished is in printed form, in whole or in each page	P40.00
For each certificate of correctness (with seal of Office) written on the copy or attached thereto	P40.00
For certified copies of any paper, record, decree, judgement or entity which any person is entitled to demand and receive a copy (in connection with the judicial proceedings) per page	P60.00
Photo copy or any other copy produced by copying machine, per page	P60.00
Photo copy of any record, per page	P60.00
For any other certification, per page	P60.00

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submit request letter and accomplished request form	Receive and facilitate the request	1-3 minutes	SP staff		SP-001-Ø
2	Wait for processing of requested documents	Process request for approval Prepare and print the scanned documents	3 minutes 5 minutes for less than 5 pages; 10-30 minutes for 20-50 pages; and 1-2 hours for more than 50 pages.	SP staff -The Vice-Governor/ Secretary SP staff		
3	Proceed to PTO – Cash Receipts Division for payment	Assess number of photocopied pages and issue receipt	1-3 minutes	Cash Receipts Division staff	Depends on the number of pages	N/A
4	Return to SP Records and Archives office for verification of payment	Verify receipt of payment and release the documents	1-3 minutes	SP staff		N/A
End of Transaction						