



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

(1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL GOVERNMENT OF ISABELA - SECRETARY TO THE SANGGUNIANG PANLALAWIGAN

(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
Issuance of Photocopy/ Certified True Copy of SP Documents	The 1987 Constitution  LGC OF 1991	Art. II, Sec 28  TITLE V, ARTICLE I, SECTION 469	N/A	February 2, 1987  January 1, 1992	N/A
Request for Accreditation as Non-Government Organization	<ul style="list-style-type: none"><li>ADMINISTRATIVE ORDER NO. 270 - PRESCRIBING THE IMPLEMENTING RULES AND</li></ul>	Rule XIII, Section 64	N/A	February 21, 1992	N/A

<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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(NGO) or People's Organization	REGULATIONS OF THE LOCAL GOVERNMENT CODE OF 1991				
Request for Certificate of Posting	Pursuant to Lawful Order of the Court	N/A	N/A	N/A	N/A



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

GOVERNMENT SERVICE: <u>ISSUANCE OF PHOTOCOPY/CERTIFIED TRUE COPY OF SANGGUNIANG PANLALAWIGAN</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		
REQUEST FORM		1. FILLING UP OF REQUEST FORM 2. EVALUATION AND APPROVAL OF THE REQUEST 3. VERIFICATION AND PREPARATION 4. PAYMENT OF CORRESPONDING FEES 5. RELEASE OF REQUESTED DOCUMENT	SECTION 469 OF LGC OF 1991	10 MINUTES 10 MINUTES 1HOUR 20 MINUTES 10 MINUTES	Php20/Php40
<b>TOTAL</b>				<b>1 HOUR AND 50 MINUTES</b>	<b>PHP20.00/PHP40.00</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>REQUEST FOR ACCREDITATION AS NON-GOVERNMENTAL ORGANIZATION</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>		
1. REQUEST LETTER 2. ARTICLES OF INCORPORATION 3. SEC REGISTRATION 4. CHARTER 5. CDA REGISTRATION (IF APPLICABLE) 6. HISTORY OF ACCOMPLISHMENTS 7. FINANCIAL STATEMENTS	RATIONALE: TO DETERMINE THE QUALIFICATION OF THE NGO TO BE ACCREDITED	1. FILING OF APPLICATION FOR ACCREDITATION  2. INCLUSION IN THE AGENDA AND TOSSING IT TO THE PROPER COMMITTEE 3. EVALUATION AND APPROVAL OF APPLICATION 4. RELEASING OF COPY OF ACCREDITATION	IRR OF LGC OF 1991	1 HOUR          30 MINUTES  44 DAYS  10 MINUTES	
<b>TOTAL</b>				<b>44 DAYS, 1 HOUR AND 40 MINUTES</b>	<b>NONE</b>



<b>GOVERNMENT SERVICE: <u>REQUEST FOR ACCREDITATION AS NON-GOVERNMENTAL ORGANIZATION</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>		
REQUEST FORM	RATIONALE: ADHERENCE TO LAWFUL ORDER OF THE JUDICIAL OR QUASI- JUDICIAL BODIES	1. FILL UP REQUEST FORM	LAWFUL ORDER OF JUDICIAL OR QUASI-JUDICIAL BODIES	10MINUTES	Php40/PAGE
DOCUMENT TO BE POSTED		2. EVALUATION AND APPROVAL OF REQUEST		10MINUTES	
		3. POSTING OF DOCUMENT		15DAYS	
		4. PREPARATION OF CERTIFICATE OF POSTING		30MINUTES	
		5. PAYMENT OF CORRESPONDING FEES		20MINUTES	
		6. RELEASING OF CERTIFICATE OF POSTING		20MINUTES	
<b>TOTAL</b>				<b>15 DAYS, 1 HOUR AND 30 MINUTES</b>	<b>PHP40/PAGE</b>