

CITY COUNCIL / SANGGUNIANG PANLUNGSOD

2/F Justice Hall Bldg., Sta. Elena, Marikina City
Department Head: Noralyn R. Tingcungco
Tel. Nos.: (632) 647-3121/3124



The Sangguniang Panlungsod, as the legislative body, is mandated by law to enact ordinances, approve resolutions, appropriate funds for the general welfare of the city and its people and carry out other legislative measures that are in harmony with the aspirations of Marikēños.

SERVICE CATEGORIES

(CITY COUNCIL SECRETARIAT)

Agenda Preparation and Production

Involves the preparation of agenda and other related documents necessary for the efficient and orderly conduct of every session conducted once every week or as need arises.

Documentation and Minutes Production

Involves the preparation of all official documents of the City Council which invariably are the products or outputs of each sessions conducted.

Administrative Support

The Sangguniang Panlungsod Secretariat provides administrative services to the Sangguniang Panlungsod which includes, but not limited to, records management, personnel management, provision of office supplies as well as the publication and posting of notices of public hearing, meetings, enacted ordinances and approved resolutions.

Equipment/Logistics Support

Provision of equipment and other logistics requirements of the respective City Councilor offices, the session hall and meeting rooms.

Special Projects and Activities

Aside from the mainstream activities and responsibilities, the SP Secretariat Office also handles and implements some so-called special projects and activities which may be assigned to the office from time to time.

Preparation of people's request for copies of enacted ordinances and approved resolutions

Services Offered:

- Provides photocopies of resolution/ordinance upon request.
- Passing of resolution, enactment of ordinance and appropriation of Funds for the city's welfare.

REQUEST FOR PHOTOCOPY OF RESOLUTION OR ORDINANCE

NO.	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
1	Proceed to the Office of the City Council Secretariat and fill up a request form.	Ramir L. Nicolas (Receiving/ Releasing Officer)	2/f Council Secretariat, 2/f Justice Hall	5 mins
2	Wait for verification of the date and number of the requested document/s after its retrieval from the office archives.	Ramir L. Nicolas Emma Santos Normando Dela paz	2/f Council Secretariat, 2/f Justice Hall	10-20 mins
3	Confirm if the documents presented to you is what you need.	Ramir L. Nicolas	2/f Council Secretariat, 2/f Justice Hall	5 mins

4	Wait for the photocopied/certified copies of your requested document/s	Ramir L. Nicolas	2/f Council Secretariat, 2/f Justice Hall	5 mins
Total Waiting Time:				20-25 minutes

*may vary on the availability/working condition of the photocopying machine

**LEGISLATIVE PROCESS FLOWCHART
(How a proposal become an Ordinance)**

1. Filing of proposal.
2. The Presiding Officer will read the title and author/s, assign number and refer the proposal to the appropriate council committee during its First Reading. (Period: 1 session)
3. Proposal will undergo committee meeting/s or public hearing/s.
4. The chairperson of the concerned committee will render their committee report regarding the proposal. (Period: 1 session) Proposal will be calendared for Second Reading (if appropriate).
5. Proposal will undergo interpellation/rebuttal/amendments during Second Reading.
6. Proposal will be confirmed during Third Reading.
7. Enacted ordinance/approved resolution will be signed by the City Vice Mayor and forwarded to the Office of the City Mayor.
8. Mayor will sign it into law or vetoes and send it back to the City Council.

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.