



Republic of the Philippines
Municipality of Matnog



REVIEW OF BARANGAY ORDINANCE

STEP	APPLICANT/CLIENT	ACTION OFFICER	DURATION OF ACTIVITY (UNDER NORMAL CIRCUMSTANCES)	PERSON IN-CHARGE	FEES	FORM
1	Submit six (6) copies including the minutes of the session said ordinance was approved	Receive/review documents and submit to the SB Secretary for inclusion in the agenda for the next regular session.	2 minutes	Renato S. Gata Jr.	N/A	
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 Finance, Budget and Appropriation/ Committee on Rules	During regular session (Monday at 9:00AM on the following week the ordinance was submitted)	Presiding Officer		
4		Conduct of Committee Hearing	1. Comm. on Budget - Wednesday, on the same week 2. Comm. on Rules - any of the working day of the week	Committee on Budget Committee on Rules Sharon Gallano as Committee Secretary		
5		Submit Committee Report for inclusion in the agenda for the next regular session	Friday of the same week	1. Chairman, Committee on Budget 2. Chairman, Committee on Rules		
6		Deliberation and declaration of validity or invalidity	Regular session on the following week	Sangguniang Bayan		
7		Approval of the Minutes of the previous session	Regular session on the following week	Sangguniang Bayan		
8		Release of resolution declaring the validity or invalidity of said ordinance	Tuesday following the regular session	Gabriel Aaron Jamot		
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