



## **Municipal Planning and Development Office (MPDO)**

### **MANDATE:**

1. Formulate integrated economic, special physical and other development plans and policies for consideration of the Local Development Council,
2. Monitor and evaluate the implementation of the different programs, activities and projects in the LGU in accordance with the approved development plan.

### **VISION:**

A premier office with competent and capable staffs that delivers planning and development services in attaining the municipality's sustainability in agriculture, industry and eco-tourism

### **MISSION:**

Lead comprehensive, inclusive and participatory planning in collaboration with all stakeholders for the sustainable development of Tuba

### **SERVICE PLEDGE:**

We, the staff of the Municipal Planning and Development Office pledge and commit to deliver quality public services. Specifically, we will:

- > Render service with integrity and responsibility;
- > Deal with our client with sensitivity, apt behavior and professionalism;
- > Provide adequate and correct information;
- > Adhere to policy of transparency
- > Make our client comfortable and feel welcome in the office;
- > Be available during office hours;
- > Treat everyone equally;

## **Citizen's Charter**



# External Services

## 1. Provision of Statistical/Technical Information

Technical assistance through provision of statistical/technical information extended to clients/researchers who needs some information about the municipality which the office has custody.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government G2C-Government to Citizens			
<b>Who may avail:</b>	NGAs, LGUs, Private Institution, CSOs/POs, Academe & Students/Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request received by the Municipal Mayor's Office duly routed to the Municipal Planning and Development Office-one(1) original and a copy		Requesting Party		
Any Government Issued ID: 1. Passport 2. Driver's License 3. UMID 4. PhilHealth ID 5. TIN ID 6. Postal ID 7. Voter's ID 8. PRC ID 9. Senior Citizen ID  10 OFW ID  11 Student ID		1. Department of Foreign Affairs office 2. Land Transportation Office 3. Social Security System 4. Philippine Health Insurance Corporation 5. Bureau of Internal Revenue 6. Philippine Postal Corporation 7. Commission of Election 8. Professional Regulation Commission 9. OSCA Head – Municipal Social Welfare & Development Office 10. Overseas Workers Welfare Administration 11. SUCs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Signs in the client logbook in the office entrance	1. Give the Log Book to the client and issues request form	None	2 minutes	Any MPDO Personnel
2. Presents letter request and duly filled up request form then undergoes brief interview about the information needed.	2. Receive the required documents and record.  2.1 Check the data/information being requested, if available. If not, return letter request with notation	None	10 minutes	Any MPDO Personnel



3. Receive order of payment	3. Issue the Order of Payment and prepare requested/ needed document	Municipal Revenue Code No. 213-2013, sec. 50. F, B.7.d & e d. Certified xerox copy of document (report size) -Document of five(5) pages or less-P36.00; -Every additional page-P3.60; e. Photocopy of documents-P2.40	30 minutes	Any MPDO Personnel
4. pays required fees at the Municipal Treasury Office.	4. Accepts payment and issue official receipt	As per order of payment	5 minutes	RCC-MTO
5. Return to the MPDO, present official receipt and wait for the processing	5. Check the official receipt, record and forward document for signing	None	5 minutes	Any MPDO personnel
6. Received the requested data	6. Releases requested document	None	1 minute	
			<b>48 minutes</b>	

## 2. Technical Review of the Barangay Annual/Supplemental Investment Program (AIP)

Technical review of the Barangay Annual/Supplemental Investment Program is provided to the BLGU to ensure that the identified programs, projects and activities are conforming to the guidelines for the utilization of different funds.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING AND DEVELOPMENT OFFICE</b>	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Government	
<b>Who may avail:</b>	BLGUs	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p>1. One(1) set of Barangay Budget and Annual Investment Program(AIP), with the complete attachments, indorsed by the SB Committee on Appropriation for Technical Review by the Municipal Finance Committee;</p> <p>a. DILG endorsed GAD Plan and Budget;</p> <p>b. Barangay Disaster Risk Reduction &amp; Management Plan(BDRRMP);</p> <p>c. Indicative Annual Procurement Plan(APP);</p> <p>d. Barangay Nutrition Action Plan(BNAP);</p> <p>e. Barangay Devolution Transition Plan (DTP)</p> <p><b>B. Supplemental Budget and Investment Program</b></p> <p>1. One(1) set of Supplemental Budget and Supplemental AIP with Indicative Supplemental Procurement Plan attachment, indorsed by the SB Committee on Appropriation for Technical Review by the Municipal Finance Committee.</p>		BLGU availing the services



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. MFC Chair forward the documents indorsed by SB Committee on Appropriations to this Office	1.1. Receives the documents indorsed to the MFC	None	3 minutes	Any MPDO personnel
2. Waits for technical review Annual Investment Program with attachments	2.1. Checks the completeness and propriety of the indorsed documents.	None	20 days	Planning Officer III MPDC
	2.2. The MPDO conduct initial technical review of the Barangay Annual/ Supplemental Investment Program as to guidelines			
	> If result of the initial technical review is favorable/compliant to guidelines, this office endorses to MFC chair for final technical review by the MFC			
	> If document is non-compliant, informs the concern BLGU thru text message that result of the technical review of the submitted Annual/Supplemental Investment Program, is non-compliant	None	1 day	Planning Officer III MPDC
3. Follow-up at the MPDO and discuss with the MPDO personnel, the initial result of the technical review	3.1 Discuss with barangay client the result of the technical review	None	10 minutes	Planning Officer III MPDC
4. Receives the document for amendment/ revision of the required documents integrating the observations/ comments of the office and finally submit the amended document to the MFC chairman for finalization of the technical review	4. Returns the documents for the revision/ amendment.	None	2 minutes	Barangay Client
	<b>TOTAL</b>		<b>21 days 15 minutes</b>	

*Technical Review of the Barangay Annual/Supplemental Investment Program (AIP) qualifies for multi stage process.*



### 3. Technical Review of the Annual Barangay Youth Investment Program/(ABYIP) and Comprehensive Barangay Youth Development Plan(CBYDP)

Technical review of the Annual Barangay Youth Investment Program (ABYIP) and Comprehensive Barangay Youth Development Plan (CBYDP) is extended to Sangguniang Kabataan of the barangays to ensure that the identified programs, projects and activities are conforming to the guidelines for the formulation of said plans and the utilization of SK funds.

<b>Office or Division:</b>	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Government			
<b>Who may avail:</b>	SK Officials, Treasurers and Secretaries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One(1) set of SK Budget, Annual Barangay Youth Investment Program(AIP) and Comprehensive Barangay Youth Development Plan(CBYDP), indorsed by the SB Committee on Appropriation for Technical Review by the Municipal Finance Committee		Concerned SK Officials of the barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. MFC Chair forward the documents indorsed by SB Committee on Appropriations to this Office	1.1. Receives the documents indorsed to the MFC	None	3 minutes	Any MPDO personnel
2. Waits for technical review of the Annual Barangay Youth Investment Program and Comprehensive Barangay Youth Development Plan	2.1. Checks the completeness and propriety of the indorsed documents.  2.2. The MPDO conduct initial technical review of the Annual Barangay Youth Investment Program and Comprehensive Barangay Youth Development Plan as to guidelines	None	15 days	Planning Officer III  MPDC
	> If result of the initial technical review is favorable/compliant to guidelines, this office endorses to MFC chair for final technical review by the MFC			
	> If document is non-compliant, informs the concern BLGU thru text message that result of the technical review of the Annual Barangay Youth Investment Program and Comprehensive Barangay Youth	None	7 days	Planning Officer III  MPDC



	Development Plan, is non-compliant			
3. Follow-up at the MPDO and discuss with the MPDO personnel, the initial result of the technical review	3.1 Discuss with barangay client the result of the technical review	None	30 minutes	Planning Officer III MPDC
4. Receives the document for amendment/ revision of the required documents integrating the observations/ comments of the office and finally submit the amended document to the MFC chairman for finalization of the technical review	4. Returns the documents for the revision/ amendment.	None	2 minutes	Concerned SK Officials
	<b>TOTAL</b>		<b>22 days and 35 minutes</b>	

*Technical Review of the Annual Barangay Youth Investment Program/(ABYIP) and Comprehensive Barangay Youth Development Plan(CBYDP) qualifies for multi stage process*

#### 4. Issuance of the List of Documentary Requirements

The service is provided to all clients making inquiry relative to the requirements for the issuance of Zoning Clearances and other Certifications provided by the Office. Processes and requirements are briefly discussed with the client to ensure the compliance of the same.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	All private person and enterprise securing zoning document and other certifications			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Clients Logbook and receive Request Form	1. Gives the client Logbook and issues Request Form	None	5 minutes	Any of the staff
2. Return Filled-out Request Form	2. Receives Filled-out Request Form and directs client to the concerned personnel if necessary	None	5 minutes	Any of the staff
3. Inquire on the requirements needed and processes for the application of zoning clearances and/or other certifications.	3.0 Discuss/explain fully to the client the Application Form and the Checklist of Documentary Requirements to be complied	None	20 minutes	MPDC/ Designated Zoning Administrator  Planning Officer II/ Alternate Zoning Administrator



	3.1 Clarify query/ies if there are any			
4. Receive Application Form and the Checklist of Documentary Requirements	4. Issues 2 copies Application Form and attachments, if applicable, and 1 copy of checklist of documentary requirements	None	5 minutes	
5. Fill-Out Client Feedback component of the Request Form and submit the same	5.0 Requests Client to Fill-out Clients Feed Back component of the Request Form 5.1 Receives Request Form and files the same.	None	5 minutes	
		<b>TOTAL</b>	<b>40 minutes</b>	

## 5. Issuance of Zoning Certificate

Zoning Certificate is issued to any party or individuals wanting to know what Land Use Classification/Zone their property/ies falls/belongs based on the duly approved Zoning Map which is a part of the Zoning Ordinance of the municipality.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizens G2G - Government to Government G2B - Government to Business	
<b>Who may avail:</b>	Any Individuals, agencies and private entities requesting for zoning certificate for the Land Use Classification of property/ties located within the municipality	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Any valid ID of applicant and or representative	
	1. Passport 2. Driver's License 3. UMID 4. PhilHealth ID 5. TIN ID 6. Postal ID 7. Voter's ID 8. PRC ID 9. Senior Citizen ID 10. OFW ID	1. Department of Foreign Affairs Office 2. Land Transportation Office 3. Social Security System 4. Philippine Health Insurance Corporation 5. Bureau of Internal Revenue 6. Philippine Postal Corporation 7. Commission of Election 8. Professional Regulation Commission 9. OSCA Head – Municipal Social Welfare & Development Office 10. Overseas Workers Welfare Administration
	2. Duly Accomplished and notarized APPLICATION FORM (not to exceed 3 months from date of subscription)	Applicant
	3. Vicinity map indicating clearly and specifically the exact location of the proposed site and the existing land use and/or landmarks within a radius of least 500 meters and duly signed by a Geodetic Engineer.	Applicant/Licensed Geodetic Engineer
	4. Lot Plan duly signed by a licensed Geodetic Engineer	





5. Photocopy (but show original copy) of TCT/OCT or any proof of ownership, or right over the property and latest copy of tax declaration (Not to exceed 3 months)	➤ Registry of Deeds-La Trinidad, Benguet ➤ Municipal Assessor's Office			
6. Special Power of Attorney if filed by a representative with valid ID and Owners ID (not to exceed 3 months)	Applicant/Lawyer			
6. Documentary Stamp – One(1) set	BIR/Any Bookstore			
Note: Additional requirements may be required after evaluation of documents.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook and receive Request Form	1. Provides Clients logbook and issues Request Form	None	5 minutes	Any of the staff
2. Submit Filled-out Request Form	2. Receives Filled-out Form and directs client to the concerned personnel if necessary	None		Any of the Staff
3.0 Submit duly accomplished application form with requirements for assessment and evaluation. 3.1 If with complete requirements proceed to Step 4 3.2 If incomplete, receive documents for completion	3.0 .Receives, reviews and verifies submitted requirements. 3.1 If complete, proceed to Step 4 3.2 If incomplete, returns documents for completion	None	10 minutes	MPDC/ Designated Zoning Administrator  Planning Officer II/ Alternate Zoning Administrator  Project Development Officer 1
4. Receive order of payment and pay the required fee at the Municipal Treasurer's Office	4. Computes for applicable fee, prepares and issues Order of Payment	None	3 minutes	
5. Pays required fee at the Municipal Treasurer's Office	5.0 Accepts payment and issue OR 5.1 Verifies Land Use Classification by plotting the Technical Description of the property subject for Application in the Zoning Map 5.2 Prepares/ processes the Zoning Certificate	720.00 per Hectare	5 minutes 25 minutes	RCC-MTO Project Development Officer 1
6. Presents Official Receipt and waits for the issuance of the requested document	6. Reflect Official Receipt Number, Print, attach Documentary Stamp in the Zoning Certificate and Seal	None	7 minutes	
7. 1 Receives Locational Clearance/Certificate of Zoning Compliance.  7.2 Fill-out Client Feed Back component of Request Form and return the same	7.1 Records and releases the Locational Clearance  7.2 Request client to Fill-out Clients Feed Back component of the Request Form;  7.3 Receives Request Form with Clients Feed Back and files the same	None	5 minutes	
<b>TOTAL</b>			<b>60 minutes</b>	





## 6. Issuance of Locational Clearance/Certificate of Zoning Compliance for Building Construction

Locational Clearance/Certificate of Zoning Compliance is issued to all applicants who are planning to construct new building or applying for expansion/renovation to ensure compatibility or conformity of the proposed development with the existing Land Use Plan in accordance with Municipal Zoning Ordinance No. 307 series of 2018 of the municipality. It is required prior to the issuance of a Building Permit. This service is provided in a concurrent capacity of the Municipal Planning and Development Coordinator and will cease upon the creation of a Zoning Officer.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Business G2G- Government to Government	
<b>Who may avail:</b>	All Private Individual, Business Enterprise and Government planning to construct new Building or applying for expansion/renovation in the municipality	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Any valid ID of applicant and or representative	Applicant/Authorized Representative
	<ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Driver's License</li> <li>3. UMID</li> <li>4. PhilHealth ID</li> <li>5. TIN ID</li> <li>6. Postal ID</li> <li>7. Voter's ID</li> <li>8. PRC ID</li> <li>9. Senior Citizen ID</li> <li>10. OFW ID</li> </ol>	<ol style="list-style-type: none"> <li>1. Department of Foreign Affairs office</li> <li>2. Land Transportation Office</li> <li>3. Social Security System</li> <li>4. Philippine Health Insurance Corporation</li> <li>5. Bureau of Internal Revenue</li> <li>6. Philippine Postal Corporation</li> <li>7. Commission of Election</li> <li>8. Professional Regulation Commission</li> <li>9. OSCA Head – Municipal Social Welfare &amp; Development Office</li> <li>10. Overseas Workers Welfare Administration</li> </ol>
	2. Duly Accomplished and notarized APPLICATION FORM (not to exceed 3 months from date of notarization)	Applicant
	3. Requirements relative to RIGHT OVER LAND.	
	a. Photocopy (present original copy) of the Certificate of Title in case registered in the name of the applicant	Applicant/Registry of Deeds(RDO)
	b. Photocopy (present original copy) of Certified True Copy of the Latest Tax Declaration	Applicant/Municipal Assessor's Office(MAssO)
	c. In case the Property is covered only by Tax Declaration:	
	<ol style="list-style-type: none"> <li>i. <i>Pro-forma notarized affidavit secured from the MPDO</i> <ul style="list-style-type: none"> <li>• The applicant is the owner of the property subject of the application;</li> <li>• The reasons why the property is not yet titled;</li> <li>• That the property is situated within alienable and disposable lands and outside lands reserved for the public domain;</li> <li>• That the property is free from liens and encumbrances, or stating the liens and encumbrances of the property;</li> <li>• That the property is/is not tenanted (in case property is planted with rice and corn).</li> </ul> </li> </ol>	Applicant
	ii. <i>Filled-out Certification from the Punong Barangay re: ownership of said property secured from the MPDO</i>	Applicant
	iii. <i>Lot Plan duly signed by a Geodetic Engineer/Surveyor</i>	Owner/Licensed Geodetic Engineer



iv. A & D Certification		CENRO-Baguio, DENR		
d. In case the property is not registered in the name of the applicant, submit duly <i>Notarized Deed of Sale or Deed of Donation or Contract of Lease or Authorization to use the Land</i> , whichever is applicable plus PHOTOCOPY of the Owner's Certificate of Title or in the absence of a Title, the Tax Declaration and PRO-FORMA AFFIDAVIT as described in item i;		Owner/Applicant		
e. Affidavit of Consent of co-owner/s(if applicable)		Applicant's Co-Owner duly notarized by a Lawyer		
4. One (1) set of Architectural Plan. First Page shall contain the Vicinity Map and Site Development Plan		Licensed Engineers/Architect		
5. Barangay Clearance stating that the area applied for proposed development is free from other claims and conflicts and no cases are pending affecting the same;		Concerned Punong Barangay		
6. Filing Fee – please refer to schedule of fees as provided in Municipal Ordinance.		Applicant		
7. Bill of Materials and Cost Estimates;		Licensed Civil Engineer/Architect		
8. Authorization/Special Power of Attorney duly notarized, if application is filed by a representative with his/her ID and Owners ID		Lawyer/Owner		
9. Road Right of Way Clearance (if applicable);				
a. National Roads		DPWH-Wangal, La Trinidad, Benguet		
b. Provincial Roads		Provincial Engineering Office (PEO)-Benguet;		
c. Municipal & Barangay Roads		Municipal Engineering Office (MEO)-Tuba, Benguet,		
10. Indorsement/Recommendation from the Department of Agrarian Reform for the conversion of agriculture lands into other uses if the project is to be situated in agricultural lands. (if applicable);		DAR, La Trinidad, Benguet		
11. Documentary Stamp - One(1) set		BIR/Any Bookstore		
<b>ADDITIONAL REQUIREMENTS</b>				
<i>For Commercial Establishment and Manufacturing Projects:</i>				
a. Environmental Compliance Certificate/Certificate of Non-Coverage;		EMB-DENR, Pacdal, Baguio City		
b. PAMB Clearance(if applicable);		CENRO-Baguio, Pacdal, Baguio City		
c. Barangay Resolution interposing no objection;		Concerned BLGU		
For Manufacturing Projects: DESCRIPTION OF INDUSTRY citing among others the following: a. Types and volumes of raw materials used; b. Products manufactured or stored; c. Average production output/ capacity per day/week/month d. Industrial wastes and plans for pollution control; e. Description and flow of manufacturing processes;		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Sign in the Clients Logbook and receive Request Form	1. Provides Clients Logbook and issue Request Form	None	5 minutes	Any of the staff
2. Fill-out Request Form and submit the same	2. Receives Filled-out Form and directs client to the concerned personnel if necessary			



3.0 Submits duly accomplished application form with complete requirements for assessment and evaluation. 3.1 If complete, set schedule for site inspection 3.2 If incomplete, receive documents for completion.	3.1 Receives, reviews and verifies submitted requirements 3.2 If complete, Arrange for Site Inspection; 3.3 If incomplete, returns documents to clients for completion.	None	10 minutes	MPDC/ Designated Zoning Administrator,  Planning Officer II/ Alternate Zoning Administrator
4. Waits for the scheduled site inspection	4.1 Advise the client to wait for scheduled inspection; 4.2 Plots the technical description of the property subject of Application in the approved Zoning Map for the identification of land use.	None	30 minutes	Planning Officer II/ Alternate Zoning Administrator  Project Development Officer I
5. Join the Site Inspection	5. Conduct Site Inspection and prepare evaluation report	None	1 Day	MPDC/Designated Zoning Administrator
6. Receive Order of Payment	6. Computes for applicable Fee, prepares and issues Order of Payment  Note: If project is found with violation, a penalty shall be added in the prescribed fee stated on the table below	Prescribed fee varies depending on the cost and type of Project	5 minutes	Planning Officer II/Alternate Zoning Administrator
7. Pay required fee at the Municipal Treasurer's Office	7.1 Accept payment and issue OR 7.2 Prepares/processes the Locational Clearance	<i>Please refer to table below (Schedule of Fees)</i> Penalty – Php 2,500.00	5 minutes	RCC-MTO  Planning Officer II/Alternate Zoning Administrator
8. Present Official Receipt and waits for the issuance of the requested document	8. Reflect Official Receipt Number, Print, attach Documentary Stamp in the Clearance and Seal	None	5 minutes	Planning Officer II/Alternate Zoning Administrator
9. Receives Locational Clearance/Certificate of Zoning Compliance.	9. Records and releases the Locational Clearance	None	5 minutes	Planning Officer II/Alternate Zoning Administrator
10. Fill-out Client Feed Back component of Request Form and return the same	10.0 Requests client to fill-out Feed Back of client component of the Request Form; 10.1 Receives Request Form with Feed Back and files the same.	None	5 minutes	Planning Officer II/Alternate Zoning Administrator
		<b>TOTAL</b>	<b>1 Day 1 Hour 10 minutes</b>	
Note: If decision for the application is denied due to variance and exception. Proposed project could be appealed to the Local Zoning Board of Appeals (LZBA).				

*Issuance of Locational Clearance/Certificate of Zoning Compliance for Building Construction qualifies for multi stage process.*



**SCHEDULE OF FEES FOR THE ISSUANCE OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE FOR BUILDINGS**

Description (Project Cost and purpose of Development)	Prescribed Fee
<b>A. SINGLE RESIDENTIAL STRUCTURE ATTACHED OR DETACHED</b>	
1. 100,000 and below	288.00
2. Over 100,000.00 to 200,000.00	576.00
3. Over 200,000.00	720.00 + (1/10 of 1% in excess of 200,000.00)
<b>B. APARTMENT/TOWNHOUSES</b>	
1. 500,000 and below	1,440.00
2. Over 500,000 to 2 Million	P2,160.00
3. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million regardless of the number of floors)
<b>C. Dormitories</b>	
1. 2 Million and Below	P3,600.00
2. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million)
<b>D. Institutional</b>	
<b>Project Cost of which is:</b>	
1. Below 2 Million	P2,880.00
2. Over 2 Million	P2,880.00+(1/10 of 1% of cost in excess of 2 Million)
<b>E. Commercial, Industrial and Agro-Industrial Project Cost Of Which is:</b>	
1. Below 100,000	P1,440.00
2. Over 100,000 – 500,000	P2,160.00
3. Over 500,000	P2,880.00
4. Over 1 Million – 2 Million	P4,320.00
5. Over 2 Million	P7,200.00 + (1/10 of 1% of cost in excess of 2 Million)
<b>F. Special Uses/Special Projects</b>	
(Gasoline Station, Slaughter House, Treatment Plants, etc)	
1. Below 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)
2. Over 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)
<b>G. Alteration/Expansion (affected areas cost only)</b>	Same as the Original Application)

**7. Issuance of Locational Clearance/Certificate of Zoning Compliance for Base Stations of Cellular Mobile Telephone Service, Trunkline Service, Wireless Local Loop Service and Other Wireless Communication Service**

All entity who wants to construct, expand/renovate cellular base station shall secure Locational Clearance/Certificate of Zoning Compliance from the Office of the Municipal Planning and Development Office prior to the conduct of any activity or construction to ensure compatibility or conformity of the proposed development with the existing Land Use Plan in accordance with Municipal Zoning Ordinance No. 307 series of 2018 of the municipality.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B – Government to Business
	G2G – Government to Government



<b>Who may avail:</b>	Cellular Mobile Telephone Service, Trunk line, Wireless Local Loop and Other Wireless Communication Services	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Any Valid ID of Applicant (Owner/Representative)		Applicant
<ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Driver's License</li> <li>3. UMID</li> <li>4. PhilHealth ID</li> <li>5. TIN ID</li> <li>6. Postal ID</li> <li>7. Voter's ID</li> <li>8. PRC ID</li> <li>9. Senior Citizen ID</li> <li>10. OFW ID</li> </ol>		<ol style="list-style-type: none"> <li>1. Department of Foreign Affairs office</li> <li>2. Land Transportation Office</li> <li>3. Social Security System</li> <li>4. Philippine Health Insurance Corporation</li> <li>5. Bureau of Internal Revenue</li> <li>6. Philippine Postal Corporation</li> <li>7. Commission of Election</li> <li>8. Professional Regulation Commission</li> <li>9. OSCA Head – Municipal Social Welfare &amp; Development Office</li> <li>10. Overseas Workers Welfare Administration</li> </ol>
2. Duly Accomplished and notarize APPLICATION FORM (not to exceed 3 months from date of notarization)		Applicant (Application Form secured from the MPDO)
3. Vicinity Map – Drawn to scale of 1:1,000 showing the exact location of the proposed base station and major land marks within a radius of 200 meters;		Licensed Geodetic Engineer/Surveyor
4. Site Plan-Drawn to a minimum scale of 1:500 indicating; a. Lay-out of proposed project showing all structures, b. Area and boundaries of lot(property line)		
5. Evidence of ownership in the form of Certified True Copy of Original Transfer Certificate of Title. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owner's consent to use; or tax declaration with proof of ownership from Assessor's Office will do; (if documents are photocopy show original copy)		Registry of Deeds(RDO) Municipal Assessor's Office(MassO)
6. Lot Plan Duly signed by a Geodetic Engineer(for tax declaration only)		Owner/Licensed Geodetic Engineer
7. Certified True Copy of National Telecommunication Commission's Provincial Authority (PA). In the absence of the foregoing, Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to provide Telecommunication Services which may operate Wireless Communication;		National Telecommunication Commission(NTC)
8. Conversion Order/CNC from DAR if the project is within AGZ. (Post requirement);		Department of Agrarian Reform(DAR)
9. Radiation Protection Evaluation Report from Radiation Health Service of the Department of Health;		Department of Health(DOH)
10. Written Consent; <b>b) Subdivisions:</b> <ul style="list-style-type: none"> <li>▪ Approval of the governing board/ body of the duly constituted Homeowners Association(HOA) if base is located within a residential zone with established HOA and including all members whose properties are adjoining the proposed site of base station;</li> <li>▪ In the absence of an established HOA, notarized consent/affidavit of non-objection from majority of actual occupants and owners of properties within a radial distance equivalent to the height of the proposed base station measured from it's base, including all those whose properties is adjoining the proposed site of the base station;</li> </ul> <b>b) Buildings:</b>		



<ul style="list-style-type: none"> <li>▪ If base station shall be constructed on top of an unoccupied building, consent from the owner/developer;</li> <li>▪ If base station shall be constructed on top of an occupied building, the following shall be obtained: <ul style="list-style-type: none"> <li>✓ Consent/affidavit of non-objection from owner/developer unless he has divested himself from all interest in the building and turned over ownership of common areas to the condominium or building association;</li> <li>✓ Approval of the governing board/ body of the constituted condominium or building associations including all tenants occupying the top most floor directly below the base station and in addition, the consent of the owner and majority of tenants of the adjoining buildings</li> </ul> </li> <li>▪ Notarized affidavit from the Licensed/ Registered Structural Engineer re: the existing building is structurally sound.</li> </ul>				
3. Barangay Clearance stating that the area applied for proposed development is free from other claims and conflicts and no cases are pending affecting the same;	Concerned Barangay Local Government Unit (BLGU)			
4. Barangay Council Resolution endorsing the base station;	Concerned BLGU			
5. Bill of Materials and Cost Estimates;	Civil Engineer			
6. Locational Clearance Fees	Municipal Treasurer's Office			
7.0 Authorization/Special Power of Attorney duly notarized, if application is filed and/or process by a representative 7.1 Photocopy (present original copy) of representatives valid ID and owners ID	Private Lawyer's Office			
8. Air Transportation Office Certification;	Air Transportation Office			
9. ECC / CNC issued by the EMB – DENR;	EMB-DENR			
10. PAMB Clearance (if applicable);	DENR			
11. One (1) set of Documentary Stamp	BIR/Any Book Store			
Note: Additional requirements maybe required upon evaluation of documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Sign in the Clients Logbook and receive Request Form	1. Provides Clients Logbook and issue Request Form	None	5 minutes	Any of the Staff
2. Fill-out Request Form and submit the same	2. Receives Filled-out Form and directs client to the concerned personnel if necessary	None	5 minutes	
3.0 Submits duly accomplished application form with requirements for assessment and evaluation. 3.1 If with complete requirements, set for site inspection.	3.0 Asks for the Notarized Accomplished Application Form and requirements 3.1 Receive, review and verify submitted requirements. 3.2 If complete: Arrange for site inspection.	None	10 Minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator





3.2 If incomplete, receives documents for completion.	3.3 If incomplete, returns documents for completion			
4. Wait for the scheduled site inspection	4. Plots the technical description of the property subject of Application in the approved Zoning Map for the identification of land use.	None	30 minutes	Planning Officer II/Alternate Zoning Administrator Project Development Officer I
5. Join inspection	5. Conduct Site Inspection and prepare evaluation report	None	One (1) day	MPDC/Designated Zoning Administrator Planning Officer II/Alternate Zoning Administrator
6. Receive Order of Payment	6. Computes for Applicable Fee, prepares and issues Order of Payment  Note: If project is found with violation, a penalty shall be added in the prescribed fee  Penalty	For Special Uses (Cell Sites)	5 minutes	Planning Officer II/Alternate Zoning Administrator Project Development Officer I
		Project Cost: Fee		
		Below 2 Million: 7,200 + (1/10 of 1% of cost in excess of 2 Million)		
		Over 2 Million: 7,200 + (1/10 of 1% of cost in excess of 2 Million)		
		Php 2,500.00		
7. Pays prescribed fee at the Municipal Treasury Office	7.1 Accept payment and issue OR 7.2 Prepares /processes the requested document	As per order of payment	5 minutes	RCC-MTO MPDC/Designated Zoning Administrator Planning Officer II/Alternate Zoning Administrator
8. Presents Official Receipt and waits for the issuance of the requested document	8. Reflect Official Receipt Number, Print, attach Documentary Stamp in the Clearance and Seal	None	5 minutes	MPDC/Designated Zoning Administrator Planning Officer II/Alternate Zoning Administrator
9. Receives Certificate of Zoning Compliance.	9. Records and releases the Locational Clearance	None	5 minute	MPDC/Designated Zoning Administrator
10. Fill-out Clients Feed Back Form component of the Request Form and submit the same	10.1 Request client to Fill-out Clients Feed Back component of the Request Form 10.2 Receives Request Form with Clients Feed Back and files the same.	None	5 minutes	Planning Officer II/Alternate Zoning Administrator
<b>TOTAL:</b>			<b>1 Day, 1 Hour 15 minutes</b>	

*Issuance of Locational Clearance/Certificate of Zoning Compliance for Base Stations of Cellular Mobile Telephone Service, Trunkline Service, Wireless Local Loop Service and Other Wireless Communication Service qualified for multi stage process.*





## 8. Issuance of Locational Clearance /Certificate of Compliance for Poultry or Piggery Project

Every owner of a parcel of land who wishes to establish a poultry or piggery project shall apply for Locational Clearance/Certificate of Compliance.

<b>Office or Division:</b>	MPDO-Zoning Officer	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Any individual/Entity who wishes to establish a poultry or piggery project	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Any valid ID of applicant (Owner or Authorized Representative)	Applicant	
1. Passport ID 2. Driver's License 3. UMID 4. PhilHealth ID 5. TIN ID 6. Postal ID 7. Voter's ID 8. PRC ID 9. Senior Citizen ID 10. OFW ID	1. Department of Foreign Affairs office 2. Land Transportation Office 3. Social Security System 4. Philippine Health Insurance Corporation 5. Bureau of Internal Revenue 6. Philippine Postal Corporation 7. Commission of Election 8. Professional Regulation Commission 9. OSCA Head – Municipal Social Welfare & Development Office 10. Overseas Workers Welfare Administration	
2. APPLICATION FORM secured at the MPDO which is duly Accomplished and Notarized (not to exceed 3 months from date of notarization)	Applicant	
3. Vicinity Map drawn to the scale of 1:10,000 showing the exact location of proposed site and all existing adjacent land uses/establishments within 500 meter radius from the proposed site and access road leading to it	Licensed Geodetic Engineer	
4. Site Development Plan drawn to scale of 1:200 indicating lot property boundaries, circulation road network, buildable area/building site, parking and future expansion, if any,	Licensed Geodetic Engineer	
5. Requirements relative to RIGHT OVER LAND:	Applicant/Client	
a. Photocopy (present original copy) of the Certificate of Title in case registered in the name of the applicant (not to exceed 3 months)	Applicant/Client Registry of Deeds	
b. Photocopy (present original copy) Certified True Copy of the Latest Tax Declaration(not to exceed three months from date of issue)	Applicant/Client Municipal Assessor's Office	
6. In Case the property is not registered in the name of the applicant, submit duly <i>Notarized Deed of Sale or Deed of Donation or Contract of Lease or Authorization to use the Land</i> , whichever is applicable plus PHOTO-COPY of the Owner's Certificate of Title or in the absence of a Title, the Tax Declaration and PRO-FORMA AFFIDAVIT secured from the MPDO (not to exceed 3 months if applicable)	Owner/Applicant	
7. Environmental Compliance Certificate/Certificate of No Coverage	Environmental Management Bureau	



8. Conversion Order (CO) or Exemption Clearance, if Agricultural Zone	Department of Agrarian Reform
9. Site Clearance from the Local Health Officer or Municipal Veterinarian concerned on the suitability of the location pursuant to Chapter IX of PD 856's IRR on Nuisance and Offensive Trade and Occupation	Municipal Health Services Office Veterinary Office
10. Barangay Resolution interposing no objection on the proposed project	Concerned Barangay Local Government Unit (BLGU)
11. Bill of Materials and Cost Estimates	Licensed Civil Engineer/Owner-Applicant
12. Filing Fee	Client/Applicant
13. Special Power of Attorney of Authorized Representative	Lawyer
14. PAMB Clearance (if applicable)	Department of Environment and Natural Resources-CENRO
15. One (1) set Documentary Stamp	BIR or any Bookstore

Note: Additional requirements may be required after evaluation of documents.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook and receive Request Form	1. Provides client Logbook and issues Request Form	None	5 minutes	Any of the Staff
2. Fill-out Request Form and submit the same	2. Receives Filled-out Form and directs client to the concerned personnel if necessary			
3.0 File Notarized Accomplished Application Form with requirements for assessment and evaluation. 3.1 If complete set schedule for site inspection. 3.2 If incomplete receives documents for completion.	3.0 Asks for the Notarized Accomplished Application Form with requirements 3.1 Receives, reviews and verifies submitted requirements. 3.2 If complete, Arrange for site inspection. 3.3 If incomplete, returns documents for completion	None	10 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator
4. Wait for the scheduled site inspection	4. Plots the Technical description of the property subject of Application in the Zoning Map for the identification of Land Use.	None	30 minutes	Planning Officer II/Alternate Zoning Administrator  Project Development Officer I
5. Join site inspection	5. Conduct Site Inspection and prepares evaluation report	None	One (1) Day	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate
6. Receive Order of Payment	6. Computes for Applicable Fee, prepares and issues Order of Payment  For Project: without violation	For Commercial, Industrial and Agro-Industrial Project : Project Cost: Fee Below P100,000: P1,140	5 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator



		Over P100,000 - 500,000: P2,160		
		Over 500,000.00: P2,880		
		Over P1 Million- 2Million: P4,320		
		Over 2 Million: 7,200 + (1/10 of 1% of cost estimate)		
	If with violation( Basic Filing Fee based on cost stated above + Penalty)	Penalty: 2,500.00		
7. Pay required fees at the Municipal Treasurer's Office	7.1 Accept payment and issue OR 7.2 Prepares /processes the Locational Clearance	As per order of payment	10 minutes	RCC-MTO  MPDC/Designated Zoning Administrator
8. Present Official Receipt and wait for the issuance of the requested document	7. Reflect Official Receipt Number, Print, attach Documentary Stamp in the Clearance and Seal	None	5 minutes	Planning Officer II/ Alternate Zoning Administrator
9. Receive Locational Clearance/Certificate of Zoning Compliance.	8. Records and releases the Locational Clearance	None	5 minutes	
10. Fill-out Clients Feed Back component of Request Form and return the same	10.0 Request client to Fill-out Clients Feed Back component of the Request Form; 10.1 Receives Request Form with Clients Feed Back and files the same.	None	5 minutes	
		<b>TOTAL</b>	<b>1 Day 1 Hour 15 minutes</b>	

## 9. Issuance of Locational Clearance for Excavation /Development Permit

This regulation is required to all individuals/entity who are planning for an excavation activity within a parcel of their land located in the municipality. This is required prior to the issuance of excavation/development permit by the Building Official.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
	G2G – Government to Government
<b>Who may avail:</b>	Any individual/Entity who wishes to undertake excavation activities of a parcel of their land located in the municipality.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Any valid ID of applicant (Owner/authorized Representative)	Applicant



1. Passport ID 2. Driver's License 3. UMID 4. PhilHealth ID 5. TIN ID 6. Postal ID 7. Voter's ID 8. PRC ID 9. Senior Citizen ID  10. OFW ID	1. Department of Foreign Affairs office 2. Land Transportation Office 3. Social Security System 4. Philippine Health Insurance Corporation 5. Bureau of Internal Revenue 6. Philippine Postal Corporation 7. Commission of Election 8. Professional Regulation Commission 9. OSCA Head – Municipal Social Welfare & Development Office 10. Overseas Workers Welfare Administration			
2. Letter request addressed to the Municipal Mayor with notation from the Mayor's Office	Applicant			
3. Requirements relative to RIGHT OVER LAND	Licensed Geodetic Engineer			
a. Photocopy (present original copy) of Certificate of Title (not to exceed 3 months from date of issue)	Owner/Applicant Registry of Deeds – La Trinidad, Benguet			
b. Certified True Copy of the Latest Tax Declaration (not to exceed 3 months from date of issue)	Owner/Applicant Municipal assessor's Office			
c. Deed of Sale/Contract of Lease or Authorization to use Land in case the Property is not registered in the name of the applicant (not to exceed 3 months of issue if applicable)	Owner/Applicant			
4. Lot Plan duly signed by a Geodetic Engineer in case the property is covered only by Tax Declaration	Licensed Geodetic Engineer			
5. Proposed excavation/development plan and specs	Licensed Civil Engineer/Owner			
6. Barangay Clearance/Certification stating that the area applied for proposed development is free from other claims and conflicts and no cases are pending affecting the same	Concerned Barangay			
7. Environmental Compliance Certificate/Certificate of No Coverage	Environmental Management Bureau			
8. Filing Fee	Applicant			
10.a Special Power of Attorney (SPA) if filed and processed by representative 10.b Photocopy of Valid ID of authorized representative and owner (present original copy)	Applicant			
11. One (1) set of Documentary Stamp	BIR/Any Book Store			
12. PAMB Clearance (if applicable)	DENR-CENRO			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Logbook and receive Request Form	1. Provides Clients Logbook and issue Request Form	None	5 minutes	Any of the Staff
2. Fill-out Request Form and submit the same	2. Receives Filled-out Form and directs client to the concerned personnel if necessary		5 minutes	
3.0 Files request letter noted by the Municipal Mayor with requirements for assessment and evaluation 3.1 If complete perform Step 4	3.0 Receive, review and verifies submitted requirements 3.1 If complete performs Step 4 3.2 If incomplete, returns document for completion	None	10 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator



3.2 If incomplete, receive documents for completion				
4. Receive Order of Payment	4. Computes Applicable Fee, prepares and issues Order of Payment	Prescribed Fee varies depending on the purpose of excavation/development activity  (please refer to table below for the schedule of fees)	5 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator
5. Pays required fee at the Municipal Treasurer's Office	5.1 Accept payment and issue OR 5.2 Plots the technical description of the property subject of Application in the Zoning Map for the identification of Land Use	As per order of payment	5 minutes  30 minutes for 1 parcel only	RCC-MTO  Project Development Officer I
6. Presents Official Receipt and waits for the issuance of requested document	6.0 Prepares/ processes the requested document. 6.1 Reflect Official Receipt Number, print, attach Documentary Stamp in the requested document and Seal	none	5 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator
7. Receives requested document.	7. Records and releases the Locational Clearance	None	5 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator
8. Fill-out Clients Feed Back component of the Request Form and submit the same	8.0 Request Client to Fill-out Clients Feed Back component of the Request Form; 8.1 Receives Request Form with Clients Feed Back and Files the same.	None	5 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator
		<b>TOTAL</b>	<b>1 Hour 10 minutes</b>	

#### SCHEDULE OF FEES

Description (Project Cost and purpose of Development)	Prescribed Fee
<b>A. SINGLE RESIDENTIAL STRUCTURE ATTACHED OR DETACHED</b>	
1. 100, 000 and below	288.00
2. Over 100,000.00 to 200, 000.00	576.00
3. Over 200,000.00	720.00 + (1/10 of 1% in excess of 200,000.00)
<b>B. APARTMENT/TOWNHOUSES</b>	
1. 500,000 and below	1,440.00
2. Over 500,000 to 2 Million	P2,160.00
3. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million regardless of the number of floors)
<b>C. Dormitories</b>	



Description (Project Cost and purpose of Development)	Prescribed Fee
1. 2 Million and Below	P3,600.00
2. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million)
<b>D. Institutional</b>	
<b>Project Cost of which is:</b>	
1. Below 2 Million	P2,880.00
2. Over 2 Million	P2,880.00+(1/10 of 1% of cost in excess of 2 Million)
<b>E. Commercial, Industrial and Agro-Industrial Project Cost Of Which is:</b>	
1. Below 100,000	P1,440.00
2. Over 100,000 – 500,000	P2,160.00
3. Over 500,000	P2,880.00
4. Over 1 Million – 2 Million	P4,320.00
5. Over 2 Million	P7,200.00 + (1/10 of 1% of cost in excess of 2 Million)
<b>F. Special Uses/Special Projects</b>	
(Gasoline Station, Slaughter House, Treatment Plants, etc)	
1. Below 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)
2. Over 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)

## 10. Other Transactions/Certifications

### 10.1 Issuance of a Certificate Whether or Not a Parcel of Land Applied for Titling is Needed Nor Reserved for Public Use

The service is provided to all individual/entity requiring Certification from the Office of the Municipal Planning and Development Coordinator such as but not limited to: Issuance of a Certificate whether or not a parcel of land applied for titling is needed or reserved for public use, Certificate of Town Plan/CLUP/Zoning Ordinance (ZO) Approval, E-Copy of CLUP/ZO, and others.

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Any individual/Entity	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Letter ( if applicable)		Applicant
2.a. Duly notarized Authorization/ Special Power of Attorney(SPA) if filed and process by a Representative 2. b. Photocopy (show original copy) of Valid ID of Representative and Owner		Applicant
1. Passport ID 2. Driver's License 3. UMID 4. PhilHealth ID 5. TIN ID 6. Postal ID 7. Voter's ID		1. Department of Foreign Affairs office 2. Land Transportation Office 3. Social Security System 4. Philippine Health Insurance Corporation 5. Bureau of Internal Revenue 6. Philippine Postal Corporation 7. Commission of Election





8. PRC ID	8. Professional Regulation Commission			
9. Senior Citizen ID	9. OSCA Head – Municipal Social Welfare & Development Office			
10. OFW ID	10. Overseas Workers Welfare Administration			
3. Lot Plan duly signed by a Geodetic Engineer/Surveyor	Private Geodetic Engineer/Surveyor			
4. Certification from the Punong Barangay whether or not the subject lot is needed nor reserved for future public improvement (not to exceed 3 months from date of issue)	Office of the Punong Barangay			
5. Tax Declaration, not to exceed 3 months from date of issue (If applicable)	Municipal Assessor's Office			
6. Road Right of Way Clearance, not to exceed 3 months from date of issue (If Applicable)	DPWH – National Roads; PEO – Provincial Roads; MEO – Barangay and Municipal Roads			
7. One (1) set of Documentary Stamp	BIR/Any Bookstore			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPON-SIBLE
1. Sign in the Client Logbook and receive Request Form	1. Provides Clients Logbook and Issue Request Form	None	5 minutes	Any of the Staff
2. Fill-out Request Form and submit the same	2. Receives Filled-out Form and directs client to the concerned personnel if necessary	None	5 minutes	
3.0 File requirements for assessment and evaluation	3.0 Asks client for the Request Letter with requirements	None	10 minutes	MPDC/Designated Zoning Administrator  Planning Officer II/Alternate Zoning Administrator
3.1 If requirements are complete, perform Step 4	3.1 Receives, reviews and verifies submitted requirements.			
3.2 If incomplete, receive documents for completion	3.2 If complete, performs Step 4 3.3 If incomplete, returns documents for completion			
4. Receive Order of Payment	4. Prepares and issues Order of Payment	55.00 per application	5 minutes	RCC-MTO  Planning Officer II/Alternate Zoning Administrator
5. Pay required fee at the Municipal Treasurer's Office	5.1 Accepts payment and issue OR 5.2 Prepares requested document	As per order of payment	5 minutes	
6. Present Official Receipt & waits for the issuance of the requested documents	6. Reflect Official Receipt, Print, Attach Documentary Stamp in the requested document and Seal	None	5 minutes	
7. Fill-out Clients Feed Back component of the Request Form and submit the same	7.0 Requests Client to Fill-Out Clients Feed Back component of the Request; 7.1 Receives Request Form with Clients Feed Back and Files the same	None	5 minutes	
<b>TOTAL:</b>		<b>55.00 per application</b>	<b>40 Minutes</b>	





## 10.2 Certificate of Town Plan/Zoning Ordinance Approval/E-Copy of CLUP/ZO

<b>Office or Division:</b>	<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Any individual/Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter with notation from the Municipal Mayor's Office		Requesting Party		
One (1) set of Documentary Stamp		BIR/Any Book Store		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPON-SIBLE</b>
1. Sign in the Clients Logbook and receive Request Form	1. Provides Clients Logbook and issue Request Form	None	5 minutes	Any of the Staff
2. Fill-out Request Form and submit the same	2. Receives Filled-out Form and directs client to the concerned personnel if necessary	None	5 minutes	Any of the Staff
3. Present Request Letter with notation from the Municipal Mayor's Office	3. Asks for the Request Letter with notation from the Municipal Mayor's Office	None	5 minutes	Concern Staff
4. Receive Order of Payment	4. Prepares and issues Order of Payment	None	5 minutes	Concern Staff
5. Pay required fee at the Municipal Treasurer's Office	5.1 Accept payment and issue OR 5.2 Prepares/ Processes requested document	216.00 per document	5 minutes for Certification  10 minutes for requested E-Copy of the plan	RCC-MTO  MPDC as Designated Zoning Administrator  Any of the Staff
6. Present Official Receipt and wait for the issuance of the requested documents	6. Reflects Official Receipt, Print, attach documentary stamp in the requested document and Seal, if applicable	None	5 minutes	MPDC  Concern Staff
7. Receive requested document	7. Records and releases requested document	None	5 minutes	MPDC  Concern Staff
8. Fill-out Clients Feed Back component of the Request Form and submit the same	8.0 Requests client to Fill-out Clients Feed Back component of the Request Form; 8.1 Receives Request Form with Clients Feed Back and files the same.	None	5 minutes	
<b>TOTAL</b>			<b>45 minutes</b>	