



Republic of the Philippines
Municipality of Matnog



CONDUCT OF ADMINISTRATIVE INVESTIGATION

STEP	APPLICANT/CLIENT	ACTION OFFICER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	FEES	FORM
1	Complainant - Submit verified complaint	Receive documents and submit to SB Secretary for the inclusion in the agenda for the next regular session	2 minutes	Renato S. Gata Jr.	none	
2		Inclusion in the agenda	On Thursday of the week the same was submitted	SB Chairman, Committee on Rules		Agenda
3		Referral to the Committee on Good Government	During regular session (Monday at 2:00PM on the following week the ordinance was submitted)	Presiding Officer		
4		Issuance of Summons for the verified answer to the respondent	Seven (7) days after the administrative case is filed	Vice Mayor		
5	Respondent	Submit verified answer	Within fifteen (15) days from receipt of the complaint	Respondent		
6		Commence the investigation of the case	Within ten (10) days after the receipt of such answer	Sangguniang Bayan		
7		Submit Committee Report for the inclusion in the agenda for the next regular session	Friday of the same week	Chairman, Committee on Good Government		
8		Deliberation and approval or disapproval	Regular session after a decision has been made	Sangguniang Bayan		
9		Approval of the Minutes of the previous session	Regular session on the following week	Sangguniang Bayan		
10		Excerpt resolution and transmit to the LCE for approval	Tuesday following the regular session	Josephine Bautista Gabriel Aaron Jamot		