



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

(1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL GOVERNMENT OF ISABELA - ISABELA PROVINCIAL PUBLIC SAFETY OFFICE

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:     Yes     No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
USAPING PANGKALIGTASAN	Sangguinang Panlalawigan Ordinance no. 002, S. 2014 ("AN ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR")		Sangguinang Panlalawigan Ordinance no. 002, S. 2014	JANUARY 21, 2014	Sangguinang Panlalawigan Ordinance no. 001, S. 2012

<sup>1</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>2</sup> Cite section number and quote provision identified in the governing law



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PAGBIBIGAY NG MGA BABASAHIN TUNGKOL SA USAPANG PANGKALIGTASAN	Sanguinang Panlalawigan Ordinance no. 002, S. 2014 (“AN ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR”)		Sanguinang Panlalawigan Ordinance no. 002, S. 2014	JANUARY 21, 2014	Sanguinang Panlalawigan Ordinance no. 001, S. 2012
TEKNIKAL NA PAGTULONG PARA SA PAGPAPATUPAD NG EXECUTIVE ORDER NO. 18	<p>A) Sanguinang Panlalawigan Ordinance no. 002, S. 2014 (“AN ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR”)</p> <p>B) Executive Order no. 18 s. 2014 (“Directing the Isabela Police Provincial Office, the Land Transportation Office, and the Liga ng mga Barangay to enforce confiscation of all unregistered motorcycles and motorcycles driven by underage or unlicensed drivers , and the Public Safety Office to monitor compliance therewith”)</p>		<p>Sanguinang Panlalawigan Ordinance no. 002, S. 2014</p> <p>A) Local Chief Executive Order no. 18 s. 2014</p>	JANUARY 21, 2014	Sanguinang Panlalawigan Ordinance no. 001, S. 2012



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	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
PAGBIBIGAY KAALAMAN SA PAMAMAGITAN NG SAFETY TRAINING AT KAUKULANG TEKNIKAL NA PAGTULONG	Sangguinang Panlalawigan Ordinance no. 002, S. 2014 (“AN ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR”)		Sangguinang Panlalawigan Ordinance no. 002, S. 2014	JANUARY 21, 2014	Sangguinang Panlalawigan Ordinance no. 001, S. 2012
PAGBIBIGAY NG KOPYA (KUNG KINAKAILANGAN) NG MGA ADMINISTRATIBONG DOKUMENTO NG OPISINA	Sangguinang Panlalawigan Ordinance no. 002, S. 2014 (“AN ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR”)		Sangguinang Panlalawigan Ordinance no. 002, S. 2014	JANUARY 21, 2014	Sangguinang Panlalawigan Ordinance no. 001, S. 2012



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>USAPING PANGKALIGTASAN</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
RESOLUSYON O SULAT PATUNGKOL SA KINAKAILANGAN / BUDGET PROPOSAL PARA SA PROYEKTO	INHERENT TO THE GOVERNMENT SERVICE RENDERED	Dalhin ang mga sumusunod: a. Resolusyon o sulat mula sa isang ahensya o indibidwal b. Mga dokumento o litrato ng mga usapin c. Pag taya ng kaukulang halaga para sa proyekto.		1 oras	WALA
A. PAGSUSURI AT PAG APRUBA SA PROYEKTONG KINAKAILANGAN B. PAGTATALAGA NG KAWANI NA SIYANG MAG-AASIKASO SA SERBISYONG KAILANGAN	INHERENT TO THE GOVERNMENT SERVICE RENDERED	Antayin ang kaukulang pagsusuri at pag apruba sa proyekto		1 araw	WALA
<b>TOTAL</b>				<b>25 oras</b>	<b>WALA</b>

<sup>3</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service



<b>GOVERNMENT SERVICE: <u>PAGBIBIGAY NG MGA BABASAHIN TUNGKOL SA USAPANG PANGKALIGTASAN</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<b>RESOLUSYON O SULAT PATUNGKOL SA KINAKAILANGAN</b>	<b>INHERENT TO THE GOVERNMENT SERVICE RENDERED</b>	<b>A) Personal na paghingi o sa pamamagitan ng sulat</b>		<b>10 minuto</b>	<b>WALA</b>
		<b>B) Kung maraming kopya ang kinakailangan, personal na paghingi o sa pamamagitan ng sulat kung saan nakasaad ang dahilan kung bakit maraming kopya ang kinakailangan</b>		<b>2 araw</b>	<b>WALA</b>
<b>TOTAL</b>				<b>10 minuto / 48 oras</b>	<b>WALA</b>



**GOVERNMENT SERVICE: TEKNIKAL NA PAGTULONG PARA SA PAGPAPATUPAD NG EXECUTIVE ORDER NO. 18**

**SERVICE INFORMATION**

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
SULAT NG REKLAMO O HINAING UKOL SA PAGPAPATUPAD / SULAT O PERSONAL NA BUMISITA SA TANGGAPAN UKOL SA PERSONAL NA MGA KATANUNGAN PATUNGKOL SA PAGPAPATUPAD	INHERENT TO THE GOVERNMENT SERVICE RENDERED	A) MAGPADALA NG SULAT NG REKLAMO O HINAING UKOL SA PAGPAPATUPAD B) MAGPADALA NG SULAT O PERSONAL NA BUMISITA SA TANGGAPAN UKOL SA PERSONAL NA MGA KATANUNGAN PATUNGKOL SA PAGPAPATUPAD		30 minuto	WALA
<b>TOTAL</b>				30 minuto	WALA



**GOVERNMENT SERVICE: PAGBIBIGAY KAALAMAN SA PAMAMAGITAN NG SAFETY TRAINING AT KAUKULANG TEKNIKAL NA PAGTULONG**

**SERVICE INFORMATION**

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
SULAT O RESOLUSYON	INHERENT TO THE GOVERNMENT SERVICE RENDERED	A) MAGSUMITE NG SULAT O RESOLUSYON PATUNGKOL SA KINAKAILANGANG TULONG: B) PAGSUSURI AT PAG APRUBA SA PROYEKTONG KINAKAILANGAN C) PAGTATALAGA NG KAWANI NA SIYANG MAG-AASIKASO SA SERBISYONG KAILANGAN		1 araw	WALA
<b>TOTAL</b>				1 araw	WALA



<b>GOVERNMENT SERVICE: <u>PAGBIBIGAY NG KOPYA (KUNG KINAKAILANGAN) NG MGA ADMINISTRATIBONG DOKUMENTO NG OPISINA</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<b>PERSONAL NA BUMISITA O HUMILING SA PAMAMAGITAN NG SULAT</b>	<b>INHERENT TO THE GOVERNMENT SERVICE RENDERED</b>	<b>A) Personal na paghiling o sa pamamagitan ng sulat</b>		<b>15 minuto</b>	<b>WALA</b>
<b>TOTAL</b>				<b>15 minuto</b>	<b>WALA</b>