

# **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, AND OATH OF OFFICE OF ELECTED SK OFFICIALS**

All documents needed or relevant to SK officials can be provided by the Sangguniang Kabataan Office by issuing them certified true copy with the approval of the Sangguniang Kabataan Federation President.

<b>OFFICE OR DIVISION</b>	Sangguniang Kabataan Federation office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	All SK chairman and SK officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request Form		Information Desk of the SK Federation Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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				
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

# **SANGGUNIANG KABATAAN FEDERATION OFFICE EXTERNAL SERVICES**

## 1. ACCEPTANCE OF DOCUMENTS AND MEMORANDUMS

All incoming memorandums and documents is properly received, reviewed, and documented by the Sangguniang Kabataan staff. Applying corresponding action for the received documents and memorandums.

<b>OFFICE OR DIVISION</b>	Sangguniang Kabataan Federation Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government; G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	City Government Officials; All departments and offices in the City Government of Imus; Non-Government Organization; all SK chairman and SK officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Documents		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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				
<b>TOTAL</b>		<b>None</b>	<b>19 minutes</b>	