



**Municipal Planning and Development  
Office**  
External Services



## 1. ISSUANCE OF LOCATIONAL CLEARANCE

A clearance issued to a project that is allowed under the provision of the Zoning Ordinance as well as other standards, rules and regulations on the use. It is a pre-requisite in the issuance of Building Permit.

<b>Office or Division:</b>	<b>MPDO – Zoning Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2C – Government to Citizen</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Unified application form duly notarized</li> <li>○ Vicinity Plans and Site Development Plan</li> <li>○ Detailed Plans and Cost Estimates</li> <li>○ Land Title and Tax Declaration</li> <li>○ Barangay Clearance</li> </ul>		<p>From the Office</p> <p>From the Client</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present accomplished Zoning Application Form	○ Evaluate, verify and assess documents	None	10 minutes	Planning Officer II
	○ Review/ Verification/ Evaluation of pertinent documents as to Land Use Map	None	5 minutes	Statistician Aide
	○ Ocular Site Inspection	None	1-5 hours depending on the location of the area	Planning Officer II/ Zoning Officer I/ Admin Aide II/ Draftsman I
	○ Preparation of order of payment	Fees Based on Ordinance No. 046-2018-01 Revised Revenue Code As to order of payment	2 minutes	Planning Officer II/ Zoning Officer I
	○ Payment of Fees		3 minutes	MTO Staff
	○ Preparation and Approval of Locational Clearance	None	3 minutes	Planning Officer II
	○ Recording/ Releasing of Locational/ Zoning Clearance	None	1hr 25 minutes	Planning Officer II/ Zoning Officer I
	<b>TOTAL</b>	<b>N/A</b>	<b>6 hours &amp; 48 minutes</b>	



## 2. ISSUANCE OF DATA/INFORMATION AND OTHER PUBLIC DOCUMENTS

Issuance of requested data such as Demographic and ecological data maps and plans.

<b>Office or Division:</b>		<b>MPDO – Zoning Section</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of transaction:</b>		<b>G2C – Government to Citizen</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Approved letter request addressed to the Municipal Mayor</li> </ul>		From the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present letter request approved by the Municipal Mayor	<ul style="list-style-type: none"> <li>○ Receive/evaluate letter request from LCE</li> </ul>	None	2 minutes	Statistician Aide
	<ul style="list-style-type: none"> <li>○ Approval of request</li> </ul>	None	5 minutes	MPDC
	<ul style="list-style-type: none"> <li>○ Reproduction of documents</li> </ul>	None	5 Minutes	Planning Officer II Statistician Aide
	<ul style="list-style-type: none"> <li><b>A. Certified True Copy</b></li> <li>○ Reproduction Fee</li> </ul>	100.00 5.00/ page	2 minutes	
	<ul style="list-style-type: none"> <li><b>B. Certified Reproduce Copy of</b></li> <li>○ Zoning Ordinance Reproduction Fee</li> </ul>	250.00 5.00/ page	30 minutes	Planning Officer II/ Zoning Officer I
	<ul style="list-style-type: none"> <li>○ Map Reproduction</li> <li>✓ Report Size</li> <li>✓ 15 x 30</li> <li>✓ A3</li> </ul>	100.00 15.00/ map 100.00/ map 30.00/ map	2 minutes 5 minutes 2 minutes	Zoning Officer I Admin Aide II
	<ul style="list-style-type: none"> <li>○ Socio Economic Profile Reproduction Fee</li> </ul>	250.00 5.00/ page	30 minutes 30 minutes	Planning Officer II/ Statistician Aide
	<ul style="list-style-type: none"> <li>○ Municipal Annual Investment Plan Reproduction Fee</li> </ul>	250.00 5.00/ page	30 minutes 2 minutes	PEO I PDO I
	<ul style="list-style-type: none"> <li>○ Profile Development Plan Reproduction Fee</li> </ul>	250.00 5.00/ page	30 minutes 2 minutes	PEO I PDO I
	<ul style="list-style-type: none"> <li>○ Recording/ Releasing of documents to clients</li> </ul>	None	1 minute	Statistician Aide
	<b>TOTAL</b>	<b>None</b>	<b>2 hours &amp; 10 minutes</b>	



### 3. SECRETARIAT TO THE MUNICIPAL DEVELOPMENT COUNCIL (MDC)

Act as secretariat to MDC meetings, prepare resolutions, and prepare accomplishment reports and other documents for the consideration of MDC.

<b>Office or Division:</b>	<b>MPDO – Project Development Section</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Members of the MDC</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Proposals/ Request from Barangay Captains</li> <li>○ Resolutions</li> <li>○ Minutes of meetings</li> <li>○ Invitation/Communication to Meetings</li> </ul>		From MPDC Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive project proposal of PPAs from different departments/ agencies/ barangays	<ul style="list-style-type: none"> <li>○ Receive and record proposals</li> </ul>	None	2 minutes	PDO I Statistician Aide
2. Invite MDC Members for scheduled meeting	<ul style="list-style-type: none"> <li>○ Prepare communication</li> </ul>	None	5 minutes	PDO I Statistician Aide
	<ul style="list-style-type: none"> <li>○ Send out communication</li> </ul>	None	5 hours	Statistician Aide
3. Document MDC Meetings (Regular and Special)	<ul style="list-style-type: none"> <li>○ Prepare presentations, accomplishments, record minutes and resolutions</li> </ul>	None	5 days	MPDC PDO I PEO I Draftsman Statistician Aide Admin Aide II
4. Prepare documentation and resolutions	<ul style="list-style-type: none"> <li>○ Prepare minutes and resolutions</li> </ul>	None	5 days	MPDC PDO I PEO I Draftsman Statistician Aide Admin Aide II
5. Endorsement to Sangguniang Bayan	<ul style="list-style-type: none"> <li>○ Prepare endorsement and submit documents to SB</li> </ul>	None	30 minutes	MPDC PDO I Statistician Aide
	<b>TOTAL</b>	<b>None</b>	<b>10 days, 5 hours &amp; 37 minutes</b>	



#### 4. TECHNICAL ASSISTANCE FOR THE PROJECT PROPOSAL PREPARATION/ TRAINING DESIGN/ FEASIBILITY STUDY PREPARATIONS

Technical assistance and preparations of plans.

<b>Office or Division:</b>	<b>MPDO – Project Development Section</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>○ Letter request from concern Agencies/ Barangay</li> <li>○ Data and Program of Works</li> </ul>		From MPDC Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter request from the concern agencies/ Barangay address to the Mayor	○ Receive request from concern agencies/ Barangay	None	2 minutes	Statistician Aide
	○ MPDC for action	None	2 minutes	MPDC
2. Data submission	○ Require Barangays or agency concern to submit needed data	None	5 days	MPDC
	○ Send out communication	None	5 hours	Statistician Aide
3. Proposed Project inspection and evaluation	○ Conduct on-site inspection and validation	None	1 day	Planning Officer II Zoning Officer I Statistician Aide PEO I Draftsman Admin Aide II
4. Project proposal preparation	○ Prepare project proposal	None	5 days	MPDC Planning Officer II PDO I PEO I Zoning Officer I
<b>TOTAL</b>		<b>N/A</b>	<b>11 days, 5 hours and 5 minutes</b>	



## 5. TECHNICAL ASSISTANCE FOR THE FORMULATION OF THE BARANGAY DEVELOPMENT PLANS (BDP'S)

Assist, prepare and package BDP's

<b>Office or Division:</b>	<b>MPDO – Project Development Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>Barangay Council</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>○ Letter request from concern barangay</li> <li>○ Data</li> </ul>			From the Barangay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter request from the concern agencies/barangays address to the Mayor	○ Receive request from concern agencies/ Barangay	None	2 minutes	Statistician Aide
	○ MPDC for action	None	2 minutes	MPDC
2. Schedule of Trainings	○ Schedule training to barangay and list needed logistics	None	30 minutes	MPDC
		None	5 hours	Statistician Aide
3. Conduct of trainings to barangay	○ MPDC staff to conduct training at the barangay concern	None	3 days	MPDC Planning Officer II PDO I PEO I Zoning Officer I Draftsman Statistician Aide Admin Aide II
4. Technical Assistance for Analysis and documentation of BDPs	○ Conduct technical assistance, review and validation of data	None	30 days	MPDC Planning Officer II PDO I PEO I Zoning Officer I Draftsman Statistician Aide Admin Aide II
<b>TOTAL</b>		<b>None</b>	<b>33 days, 5 hours &amp; 34 minutes</b>	