

SANGGUNIANG KABATAAN FEDERATION OFFICE

EXTERNAL SERVICES



1. ISSUANCE OF CERTIFIED TRUE COPY OF BARANGAY OFFICIAL INFORMATION SHEET (BOIS), COMPREHENSIVE BARANGAY YOUTH DEVELOPMENT FUND (CBYDP), ANNUAL BARANGAY YOUTH INVESTMENT PROGRAM (ABYIP), MINUTES OF THE MEETING, SK ANNUAL BUDGET, & OATH OF OFFICE OF ELECTED SK OFFICIALS

OFFICE OR DIVISION	Sangguniang Kabataan Federation office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	ALL SK chairman and SK officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request Form		Information Desk of the SK Federation Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished request form.	1.1 Receive and forward the Request Form and attached checklist of SK chairpersons w/ submitted report of BOIS, ABYIP & SK Annual Budget to DILG, Budget Office, Youth Affairs Office, and SK Federation President	None	7 minutes	SK Federation Staff
	1.2 Approve and sign the Request Form	None	3 minutes	HON. Joshua Sherlhanbert Y. Guinto SK Federation President
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on assessment	10 minutes	



SANGGUNIANG KABATAAN FEDERATION OFFICE

INTERNAL SERVICES



1. ACCEPTANCE OF DOCUMENTS AND MEMORANDUMS.

OFFICE OR DIVISION	Sangguniang Kabataan Federation Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government; G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	City Government Officials; All departments and offices in the City Government of Imus; Non-Government Organization; all SK chairman and SK officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to visitor logbook and wait for the document or memorandum to be received by SK Federation Staff.	1.1 Accept and verify the document	None	5 minutes	SK Federation Staff
	1.2 Forward the Received document to the Sangguniang Kabataan President	None	2 minutes	SK Federation Staff
	1.3 Review the document	None	10 minutes	Hon. Joshua Sherlhanbert Y. Guinto
	1.4 Prepare appropriate action for the document/ memorandum received	None	5 minutes	Hon. Joshua Sherlhanbert Y. Guinto
Fill-out the Client Satisfaction Rating Form				
TOTAL			19 minutes	

