

2. Receiving of Resolutions/Ordinances from the component LGU's, Complaints, Petitions, Requests and other documents that required confirmation and approval from Sangguniang Panlalawigan

The public may submit requirements to the Office of the Secretary to the Sangguniang Panlalawigan for review and legislative action.

Office or Division:	Secretary to the Sangguniang Panlalawigan			
Classification:	Highly Technical			
Type of Transaction:	G2G–Government to Government, G2B–Government to Business, G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ordinance/s/ Resolution/s and supporting documents (3 original copies)		The person/organization/agency requesting the action.		
2. Endorsement Letter		Requesting Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the Office of the Secretary to the Sangguniang Panlalawigan	1.1. The Legislative Staff Officer receives the submitted requirements. 1.2. Enter into the LIMS 1.3. The Legislative Staff Officer endorses the same to the SP Secretary for review and appropriate action. 1.4. For the inclusion in the Agenda of the SP Session.	None	Less than 15 minutes	<i>Legislative Staff Officer</i> <i>Secretary to the SP</i>
TOTAL:		NONE	Less than 15 minutes	