

5. PASSAGE OF RESOLUTION/ORDINANCE

It is the duty and responsibility of the Sangguniang Panlungsod to design, promulgate and approve any Ordinances for the welfare of the residence and business establishments of the City of San Juan.

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Complex Transaction			
Type of Transaction:				
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft Resolution/Ordinance		City Councilors		
Supporting Documents		Concerned Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Draft Resolutions/Ordinances	-Receive original copy	-	2 minutes	Any staff available
	-Submit for referral	-	2 minutes	
2. Attend Committee Hearing	Review for approval in the Committee Level	-	30 minutes	Committee Chairperson and Members
3. Attend Session	Deliberation of the said Draft Resolutions/Ordinances for approval	-	30 minutes	Sponsor of the said Draft Resolutions/Ordinances
4. Receive the approved Resolutions/Ordinances	Endorsement of the approved Resolutions/Ordinances	-	30 minutes	Board Secretary II

END OF TRANSACTION