

# MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

## I. **Mandate:**

The office is mandated to formulate integrated, economic, social, physical and other development plans and policies for consideration of the Municipal Development Council (MDC), conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation, integrate and coordinate all sector plans and studies undertaken by the different functional groups or agencies, monitor and evaluate the implementation of different programs, projects and activities in the municipality in accordance with the approved development plan, prepare comprehensive plan and other development planning documents for the consideration of the MDC, analyze the income and expenditures patterns and formulate and recommend fiscal plans and policies for consideration of the Local Finance Committee of the Local Government Unit (LGU), promote people participation in the development planning with LGU, and exercise supervision and control over the secretariat of the Municipal Development Council

## II. **Vision:**

A dynamic partner of the community formulating coordinated and integrated development plans

## III. **Mission:**

To promote sustainable development through coordinated, effective and efficient development planning

## IV. **Service Pledge:**

We commit to:

- Extend our services with the best of our abilities and exercise the service standards we set to promote transparency and accountability in government service
- Attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break

# MUNICIPAL PLANNING & DEVELOPMENT OFFICE

## Internal Services

### 1. REVIEW OF OFFICE ANNUAL INVESTMENT PROGRAM (AIP)

The Office reviews all Annual Investment Plan of all Offices in the agency based on their mandates and other existing guidelines before its final integration in the agency's AIP.

<b>Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2G – Government to another government agency			
<b>Who may avail:</b>	Offices of the Local Government Unit and National Government Agencies in the municipality who are provided with allotment in the LGU's budget			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Draft AIP (1 copy)			Office of the client/employee	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	<i>Administrative Aide IV</i> Municipal Planning & Development Office OR <i>Administrative Aide VI</i> Municipal Planning & Development Office

2. Submit the draft AIP	2. Receive the draft AIP	None	1 minute	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office
3. Wait and give information necessary for the review of the AIP	3. Review the Draft AIP 3.1 Write corrections/give recommendation	None	30 minutes	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office
4. Receive the Draft AIP with corrections	4. Return the AIP	None	1 minute	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office
	<b>TOTAL:</b>	Php0	33 minutes	

## 2. REVIEW OF OFFICE PERFORMANCE COMMITMENT TARGETS

As one of the monitoring and evaluation activities in the implementation of programs of the municipality, the MPDO conducts review of office targets based on the approved Annual Investment Plan of the respective office

<b>Office:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Simple
<b>Type of transaction:</b>	G2G – Government to another government agency
<b>Who may avail:</b>	Offices of the Local Government Unit
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Draft</b> Office Performance Commitment Targets with the prescribed form (OPCR) (1 copy)	Office of the employee

CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	<i>Administrative Aide IV</i> Municipal Planning & Development Office OR <i>Administrative Aide VI</i> Municipal Planning & Development Office
2. Submit the OPCR	2. Receive the OPCR	None	1 minute	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office
3. Wait and give information necessary for the review of the OPCR	3.1 Review the OPCR targets based on the office AIP 3.2 Write corrections/ Give recommendation, if any	None	30 minutes	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office
4. Receive the OPCR	Return the OPCR	None	1 minute	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office
	<b>TOTAL:</b>	Php0	33 minutes	

### 3. INSPECTION/MONITORING OF DEVELOPMENT PROJECTS

Monitoring of project implementation is one of the mandate of the MPDO. As such, the office is a member of the inspectorate team and project monitoring committee which propose recommendations necessary to achieve program objectives.

<b>Office:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Complex
<b>Type of transaction:</b>	G2G – Government to another government agency

<b>Who may avail:</b>	Municipal Government Unit, Barangay Government Units, other National Government Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Request letter duly approved by the LCE (1 copy)	Office of the Municipal Mayor

Approved Program of work (1 photocopy) Certificate of accomplishment, if for partial billing (1 original copy) Certificate of completion, if inspection for final billing (1 original copy)			Office of the Municipal Engineer or Agriculturist Office of the Municipal Engineer Office of the Municipal Engineer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	<i>Administrative Aide IV</i> Municipal Planning & Development Office OR <i>Administrative Aide VI</i> Municipal Planning & Development Office
2. Submit the approved request letter	2. Receive the request letter and check the requirements	None	1 minute	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office
3. Wait and schedule the date of inspection/monitoring	3. Coordinate with other members of the team and Schedule the date of inspection/monitoring	None	45 minutes	<i>Project Development Officer I</i> Municipal Planning & Development Office OR <i>Municipal Plng. &amp; Dev't. Coordinator</i> Municipal Planning & Development Office

4. Prepare necessary documents for the inspection and Wait for the preparation of report	4. Conduct inspection/ monitoring of the project 4.1 Prepare report	None	3days and 2 hours	<i>Project Development Officer I</i> Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
5. Receive the report	5. Submit report to the concerned office	None	5 minutes	Project Development Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
	<b>TOTAL:</b>	Php0	3 days 2 hours 52 minutes	

#### 4. SITE VALIDATION FOR DEVELOPMENT PROJECTS

Validation of project is conducted to enable the LGU to check all areas in a project for potential problem.

<b>Office:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Complex
<b>Type of transaction:</b>	G2G – Government to another government agency
<b>Who may avail:</b>	Municipal Government Unit, Barangay Government Units, other National Government Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Request letter duly approved by the LCE (1 copy)	Office/agency of the employee

CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Submit the approved request letter	2. Receive the request letter	None	1 minute	Project Development Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
3. Wait and schedule the date of validation	3. Coordinate with the implementing office/ Engineering Office and Schedule the date of validation	None	30 minutes	Project Development Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
4. Prepare necessary documents for the inspection and Wait for the preparation of report	4. Conduct inspection/ validation of the project 4.1 Prepare report	None	3days 2hours	Project Development Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
5. Receive the report	5. Submit report to the concerned office	None	5 minutes	Project Development Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
<b>TOTAL:</b>		Php0	3days 2hours 37 minutes	

# **MUNICIPAL PLANNING & DEVELOPMENT OFFICE**

**External Services**



## PROVISION OF DATA

Information about the municipality and its development plans are available at the MPDO. This includes Socio-Economic Profile, Development Plans, Investment Plans, Accomplishment Reports, Other Municipal Statistics and other vital documents necessary to researchers, businessmen and others who need it for specific/legal purpose.

<b>Office:</b>	Municipal Planning and Development Office				
<b>Classification:</b>	Simple				
<b>Type of transaction:</b>	G2C – Government to citizen				
	G2B – Government to business entity				
	G2G – Government to another government agency				
<b>Who may avail:</b>	Business entities, students, barangay LGUs, National Government Agencies				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
None					
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office	
2. Submit the request letter, if any *Make sure to secure the Order of Payment that will be issued	2.1 Receive the request letter, if any 2.2 Issue Order of Payment	None	3 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office	

<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment</p>	<p>3.1 Start processing the request  3.2 Accept the payment based on the Order of Payment 3.3 Issue the Official Receipt</p>	<p>PHP50</p>	<p>30 minutes</p>	<p>Administrative Aide IV Municipal Planning &amp; Development Office OR Administrative Aide VI Municipal Planning &amp; Development Office  Local Revenue Collection Clerk Municipal Treasury Office  Local Revenue Collection Clerk Municipal Treasury Office</p>
<p>4. Return to the MPDO for the processing of the request and release of document</p>	<p>4.1 Check the Official Receipt  4.2 Issue the document</p>	<p>None</p>	<p>3 minutes</p>	<p>Administrative Aide IV Municipal Planning &amp; Development Office OR Administrative Aide VI Municipal Planning &amp; Development Office</p>
<b>TOTAL:</b>		<p>Php50</p>	<p>39 minutes</p>	

## 2. PRELIMINARY REVIEW OF BARANGAY ANNUAL INVESTMENT PLAN

Preliminary review of the Barangay Annual Investment Plan is provided to all barangays prior to the adoption of their respective Sangguniang Barangay .

<b>Office:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Simple
<b>Type of transaction:</b>	G2G – Government to another government agency
<b>Who may avail:</b>	Barangay Local Government Unit (BLGU)
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Draft barangay AIP (1 copy)	Barangay LGU

Sectoral plans with attached mandatory review certifications or Resolution of Approval (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Give draft Annual Investment Plan	2. Receive the draft Annual Investment Plan	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office

3. Wait while the draft AIP is being reviewed	3. Start to review the draft Annual Investment Plan *For barangay, the staff will check AIP Code, PAPs entered in the AIP are included in the BDP/BDIP, PAPs of all sectoral plans are included and compliant with the guidelines of utilization (20% DF, 5% BDRRMF, 10% SKF, 5% GAD, 1% SC & PWD, BNAP, HIV/AIDS and others	None	30 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
4. Receive the AIP	4. Return the draft AIP with the corrections/recommendations	None	3 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
<b>TOTAL:</b>		Php0	35 minutes	

### 3. PRELIMINARY REVIEW OF BARANGAY ANNUAL BUDGET

As member of the Local Finance Committee, the MPDC reviews of the Barangay and Sanggunian Kabataan Annual Budget as to its consistency to their respective Annual Investment Plan before it is finalized and transmitted to the Sangguniang Bayan for its adoption.

<b>Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2G – Government to another government agency			
<b>Who may avail:</b>	Barangay Local Government Unit (BLGU)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Barangay: Sangguniang Bayan adopted barangay AIP (1 copy) Draft Barangay Annual Budget (1 copy)		Barangay LGU		
For Sangguniang Kabataan: Draft SK Annual Budget (1 copy) Approved Annual Barangay Youth Investment Plan (1 copy)		Office of the Sangguniang Kabataan		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Give the proposed Annual Budget	2. Receive the proposed Annual Budget	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office

3. Wait while the draft Barangay AIP is being reviewed	3. Start to review the draft barangay Annual Investment Plan  *For the barangay, the staff will check AIP Code, PAPs funded are compliant with the guidelines of utilization (20% DF, 5% BDRRMF, 10% SKF, 5% GAD, 1% SC & PWD, and others)	None	30 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
4. Receive the AIP	4. Return the draft AIP with the corrections/ recommendations	None	3 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
<b>TOTAL:</b>		Php0	35 minutes	

**4. PROVISION OF FINANCIAL ASSISTANCE FOR BDP/AIP FORMULATION THROUGH PARTICIPATORY PLANNING-BUDGETING WORKSHOP TO THE BARANGAYS**

The Office provides financial assistance to barangay for the formulation or updating of their BDP and AIP through Participatory Planning-Budgeting Workshop conducted in their respective barangay.

<b>Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Complex			
<b>Type of transaction:</b>	G2G – Government to another government agency			
<b>Who may avail:</b>	Barangay Local Government Units (BLGUs)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request letter duly approved by the LCE (1 copy)			Mayor's Office	
List of confirmed participants (1 copy) Accomplishment Report (1 copy) Barangay Profile (1 copy) Latest Latest approved BDP/AIP (1 copy)			Barangay Local Government Unit of the requesting official	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Submit request letter and requirements	2.1 Receive the request letter and requirements 2.2 Check and assess requirements	None	4 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
3. Wait for the notice of the release of check	3. Process the request and facilitate the approval and signing of the voucher, other documents, and the check 3.1 Notify the requesting official if checks is now ready for release	None	5 days	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office

4. Return to MPDO to confirm the information and proceed to Municipal Treasury Office *Make sure to bring the Official Receipt of the Barangay	4.1 Confirm the availability and ready release of check	None	20 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
5. Receive the check, sign the voucher, and issue Official Receipt	5.1 Issue check and receive the Official Receipt	None	10 minutes	Municipal Treasury Office – frontline personnel
<b>TOTAL:</b>		Php0	5 days and 35 minutes	

## 5. PROVISION OF TECHNICAL ASSISTANCE FOR BDP/AIP FORMULATION THROUGH BARANGAY PARTICIPATORY PLANNING-BUDGETING WORKSHOP

The Office also provides technical assistance to barangay development council in the formulation or updating of their BDP and AIP through Participatory Planning-Budgeting Workshop conducted in their respective barangay.

<b>Office:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Complex
<b>Type of transaction:</b>	G2G – Government to another government agency
<b>Who may avail:</b>	Barangay Local Government Units (BLGUs)
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Request letter duly approved by the LCE (1 copy)	Mayor's Office



List of confirmed participants (1 copy) Accomplishment Report (1 copy) Barangay Profile (1 copy) Latest Latest approved BDP/AIP (1 copy)			Barangay Local Government Unit of the requesting official	
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Submit request letter	2.1 Receive the request letter and requirements 2.2 Check and assess requirements	None	5 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
3. Wait while the staff coordinates the final schedule of the workshop with the TWG-Facilitators (Municipal Budget Office, Accounting Office and Planning Office)	3. Coordinate with the members of the TWG-Facilitators for the final schedule of the workshop 3.1 Inform the final schedule of the workshop	None	45 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
4. Prepare necessary documents, venue, food, snacks, etc. for the activity	4. Once the schedule is finalized, the TWGFacilitators will conduct the Barangay Participatory PlanningBudgeting Workshop in	None	4days	Administrative Aide VI Municipal Planning & Development Office OR Project Development Officer I Municipal Planning & Development Office

	the requesting barangay			Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office  Municipal Budget Office  Municipal Accounting Office
<b>TOTAL:</b>		Php0	4 days 51 minutes	

## 6. PRINTING OF MAPS

Municipal maps available are administrative maps, those showing road networks and other thematic and/or land use maps.

<b>Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C – Government to Citizen			
	G2G – Government to another government agencies			
	G2B – Government to Business entities			
<b>Who may avail:</b>	Citizen, BLGUs, NGAs, and business entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Identification card (ID)			Requesting employee of the Agency/Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
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2. Submit request letter, if any	2. Receive approved Request Letter and verify ID card	None	5 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
3. Pay the required fee at the Municipal Treasury Office, if requested map is available *Make sure to secure the Order of Payment that will be issued	3.1 Issue order of payment  3.2 Start processing the request  3.3 Accept the payment based on the Order of Payment, if requested map is available 3.4 Issue the Official Receipt	Php100/lot	15 minutes	Draftsman IIA Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office  Municipal Treasury Office –Frontline Personnel  Municipal Treasury Office –Frontline Personnel
4. Receive the map	4.1 Verify Official Receipt  4.2 Release the map	None	4 minutes	Draftsman IIA Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
<b>TOTAL:</b>			30 minutes	

## 7. SECURING CERTIFICATION

The Office issues certification to government agencies necessary for implementation and funding of their programs and projects in the municipality, ensure compatibility or conformity of the project with the existing Land Use Plan of the municipality and zoning ordinance and for various legal purpose it may serve them.

<b>Office:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2G – Government to another government agency			
<b>Who may avail:</b>	Business entities, barangay LGUs, National Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Approved Project proposal (1 copy) Approved Program of Works/DED (1 copy) Vicinity/Location Map (1 copy)			Agency/Office of the requesting employee/official	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Submit the request letter, if any Make sure to secure the Order of Payment that will be issued	2.1 Receive the request letter 2.2 Issue the Order of Payment 2.3 Start processing the request	None	15 minutes	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office

3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3.1 Accept the payment based on the Order of Payment	Php50	5 minutes	Revenue Collection Clerk Municipal Treasury Office
	3.2 Issue the Official Receipt			
4. Return to the MPDO for the processing and release of document	4.1 Check the Official Receipt	None	3 minutes	Administrative Aide IV Municipal Planning & Development Office OR
	4.2 Issue the document			Administrative Aide VI Municipal Planning & Development Office
<b>TOTAL:</b>		Php50	24 minutes	

## 7. SECURING CERTIFICATE OF ZONING CLASSIFICATION

Real property owners of titled lots may secure a certificate of zoning classification for various purposes that such may serve them.

<b>Office:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Complex
<b>Type of transaction:</b>	G2C – Government to Citizen
	G2B – Government to business entities
<b>Who may avail:</b>	All Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Request letter (1 copy)	Office/Agency of the requesting official/employee/
Lot plan with vicinity map (1 original Copy)	Geodetic Engineer
Land Tax Declaration (1 certified true copy)	Municipal Assessment Office

CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Submit request letter and the requirements	2.1 Receive request letter, if any, with the requirements 2.2 Verify completeness of the requirement and review/assess the documents	None	3 minutes	Project Evaluation Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
3. Wait for field inspection result	3. Conduct zoning inspection 3.1 Prepare Zoning inspection report	None	3 days 2 hours	Project Evaluation Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
4. Return to MPDO and secure the Order of Payment, if request is approved	4.1 Give Order of payment , if requirements submitted is complete and site conforms with the land use based on the approved CLUP of the Municipality	None	20 minutes	Project Evaluation Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
	4.2 Start processing the clearance			Administrative Aide IV Municipal Planning & Development Office OR Project Evaluation Officer I Municipal Planning & Development Office

5. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment.	5.1 Accept the payment based on the Order of Payment  5.2 Verify amount to be paid based on revenue code 2017 of the Municipality 5.3 Issue Official Receipt	See schedule of payment based on the Revised Revenue Code 2017	15 minutes	Revenue Collection Clerk Municipal Treasury Office
6. Return to the MPDO and receive the clearance	6.1 Check issued Official Receipt 6.2 Issue clearance	None	5 minutes	Project Evaluation Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
<b>TOTAL:</b>			3 days 2 hours and 44 minutes	

## 8. SECURING CERTIFICATE OF ZONING/LOCATIONAL CLEARANCE

Applicants for building permit are required to secure a Zoning Clearance from this office to ensure compatibility or conformity of the project with the existing Land Use Plan of the municipality and zoning ordinance.

Locational clearance is an approval document issued by the MPDO that serves as a pre-requisite document in issuance of business permit to guarantee the structure's compliance with the municipality's land use and zoning ordinance.

<b>Office:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Complex
<b>Type of transaction:</b>	G2G – Government to another government agency
	G2B – Government to business entity
	G2C – Government to citizen

<b>Who may avail:</b>	Government agencies, Business Entities, and citizens	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
For residential:		
Lot plan with vicinity map drawn to scale (1 original)		Geodetic Engineer
Real Property Tax Declaration (1 certified true copy)		Municipal Assessment Office
Lot Title or Deed of Sale (1 certified true copy)		
Land Tax Clearance (1 original)		Municipal Treasury Office
SPA of land owner's authorized representative, if represented (1 original)		Person being represented
For Business:		
Business Permit Application Form (1 original copy)		Municipal Treasury Office
Business Clearance (1 original copy)		Barangay where business is located
Lot plan with vicinity map drawn to scale (1 original)		Geodetic Engineer
Real Property Tax Declaration (1 certified true copy)		Municipal Assessment Office
Lot Title or Deed of Sale (1 certified true copy)		

Land Tax Clearance (1 original)	Municipal Treasury Office
SPA of land owner's authorized representative, if represented (1 original)	Person being represented
For pig and chicken pen:	
1. Vicinity map with scale 1:10,000 (1 copy)	1. Geodetic Engineer
2. Site development plan with scale 1:200 (1 copy)	2. Licensed Environmental Planner
3. Lot title or contract of sale/lease (1 copy)	3. Notary Public, if contract of sale /lease
4. Environmental Compliance Certificate or Certificate of NonCoverage (1 copy)	4. Environment Management Bureau-Region 2
5. Conversion order or Exemption clearance, if agricultural zone (1 copy)	
6. Site clearance on the suitability of the location (1 copy)	5. Department Agrarian Reform



			6. Local Health Office/Municipal Veterinarian	
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	Administrative Aide IV Municipal Planning & Development Office OR Administrative Aide VI Municipal Planning & Development Office
2. Submit request letter, if any, with the requirements	2.1 Receive request letter,if any, with the requirements 2.2 Verify completeness of the requirement and review/assess the documents	None	30 minutes	Project Evaluation Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
3. Wait for field inspection result	3. Conduct zoning inspection	None		Project Evaluation Officer I Municipal Planning & Development Office

	3.1 Prepare Zoning inspection report		3 days 2 hours	
4. Return to MPDO and secure the Order of Payment, if zoning conforms	4.1 Give Order of payment , if requirements submitted is complete and site conforms with the land use based on the approved CLUP of the Municipality 4.2 Start processing the Locational clearance	None	20 minutes	Project Evaluation Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office  Administrative Aide IV Municipal Planning & Development Office OR Project Evaluation Officer I Municipal Planning & Development Office
5. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment.	5.1 Accept the payment based on the Order of Payment 5.2 Verify amount to be paid based on Revenue code 2017 of the Municipality 5.3 Issue Official Receipt	See schedule of payment based on the Revised Revenue Code 2017	15 minutes	Local Revenue Collection Clerk Municipal Treasury Office
6. Return to the MPDO and receive the clearance	6.1 Check issued Official Receipt 6.2 Issue clearance	None	2 minutes	Project Evaluation Officer I Municipal Planning & Development Office OR Municipal Plng. & Dev't. Coordinator Municipal Planning & Development Office
<b>TOTAL:</b>			3 days 3 hour and 8 minutes	

Based on Article D. Section 3D.01.1. of the MUNICIPAL ORDINANCE NO. 2017-03 or KAYAPA REVEISED REVENUE CODE OF 2017, the following fees shall be collected for Zoning/Locational Clearance.

<b>BUILDING/STRUCTURE</b>	<b>BUILDING/PROJECT COST</b>	<b>FEES</b>
<b>Single Residential Structure attached or detached</b>	Php100,00 and below	Php240
	Over Php100,000 - Php200,000	Php480
	Over Php200,000	Php600 + 1/10 of 1 % of cost in excess of Php2,000,000 regardless of number of doors
<b>Apartments/Townhouses</b>	Php500,000 and below	Php1,200
	Over Php500,000 - Php2,000,000	Php1,800
	Over Php2,000,000	Php3,000 + 1/10 of 1% of cost in excess of Php2,000,000 regardless of number of doors
<b>Dormitories</b>	Php2,000,000 and below	Php3,000
	Over Php2,000,000	3,000 + 1/10 of 1% of excess of Php2,000,000 regardless of number of doors
<b>Institutional</b>	Below Php2,000,000	Php2,400
	Over Php2,000,000	Php2,400 + 1/10 of 1% of cost in excess of Php2,000,000
<b>Commercial, Industrial, Agro-industrial Project</b>	Below Php100,000	Php1,200
	Over Php100,000 – Php500,000	Php1,800
	Over Php500,000 – Php1,000,000	Php2,400
	Over Php1,000,000 – Php2,000,000	Php3,600
	Over Php2,000,000	Php6,000 + 1/10 of 1% of excess of Php2,000,000
<b>Special Uses/Projects</b>	Below Php2,000,000	Php6,000
	Over Php2,000,000	Php6,000 + 1/10 of 1% cost in excess of Php2,000,000