

4. INVESTIGATE ADMINISTRATIVE COMPLAINTS

It is the duty and responsibility of the Sangguniang Panlungsod to try, hear and investigate administrative complaints filed against erring elective barangay officials.

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Highly Technical Transaction			
Type of Transaction:				
Who may avail:	21 Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly notarized Complaint Affidavit		Legal Office		
Copy of Filing Fee Receipt		Treasury Department		
Complete address and contact numbers		Complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit original Notarized Complaint Affidavit with fifteen (15) photocopies	-Receive original copy and 15 photocopies of Notarized Complaint	-	5 minutes	Secretary assigned to Committee Chairperson of Barangay Investigative (District 1 and District 2)
	-Issue Order of Payment for Filing Fees	P500.00	2 minutes	
2. Payment of fees	Treasury Department issue receipt	P500.00	5 minutes	Cashier of windows 18, 19 & 20
3. Submit O.R. of Filing Fees	-Attach to Original Notarized Complaint	-	2 minutes	Secretary assigned to Committee Chairperson of Barangay Investigative (District 1 and District 2)
	-Send Summons to Respondent	-	30 minutes	
	-Receive verified answer	-	2 minutes	
4. Receive the Subpoena	Deliver Subpoena	-	30 minutes	Secretary assigned to Committee Chairperson of Barangay Investigative (District 1 and District 2)
5. Attend Hearing	-Review, hear and investigate -Mediation	-	45 minutes	Committee on Barangay Investigative Members and all Councilors
6. Settle/Unsettle	Issue a Resolution	-	30 minutes	Chairperson of the Committee

END OF TRANSACTION