



**MUNICIPAL GOVERNMENT OF BANSUD  
FRONTLINE SERVICES**

**CITIZEN'S CHARTER**

**2<sup>nd</sup> Edition Series of 2023**

## I. Mandate

The Constitution of the Philippines, states that the local governments “shall enjoy local autonomy”, and in which the Philippine president exercises “general supervision”. Congress enacted the Republic Act 7160 otherwise known as the Local Government Code of 1991 to “provide for a more responsive and accountable local government structure instituted through a system of decentralization with effective mechanisms of recall, initiative, and referendum, allocate among the different local government units their powers, responsibilities, and resources, and provide for the qualifications, election, appointment and removal, term, salaries, powers and function and duties of local officials, and all other matters relating to the organization and operation of local units.”

## II. Vision

### **BANSUD**

#### **“A ROBUST AGRICULTURAL TOWN”**

A town with a well-kept, balanced environment where peace and opportunities for development abound, inhabited by God-centered, healthy, educated and empowered citizenry in a participatory governance.

The province’s leading supplier of quality banana and other agricultural products.

## III. Mission

To enhance the delivery of basic services for the entire Bansud Citizenry.

To utilize all resources that will contribute to the rapid growth of the economic through a concerted effort, capable of providing the need of an urbanizing community

## IV. Service Pledge

The Officials and Employees of the Municipal Government of Bansud do hereby pledge and commit to:

- Deliver efficient government service to the entire Bansud citizenry through the core values of Integrity with utmost Professionalism in Responsive and Client-Friendly working environment.
- Serve all applicants or department concerned prior to the end of official working hours and during lunch break shall be attended to.



**MUNICIPAL PLANNING AND DEVELOPMENT  
OFFICE  
Frontline Services**

## List of Services

<b>Municipal Government of Bansud Frontline Services</b>	<b>1</b>
<b>Mandate, Mission, Vision and Service Pledge</b>	<b>2</b>
<b>Municipal Planning and Development Office</b>	<b>3</b>
<b>List of Services</b>	<b>4</b>
Issuance of locational / zoning permit (new projects/ renovation/ repair/ additional)	<b>5-7</b>
Issuance of locational /zoning Permit/s for new business under Business One-Stop Shop	<b>8-9</b>
Issuance of locational/zoning permit for business permit renewal under business one-stop shop	<b>10-11</b>
Issuance of zoning certification for land use verification	<b>12</b>
Issuance of locational clearance prior to applying preliminary approval/development permit for subdivisions / cemeteries	<b>13-19</b>
Civil Society Organization (CSO) accreditation and representation process to local special bodies	<b>20-22</b>
Database management services (releasing of highly technical data for research and business purposes)	<b>23-24</b>
Database management services (releasing of basic data for research purposes)	<b>25</b>
Planning programming and project development services	<b>26-27</b>





## MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

### CITIZEN'S CHARTER

<b>ISSUANCE OF LOCATIONAL / ZONING PERMIT (NEW PROJECTS/ RENOVATION/ REPAIR/ ADDITIONAL)</b>	
<p>Zoning is a method of urban planning to segregate uses that are thought to be incompatible and to prevent new development from interfering with existing uses and/or to preserve the character of a community. Zoning is a municipal procedure to verify if a proposed land use or structure is allowed in the applicable zoning district. This also determines if the project complies with the development standards of its zoning code.</p>	
<b>Office/Division</b>	<b>Municipal Planning and Development Office</b>
<b>Classification</b>	<b>Complex/Highly Technical</b>
<b>Type of Transaction</b>	<b>G2C, G2B</b>
<b>Who may avail</b>	<b>All</b>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. Locational Clearance/Zoning Compliance</li> <li>2. Application Form (Properly filled-up and duly notarized/subscribed)</li> <li>3. Any of the following relative to RIGHT OVER LAND:               <ol style="list-style-type: none"> <li>a. Transfer Certificate of Title (TCT)</li> <li>b. Copy of the latest Tax Declaration</li> <li>c. Deed of Sale (notarized)</li> <li>d. Deed of Donation (notarized)</li> <li>e. Contract of Lease or Authorization to use land</li> </ol> </li> <li>4. Special Power of Attorney if the applicant is not the Owner</li> <li>5. Architectural Plans signed and sealed by a duly registered Architect/Civil Engineer               <ol style="list-style-type: none"> <li>a. Vicinity Map, drawn to any scale showing:                   <ul style="list-style-type: none"> <li>➤ Location of the proposed site (radius of 1000 meters) and duly signed by Licensed Geodetic Engineer/Architect/Civil Engineer</li> <li>➤ Site Areas and Boundaries</li> <li>➤ Size of the area occupied</li> <li>➤ Road systems within site premises</li> <li>➤ Site Development Plan</li> <li>➤ Topographic Plan (For Mining/Quarrying)</li> </ul> </li> </ol> </li> </ol>	<p>Municipal Planning and Development Office</p> <p>Municipal Planning and Development Office</p> <p>Owner / Applicant</p> <p>Owner / Applicant</p> <p>Owner / Applicant</p>

<ol style="list-style-type: none"> <li>6. Bill of Materials/Estimated Cost/Capitalization</li> <li>7. Tax Clearance/Tax Certification (Current Year)</li> <li>8. Barangay Clearance/Barangay Resolution (For Construction)</li> <li>9. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) from DENR (For Projects Requiring Such Certifications)</li> <li>10. Certification from NTC for Cellular Stations / Radio Stations/and other Communication Facility</li> <li>11. Waiver if Non-Conformance/Sangguniang Bayan Resolution</li> <li>12. MDRRMO Certification / MGB – DENR</li> <li>13. DOH Certifications for Cemeteries/Memorial Parks/Radio/Cellular Stations</li> <li>14. Project Study if Applicable</li> <li>15. Copy of Reclassification / Conversion order from DAR</li> </ol>	<p>Owner / Applicant</p> <p>Municipal Treasurer's Office (MTO) / Owner / Applicant</p> <p>Barangay Captain / Owner / Applicant</p> <p>DENR / Owner / Applicant</p> <p>NTC</p> <p>Sangguniang Bayan</p> <p>Municipal Disaster Risk Reduction Management Office / Owner / Applicant</p> <p>Owner / Applicant</p> <p>Owner / Applicant</p>			
<b>Additional Requirements (Case to case basis applicable to Special Projects)</b>				
<p>Clearance from the concerned regulating agencies like DENR, DA, NPC, DOH, NTC, DOTC, etc. for special projects such as:</p> <ol style="list-style-type: none"> <li>a. Environmentally Critical Projects</li> <li>b. Environmentally Critical Areas</li> <li>c. Industrial Projects</li> <li>d. Subdivision and Condominium Projects</li> <li>e. Sanitary Landfills and Cemetery / Memorial Parks</li> <li>f. Tourism Projects</li> <li>g. Reclamation</li> <li>h. Piggery</li> <li>i. Poultry</li> <li>j. Funeral Parlor</li> <li>k. Other Projects with high impact on the environment and the Population/Residents</li> </ol>	<p>Concerned regulating agencies</p>			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Secure a Locational/ Zoning Application Form</li> </ol>	<p>Provide application form and assist clients on any Inquiries regarding requirements on zoning application</p>	<p>None</p>	<p>5 minutes</p>	<p>Mr. Allan M. Castañarez (Zoning Inspector – Designate)</p>

<b>Day 1</b>				
2. Submit all the requirements for initial assessment	Check completeness of requirements	None	3 - 5 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Issue Order of Payment for Locational/Zoning Application and processing fee if requirements are complete	Application Fee: Php 100.00	2 minutes	
3. Pay the Application and processing fee at the Municipal Treasurer's Office and submit OR	Check the O.R. and assign a control number	None	1-3 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Verify the zoning classification and evaluate the plans based on the Zoning Ordinance	None	1 hour or depends upon the scope of the project	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Conduct site inspection and prepare the Inspection Report and recommend for approval or disapproval of the application	None	4 hours (Inspection during Tuesday and Thursday)	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
<b>Day 2</b>				
4. Return to MPDO for the releasing of Locational Clearance/ Permit	Prepare the order of payment for Locational Clearance/Permit	Depends upon the scope of the project	2-3 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Sign the Zoning Clearance/Permit	None	2 minutes	EnP. Mediatrix T. Lusterio (PO II/OIC-MPDC/Zoning Administrator - Designate)
<b>TOTAL</b>			<b>5 hours and 15-20 minutes</b>	



## ISSUANCE OF LOCATIONAL /ZONING PERMIT/S FOR NEW BUSINESS UNDER BUSINESS ONE-STOP SHOP

Locational Clearance is issued to new business as a pre-requisite document in the issuance of Business Permit to guarantee that the business site is in compliance with the zoning use as declared in the Zoning Ordinance.

Office/Division	<b>Municipal Planning and Development Office</b>
Classification	<b>Simple</b>
Type of Transaction	<b>G2C, G2B</b>
Who may avail	<b>All</b>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Business Permit	Business Permit and Licensing Department
2. Photocopy of Barangay Permit (for Business Permit application)	Business Owner, Applicant
3. Authorization to use land, Contract of lease TCT whichever is applicable	Business Owner, Applicant
4. Supplemental Documents (Whichever is applicable) <ul style="list-style-type: none"> <li>➤ DTI Registration</li> <li>➤ SEC Registration</li> <li>➤ Occupancy Permit /</li> <li>➤ Zoning Clearance (Photocopy)</li> <li>➤ Clear and detailed Vicinity Map</li> </ul>	Business Owner, Applicant
5. If representative; <ul style="list-style-type: none"> <li>a. Duly Notarized Authorization Letter/Special Power of Attorney (SPA)</li> <li>b. Government Issued Identification Card of the Person being represented (1 Photocopy)</li> <li>c. Government Issued Identification Card of Representative (1 Photocopy)</li> </ul>	Business Owner  Business Owner  Applicant (Representative)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification at the Business Permit and Licensing Office	Check the completeness of the requirements	None	1-3 minutes	Receiving Clerk
	Verify the record in the database to check the authenticity of the LC; if record is found, issue order of payment print the LC	Application Fee: Php 100.00 Inspection Fee: Php 300.00 Locational Clearance Fee (Depends on Project Capitalization Estimate)	2-5 minutes	Zoning Inspection Evaluation Group and Mr. Allan M. Castañarez (Zoning Inspector – Designate)



2. Receive the Locational Clearance	Issue the Locational Clearance to the Client	None	1-3 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate) or Releasing Clerk
<b>TOTAL</b>			<b>4-11 minutes</b>	



## ISSUANCE OF LOCATIONAL/ZONING PERMIT FOR BUSSINESS PERMIT RENEWAL UNDER BUSINESS ONE-STOP SHOP

Locational Clearance is issued to business owners as a pre-requisite document in the renewal of their Business Permit to guarantee that the business is in compliance with the zoning use as declared in the Zoning Ordinance.

**Office/Division** **Municipal Planning and Development Office**

**Classification** **Simple**

**Type of Transaction** **G2C, G2B**

**Who may avail** **All**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

<ol style="list-style-type: none"> <li>1. Business Permit (1 Photocopy)</li> <li>2. Previous Locational Clearance (1 Photocopy)</li> <li>3. Occupancy Permit (1 Photocopy)</li> <li>4. Supplemental Documents (Whichever is applicable)               <ul style="list-style-type: none"> <li>➤ DTI Registration</li> <li>➤ SEC Registration</li> <li>➤ Occupancy Permit / Zoning Clearance (Photocopy)</li> <li>➤ Clear and detailed Vicinity Map</li> <li>➤ Previous Business Permit/Locational Clearance</li> </ul> </li> <li>6. If representative;               <ol style="list-style-type: none"> <li>d. Duly Notarized Authorization Letter/Special Power of Attorney (SPA)</li> <li>e. Government Issued Identification Card of the Person being represented (1 Photocopy)</li> <li>f. Government Issued Identification Card of Representative (1 Photocopy)</li> </ol> </li> </ol>	<p>Business Permit and Licensing Department Municipal Planning and Development Office</p> <p>Municipal Engineering Office Business Owner, Applicant</p> <p>Business Owner</p> <p>Business Owner</p> <p>Applicant (Representative)</p>
--	---

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification at the Business Permit and Licensing Office	<p>Check completeness of the requirements</p> <p>Verify the record in the database to check the authenticity of the LC; if record is found, issue order of payment print the LC</p>	<p style="text-align: center;">None</p> <p style="text-align: center;">Application Fee: Php 100.00</p>	<p style="text-align: center;">1-3 minutes</p> <p style="text-align: center;">2-5 minutes</p>	<p style="text-align: center;">Receiving Clerk</p> <p style="text-align: center;">Zoning Inspection Evaluation Group and Mr. Allan M. Castañarez (Zoning Inspector – Designate)</p>
2. Receive the Locational Clearance	Issue the Locational Clearance to the Client	<p style="text-align: center;">None</p>	<p style="text-align: center;">1-3 minutes</p>	<p style="text-align: center;">Mr. Allan M. Castañarez</p>

				(Zoning Inspector – Designate) or Releasing Clerk
<b>TOTAL</b>			<b>4-11 minutes</b>	



<b>ISSUANCE OF ZONING CERTIFICATION FOR LAND USE VERIFICATION</b>				
Zoning Certification is a municipal procedure to certify the present or existing land use of a given area according to the Municipality's Land Use Maps and Zoning Ordinance.				
Office/Division	<b>Municipal Planning and Development Office</b>			
Classification	<b>Simple</b>			
Type of Transaction	<b>G2C, G2B</b>			
Who may avail	<b>Developers, Property Lot Owners</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Application Form for Zoning Certification 2. Vicinity Map drawn to an appropriate scale showing the property in question and indicating appropriate landmarks. 3. TCT (or any proof of ownership or right over the property) Tax Declaration			Municipal Planning and Development Office  Owner / Applicant  Owner / Applicant	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents for initial assessment / verification	Check completeness of the requirements  Verify the location based on Zoning Maps	None	2-5 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
2. Pay corresponding fees to the Municipal Treasurer's Office	Issue order of payment	Application Fee: Php 100.00 Inspection Fee: Php 300.00 Zoning Certification Fee: Php 300.00	2 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
3. Receive the Zoning Certification	Sign and issue the Zoning Certification	None	3-5 minutes	EnP. Mediatrix T. Lusterio (PO II/OIC-MPDC/Zoning Administrator - Designate) and Mr. Allan M. Castañarez (Zoning Inspector – Designate)
<b>TOTAL</b>			<b>7-12 minutes</b>	



## ISSUANCE OF LOCATIONAL CLEARANCE PRIOR TO APPLYING PRELIMINARY APPROVAL/DEVELOPMENT PERMIT FOR SUBDIVISIONS / CEMETERIES

Zoning Clearance is a municipal's procedure to verify that a Proposed Project or structure is allowed in the applicable zoning district and land use. This also determine if the project complies with the development standards of its zoning code.

Office/Division	<b>Municipal Planning and Development Office</b>
Classification	<b>Highly Technical</b>
Type of Transaction	<b>G2C, G2B</b>
Who may avail	<b>Developers, Property Lot Owners</b>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Approval of Preliminary Development Plan</i></p> <p>1. Site Development Plan/Scheme reflecting the streets, pathways, plots, parking areas, support facilities, signages and other features in relation to existing site condition using a scale ranging from 1:200 to 1:2,000 duly signed and sealed by a licensed Environmental Planner.</p> <ul style="list-style-type: none"> <li>➤ Vicinity Map/Location Map at a scale of 1:10,000 with a radius of 500 meters from the project site indicating existing utilities such as main traffic arteries, drainage system and outfall, etc. and community facilities like church, school and housing areas among others.</li> <li>➤ Topographic Plan to include existing conditions as follows:           <ol style="list-style-type: none"> <li>a. Property Boundary lines, bearing and distances;</li> <li>b. Streets and easements, right-of-way width and elevation on and adjacent to the project;</li> <li>c. Ground elevation/contour of the site; for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all drainage channels and at all selected points not more than 30 meters apart in all directions.</li> <li>d. Other conditions on the land: water courses, marshes, rock outcrops, wooded areas, isolated preservable trees 0.30 meters or more in diameter houses and other significant features;</li> <li>e. Proposed Public improvements: Highways or other major improvements planned by public authorities</li> </ol> </li> </ul>	<p>Owner / Applicant / Developer</p>

<p>for future construction on or near the project.</p> <ol style="list-style-type: none"> <li>2. Zoning Certification issued by DSHUD or City/Municipality concerned.</li> <li>3. Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage CNC duly issued by the Department of Environment and Natural Resources (DENR)</li> <li>4. Certified true copy Conversion Order or Exemption clearance from the Department of Agrarian Reform (DAR)</li> <li>5. Certified true copy of Title and Survey Plan</li> </ol>	<p>Municipal Planning and Development Office / DSHUD</p> <p>Department of Environment and Natural Resources (DENR)</p> <p>Department of Agrarian Reform (DAR)</p> <p>Owner / Applicant</p>
<p><i>Approval of Final Subdivision/Cemetery Plan</i></p> <ol style="list-style-type: none"> <li>1. Site Development Plan duly signed and sealed by a Licensed Environmental Planner <ul style="list-style-type: none"> <li>➤ Layout of Roads right of way width and gradient, easements and data for alleys if any;</li> <li>➤ Plot Boundaries, numbers, total land area and block in each section and technical descriptions of lots, open spaces, facilities and blocks)</li> </ul> </li> <li>2. Engineering Plans duly Signed and Sealed by a Licensed Civil Engineer based on applicable Engineering Code and Design criteria in accordance with the following: <ul style="list-style-type: none"> <li>➤ Profile derived from existing topographic map duly signed by a Geodetic Engineer showing the vertical control, designed grade, curb elements and all information needed for construction.</li> <li>➤ Typical Roadway sections showing relative dimensions dimension and slopes of pavement, gutters, sidewalks shoulders, benching and others.</li> <li>➤ Details of Roadway showing the required thickness of pavement, sub-grade treatment and sub-base on the design analysis.</li> </ul> </li> <li>3. Storm drainage duly signed and sealed by a licensed Sanitary Engineer or a Civil Engineer.</li> </ol>	<p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p>

<p>➤ Profile showing the hydraulic gradients and properties of the main lines including structures such as various types of manholes, catch basins, inlets (curb, gutter and drop) culverts and channel linings.</p> <p>4. Centralized or combined storm and sewer system duly signed and sealed by a Licensed Sanitary Engineer.</p> <p>5. Site grading plan signed and sealed by a licensed Civil Engineer.</p> <p>➤ Plans finished contour lines super imposed on the existing ground limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others.</p> <p>6. Electrical Plan and Specifications duly signed and sealed by a licensed professional Electrical Engineer and duly approved by the City/Municipal Engineer.</p> <p>7. Landscaping plan indicating plant/tree species and other natural/man made landscaping features e.g. lagoon, garden, benches, etc. duly signed and sealed by a licensed Architect.</p> <p>8. Summary of Project Study indicating market, source/sources of fund, statement of income, cashflow and work program.</p> <p>9. Certified True copy of Title or other evidence of ownership or intent to sell and authority to develop signed by the owner, Tax Declaration and current real estate tax receipt.</p> <p>10. Clearances/Permits/Certifications from other agencies applicable to the project.</p> <p>➤ Clearances stating that the National Water Resources Board (NWRB)</p> <ul style="list-style-type: none"> <li>• Clearances stating that the Memorial Park/Cemetery is not located on ground here the water table is not higher than 4.50 meters below the ground surface.</li> <li>• Water permit whenever a well within the project site shall be dug.</li> <li>• Permit to operate well.</li> </ul>	<p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p>
---	---



<ul style="list-style-type: none"> <li>➤ Certified True Copy of Conversion Order or Exemption Clearance from the Department of Agrarian Reform (DAR) authorizing a change in use from agricultural to non-agricultural where applicable.</li> <li>➤ Permit from the Department of Public Works and Highways (DPWH) when necessary e.g. when opening an access to a controlled traffic artery.</li> <li>➤ Initial and Operational Clearances from the Department of Health.</li> <li>➤ Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) duly issued by the Department of Environmental and Natural Resources (DENR).</li> </ul> <p>11. Joint Affidavit of Owner/Developer and Licensed Environmental Planner that the Memorial Park/Cemetery plan conforms to the standards and requirements of these rules and that the development thereof shall be made in accordance with the program submitted to the Board or City/Municipality concerned.</p> <p>12. List of names of duly licensed professionals who signed the plans and other similar documents in connection with the application filed with HLURB or City/Municipality concerned indicating the following information.</p> <ul style="list-style-type: none"> <li>➤ Surname;</li> <li>➤ First Name;</li> <li>➤ Middle Name;</li> <li>➤ In case of married Professional also their maiden name and</li> <li>➤ Professional license number, date of issue and expiration of its validity;</li> <li>➤ Professional tax receipt and date of issue</li> </ul>	<p>Owner / Applicant / Developer</p> <p>Owner / Applicant / Developer</p>
---	---



CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a Locational/ Zoning Application Form	Provide application form and assist clients for any inquiries regarding with requirements on zoning application	None	3-5 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
<b>Day 1</b>				
2. Submit all the requirements for initial assessment	Check completeness of requirements	None	5 - 10 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Verify and Evaluate application as per standards/ requirements indicated in P.D. 957, B.P. 220 and Comprehensive Zoning Ordinance and other related laws	None	1 hour	EnP. Mediatrrix T. Lusterio (PO II/OIC-MPDC/Zoning Administrator - Designate) and Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Issue Order of Payment for Application Fee/Filing Fee	Php 100.00	1-3 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Conduct Site Inspection	None	1 day (on schedule)	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Prepare and Submit Evaluation Inspection Report to Local Zoning Board	None	2 hours	EnP. Mediatrrix T. Lusterio (PO II/OIC-MPDC/Zoning Administrator - Designate) and Mr. Allan M. Castañarez (Zoning Inspector – Designate)

Day 2				
	Review of the Proposed Project by the Local Zoning Board	None	1 day (on schedule)	Local Zoning Board
Day 3				
	Preparation/ Processing of Endorsement of the application documents to the Sangguniang Bayan for Approval/Denial	None	1 to 2 hours	EnP. Mediatix T. Lusterio (PO II/OIC-MPDC/Zoning Administrator - Designate) and Mr. Allan M. Castañarez (Zoning Inspector – Designate)
Day 4				
	Sangguniang Bayan on Regular/Special Session discuss and decide on the Council's action on the proposed project		on schedule	Sangguniang Bayan
Day 5				
	Prepare Zoning Permit/ Clearance Disapproval if the Municipal Council Resolution is not favorable to the application		10 to 20 minutes	EnP. Mediatix T. Lusterio (PO II/OIC-MPDC/Zoning Administrator - Designate) and Mr. Allan M. Castañarez (Zoning Inspector – Designate)
Day 6				
	Issuance of Order of Payment if the Municipal Council Resolution is favorable to the application	Depends on the scope of the project	1 to 3 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate)
	Printing and Processing of Zoning	None	5 minutes	Mr. Allan M. Castañarez

	Permit/Clearance (upon payment of the order of payment and presentation of payment receipt)			(Zoning Inspector – Designate)
	Approval and Signature of Plans, Zoning Permit/ Clearance & Certificate of Non-Conformance	None	10 minutes	EnP. Mediatix T. Lusterio (PO II/OIC- MPDC/Zoning Administrator - Designate)
<b>Day 7</b>				
	Release of Zoning Permit/ Clearance	None	1-3 minutes	Mr. Allan M. Castañarez (Zoning Inspector – Designate) or Releasing Clerk
<b>TOTAL</b>			<b>3 days, 4-5 hours and 36- 59 minutes</b>	





## CIVIL SOCIETY ORGANIZATION (CSO) ACCREDITATION AND REPRESENTATION PROCESS TO LOCAL SPECIAL BODIES

<p>Being designated as CSO Desk Officer, the MPDO is mandated by law to encourage and assist the registered CSOs to apply and obtain accreditation and have a representation in the Local Special Bodies of the LGU. The LGC of 1991 mandates the LGUs to promote the establishments and operation of people's organization, non-governmental organizations and the private sector to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects and activities of the LGU, such as, but not limited to, membership in the LSBs and involvement in the delivery of public goods and services.</p>				
Office/Division	<b>Municipal Planning and Development Office</b>			
Classification	<b>Complex</b>			
Type of Transaction	<b>G2C</b>			
Who may avail	<b>All registered Civil Society Organizations Operating in the LGU.</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Application		To be prepared by the CSO		
2. Duly accomplished Application Form for Accreditation		Sangguniang Bayan Office		
3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body		To be prepared by the CSO		
4. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)		To be submitted by the CSO		
5. List of current officers		To be submitted by the CSO		
<b>Additional Requirements for CSOs In Operation for at Least 1 year</b>				
1. Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary certifying the annual meeting's conduct, including the date, location, attendees and agenda		To be submitted by the CSO		
2. Annual Accomplishment Report for the immediately preceding year		To be submitted by the CSO		
3. Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the sources of funds		To be submitted by the CSO		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON /OFFICE RESPONSIBLE</b>
1. Coordinate and inform with the MPDO-CSO Desk Office to be included in the directory	Post the Draft Updated List of CSOs and Verification of CSO Information	None	30 minutes	Mediatix T. Lusterio (Planning Officer II/OIC-MPDC / CSO Desk Officer)



(If not included in the list)	Posting of the Final Updated Directory of CSOs	None	30 minutes	Melca F. Tolentino (LDRRMO II/CSO Desk Coordinator)
2. Attend the CSO Conference.	Send an invitation letter for the CSO Conference for call for accreditation	None	1 day	Sangguniang Bayan and Vice Mayor's Office
	Conduct of CSO Conference	None	1 day	EnP. Mediatrix T. Lusterio (Planning Officer II/OIC-MPDC/ CSO Desk Officer), EnP. John L. Garing (MLGOO), All DILG and MPDO Staff
3. Apply for Accreditation and submit required documents to SB Office	Assist and endorse to Sangguniang Bayan for accreditation proper	None	10 minutes	Melca F. Tolentino (LDRRMO II/CSO Desk Coordinator)
4. Attend a Meeting on the Selection of Representatives to LSBs	a. Issue a Notice of Call for Accreditation	None	30 minutes	Hon. Rico B. Tolentino (Municipal Vice Mayor)
	b. Distribute an Invitation Letter among Accredited CSOs	None	1 day	EnP. John L. Garing (MLGOO)
	c. Conduct a Meeting for the Selection of Representatives	None	4 hours	EnP. Mediatrix T. Lusterio (Planning Officer II/OIC-MPDC/ CSO Desk Officer) All MPDO Staff
5. Accredited CSO who are members of the	Reconstitution and convening of LSBs	None	4 hours	EnP. John L. Garing (MLGOO)

LSBs will attend the Joint Organizational Meeting	<p>a. Conduct a Joint Organizational Meeting of LSBs</p> <p>b. Reorganize the Composition of LSBs</p> <p>c. Create Sectoral and Functional Committees of LDC</p>			<p>EnP. Mediatrix T. Lusterio (Planning Officer II/OIC-MPDC/CSO Desk Officer)</p> <p>Melca F. Tolentino (CSO Desk Coordinator)</p>
6. Attend the Capacity Development Program for CSOs	<p>Conduct Capacity Development Program for Members of Local Development Councils</p> <p>Coordinate with the DILG re-schedule of Capacity Development Program for CSO members of LHB and LScB</p> <p>Prepare the Travel Order of CSO Representatives who will attend the Capacity Development Program for LHB and LScB</p>	<p>None</p> <p>None</p> <p>None</p>	<p>2 days</p> <p>30 minutes</p> <p>1 hour</p>	<p>EnP. John L. Garing (MLGOO)</p> <p>EnP. Mediatrix T. Lusterio (Planning Officer II/OIC-Municipal Planning and Development Coordinator/CSO Desk Officer)</p> <p>Melca F. Tolentino (CSO Desk Coordinator)</p>
<b>TOTAL</b>			<b>6 days, 3 hours, 10 minutes</b>	

**DATABASE MANAGEMENT SERVICES  
(RELEASING OF HIGHLY TECHNICAL DATA FOR RESEARCH AND  
BUSINESS PURPOSES)**

The purpose of this service is to provide relevant data about the municipality to requesting entities which are considered to be essential to the purpose of their transaction.

Office/Division	<b>Municipal Planning and Development Office</b>
Classification	<b>Complex</b>
Type of Transaction	<b>G2C, G2B, G2G</b>
Who may avail	<b>All</b>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
----------------------------------	------------------------

<ol style="list-style-type: none"> <li>1. Request letter (1 original copy)</li> <li>2. Approved request letter (1 original copy, 1 photocopy)</li> <li>3. Official Receipt (1 original copy, 1 photocopy)</li> </ol>	<p>To be prepared by the requesting client Office of the Mayor – Municipal Mayor</p> <p>Municipal Treasurer’s Office (MTO)</p>
--	--

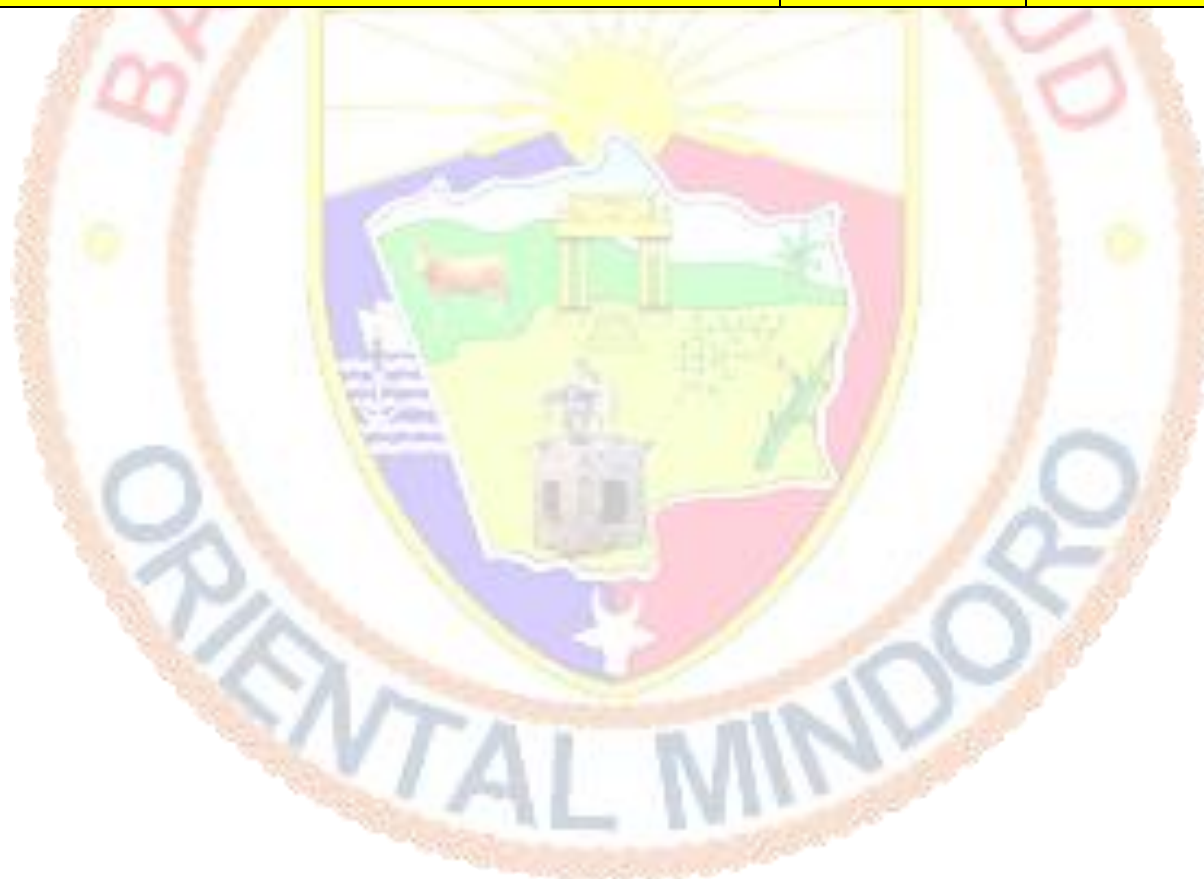
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
---------------	---------------	----------------------	-----------------	--------------------

1. Submit the approved letter request for data from Mayor’s Office	Review and evaluate the requested data and endorse to OIC-Municipal Planning and Development Coordinator for approval	None	2 minutes	Engr. Mary Shaira L. Fonte (Project Evaluation Officer II)
	Evaluate and approve request	None	5 minutes	EnP. Mediatrice T. Lusterio (Planning Officer II/OIC-MPDC)
	Prepare Order of Payment and advise client to pay the corresponding research fee at the Municipal Treasurer’s Office (MTO)	None	1 minute	Engr. Mary Shaira L. Fonte (Project Evaluation Officer II)
2. Proceed to MTO for the processing of payment	Review the official receipt issued and release the requested documents/data	<p style="text-align: center;">Copy of Public Records of Research Work Fee: Php 200.00</p> <p style="text-align: center;">Copy of Maps: - Short Bond/Legal / A4 (Black &amp; White)</p>	5 minutes	Engr. Mary Shaira Fonte (Project Evaluation Officer II)

		<p>Php 20.00 per page</p> <p>- Short Bond/Legal /A4 (Colored) Php 40.00 per page</p> <p>- A3 (Black &amp; White) P 75.00 per page</p> <p>- A3 (Colored) Php 100.00 per page</p> <p><i>Note: 50% discount for students</i></p>		
<b>TOTAL</b>			<b>13 minutes</b>	



<b>DATABASE MANAGEMENT SERVICES (RELEASING OF BASIC DATA FOR RESEARCH PURPOSES)</b>				
The purpose of this service is to provide relevant data about the municipality to requesting entities which are considered to be essential to the purpose of their transaction.				
Office/Division	<b>Municipal Planning and Development Office</b>			
Classification	<b>Complex</b>			
Type of Transaction	<b>G2C, G2B, G2G</b>			
Who may avail	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Flash drive/Hard drive/Email Address		To be provided by the requesting client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inform the Municipal Planning and Development Office personnel about the data being requested	Evaluate the request and its purpose	None	5 minutes	Engr. Mary Shaira Fonte (Project Evaluation Officer II)
	Prepare and release the requested documents/data	None	5 minutes	
<b>TOTAL</b>			<b>10 minutes</b>	



## PLANNING PROGRAMMING AND PROJECT DEVELOPMENT SERVICES

The purpose of this service is to assist the Barangays, Sangguniang Kabataan and other development planning stakeholders in the preparation/formulation of their development plans and other mandatory thematic plans required from them. This service is also being provided to ensure that all their plans were aligned to the existing municipal development plans and are supportive of the municipal development goals and objectives, thus contributes to the attainment of the municipal vision.

Office/Division	<b>Municipal Planning and Development Office</b>
Classification	<b>Highly Technical</b>
Type of Transaction	<b>G2G</b>
Who may avail	<b>Barangay Local Government Units, Sangguniang Kabataan and other members of Technical Working Group involved in the formulation of various development and thematic plans who needs technical assistance.</b>

### CHECKLIST OF REQUIREMENTS

### WHERE TO SECURE

Draft of Plan to be reviewed      To be prepared by the requesting client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the draft plan for inquiries and assistance on the preparation and review	Assist and orient the client on the standard and process of preparation of the subject plan	None	30 minutes	Concerned administrative staff
	Review the draft plan based on the existing guidelines	None	1 day	
2. Return to the MPDO after a day and revise/update plan based on the review findings and recommendations	Receive and recheck the updated draft plan as to its compliance to the review findings	None	1 day	Concerned administrative staff
3. Return the updated draft plan to the MPDO for final evaluation and checking	If the updated plan is correct and compliant to the review findings, return it to the client for finalization. However, if the plan is still non-compliant, return the same to the client for further revision/updating	None	1 day	Concerned administrative staff

4. If the draft plan is yet again not compliant to the review findings, conduct further revision and resubmit to the MPDO for another review process. If the draft plan is already correct and compliant to the review findings, finalize the plan and submit one (1) copy to the MPDO	Sign the final plan	None	5 minutes	EnP. Mediatrix T. Lusterio (Planning Officer II/OIC- Municipal Planning and Development Coordinator)
	Receive one (1) copy of final plan, record transaction and file	None	5 minutes	Administrative Staff
<b>TOTAL</b>			<b>3 days, 40 minutes</b>	





