



Municipal Planning and Development Office (MPDO)

External Services



1. Issuance of Locational Clearance/Certificate of Zoning Compliance

The service is issued to all owners/developers/entities who are planning to construct a building/cellular base stations/establish poultry or piggery projects or applying for expansion/renovation/alteration 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 the Zoning Ordinance of the municipality. It is required prior to the issuance of a Building Permit.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE		
Classification:	Complex		
Type of Transaction:	G2B – Government to Business		
	G2C – Government to Citizens		
	G2G – Government to Government		
Who may avail:	All Private Individual, Business Enterprise, Agencies and Private Entity who wishes to establish poultry or piggery project and Cellular Mobile Telephone/ Trunk Line/Wireless Local Loop/Other Wireless Communication Services and construct new building or applying for expansion/renovation in the municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Basic Requirements:			
1. Any Valid ID of Applicant (Owner/Representative)		Applicant	
a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID		a. Department of Foreign Affairs office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. Overseas Workers Welfare Administration	
2. Duly Accomplished and notarize APPLICATION FORM		Application Form secured from the MEO or MPDO whichever is applicable	
3. Requirements relative to RIGHT OVER LAND			
a. Certified True Copy of Original/Transfer Certificate of Title;		Owner/Applicant Registry of Deeds (ROD) – La Trinidad, Benguet	
b. Certified True Copy of the Latest Tax Declaration (not to exceed 3 months)		Owner/Applicant Municipal Assessor's Office	
c. In case the property is covered only by Tax Declaration:			
i. Pro-forma notarized Affidavit stating the following: <ul style="list-style-type: none"> • The applicant is the owner of the property subject of the application; • The reasons why the property is not yet titled; • That the property is situated within alienable and disposable lands and outside lands reserved for the public domain; • That the property is free from liens and encumbrances of the property • That the property is/is not tenanted (in case the property is planted with rice and corn) 		Municipal Planning and Development Office (MPDO) - Zoning Officer/Designated Zoning Administrator	



ii. Pro-forma Certification from the Punong Barangay: Re-Ownership of said property	Municipal Planning and Development Office (MPDO) - Zoning Officer/Designated Zoning Administrator
iii. Lot Plan duly signed by a Geodetic Engineer/Surveyor	Owner/Applicant Licensed Geodetic Engineer
iv. Alienable and Disposable (A& D) Certification	Department of Environment and Natural Resources
d. In case the property is not registered in the name of the applicant submit duly notarized, whichever is applicable: <ul style="list-style-type: none"> • Deed of Sale/Deed of Donation • Deed of Extrajudicial Settlement of Estate • Contract of Lease • Authorization to Use Land/Consent of Owner • Conditional Deed of Sale/Contract to Sell with Affidavit of Consent of Owner 	Municipal Planning and Development Office (MPDO) - Zoning Officer/Designated Zoning Administrator
e. In case the property is/has: <ul style="list-style-type: none"> • Applied and/or owned by a Corporation, submit duly notarized Corporate Secretary's Certification authorizing signatories to sign and apply for Locational Clearance/Certificate of Zoning Compliance 	Corporation's Corporate Secretary
<ul style="list-style-type: none"> • Mortgaged, submit duly notarized affidavit of Consent/Clearance from the mortgagee 	Mortgagee
<ul style="list-style-type: none"> • Co-owner, submit duly notarized affidavit of Consent of Co-owner/s 	Applicants Co-Owner
f. In case development is within Forest Zone and/or Municipal Water Zone, submit Clearance/Consent from DENR in the form of Special Use Permit/Forest Land Use Agreement, whichever is applicable	Department of Environment and Natural Resources (DENR) – CAR, Pacdal, Baguio City
<i>Note: Additional requirements or documents deemed necessary to established Right over Land maybe required.</i>	
4. One (1) set of Architectural Plan. First page shall contain the Vicinity Map and Site Development Plan.	Licensed Civil Engineer / 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. Bill of Materials and Cost Estimates;	Licensed Civil Engineer
7. Duly notarized Authorization/Special Power of Attorney if application is filed by a Representative with photocopy of representative and Owners ID;	Owner/Lawyer
8. Road Right of Way Clearance (if applicable);	
a. National Roads	Department of Public Works and Highways (DPWH) – Wangal, La Trinidad, Benguet
b. Provincial Roads	Provincial Engineering Office (PEO), Benguet – Wangal, La Trinidad, Benguet
c. Municipal/Barangay Roads	Municipal Engineering Office (MEO), Tuba, Benguet
9. Filing Fee – please refer to schedule of fees as provided in the Municipal Ordinance	Applicant
10. One (1) set Documentary Stamp	Bureau of Internal Revenue (BIR)
B. ADDITIONAL REQUIREMENT	



For Commercial Establishments, Cellular Mobile Telephone Service/Trunk line/Wireless Local Loop and Other Wireless Communication Services, Manufacturing/Industrial/Poultry Projects:	
a. Barangay Council Resolution endorsing and interposing no objection on the proposed project;	Concerned Barangay Local Government Unit (BLGU)
b. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) whichever is applicable;	Environment and Management Bureau (EMB) – Department of Environment and Natural Resources (DENR) – Pacdal, Baguio City
c. PAMB Clearance (if applicable);	Department of Environment and Natural Resources (DENR) – Diego Silang, Baguio City/Pacdal, Baguio City
d. Conversion Order/CNC from DAR if the project is within agricultural zone;	Department of Agrarian Reform – Bokawkan Road, Cor. Easter Road, Baguio City
e. Memorandum of Agreement between parties involved, if applicable;	Concerned party/ies
f. Free Prior and Informed Consent (FPIC) or any document showing the result of FPIC successfully conducted, if applicable	National Commission on Indigenous Peoples (NCIP) – Cordillera Administrative Region – Magsaysay Avenue, Baguio City
<i>Additional for Cell Sites only:</i>	
g. 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; (for cell sites only)	National Telecommunication Commission (NTC)
h. Radiation Protection Evaluation Report from Radiation Health Service of the Department of Health; (for cell sites only)	Department of Health (DOH)
i. Written Consent; (for cell sites only) i) Subdivisions: <ul style="list-style-type: none"> ▪ 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; ▪ 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 its base, including all those whose properties is adjoining the proposed site of the base station ii) Buildings: <ul style="list-style-type: none"> ▪ <i>If base station shall be constructed on top of an unoccupied building, consent from the owner/developer;</i> ▪ <i>If base station shall be constructed on top of an occupied building, the following shall be obtained:</i> <ul style="list-style-type: none"> ✓ <i>Consent/affidavit of non-objection from owner/developer unless he has divested himself from all interest in the building and</i> 	Concerned Subdivision

<p>turned over ownership of common areas to the condominium or building association;</p> <ul style="list-style-type: none"> ✓ 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 ▪ Notarized affidavit from the Licensed/ Registered Structural Engineer re: the existing building is structurally sound. 				
j. Air Transportation Office Certification;		Air Transportation Office		
Additional for Poultry Projects only:				
k. 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, Tuba, Benguet Municipal Veterinary Office, Tuba, Benguet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1.0 Signs in the client's logbook 1.1 Approaches concerned personnel, if necessary	1.0 Provides clients logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 Submits duly accomplished application form with requirements for assessment and evaluation. 2.1 If complete, sets for site inspection. 2.2 If incomplete, receives documents for completion	2.0 Asks for the Notarized Accomplished Application Form and requirements; 2.1 Receives, reviews and verifies submitted requirements; 2.2 If complete, arrange schedule for site inspection. 2.3 If incomplete, returns documents for completion	None	10 Minutes	MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
3.0 Waits for the scheduled site inspection	3.0 Plots the technical description of the property subject of application in the approved Zoning Map for land use identification	None	1 day	
4.0 Joins inspection	4.0 Conducts Site Inspection and prepare evaluation report	None	1day	

5.0 Receives Order of Payment	5.0 Computes for Applicable Fee, prepares and issues Order of Payment <i>Note: If project is found with violation, a penalty shall be added in the prescribed fee as per Zoning Ordinance</i>	Prescribed Fee varies depending on the cost and purpose of the proposed project / development. (Please refer to table below for the schedule of fees) 2,500.00	5 minutes	
6.0 Pays prescribed fee at the Municipal Treasury Office	6.0 Accepts payment and issue Official Receipt 6.1 Prepares /processes the requested document	As per order of payment (based on the table below)	5 minutes	MTO: Revenue Collection Clerk MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
7.0 Presents Official Receipt and waits for the issuance of the requested document	7.0 Reflects Official Receipt Number, print, attach Documentary Stamp in the Clearance and Seal	None	5 minutes	MPDO: MPDC/ Designated Zoning Administrator
8.0 Receives requested document	8.0 Releases and Records requested document	None	5 minutes	Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
TOTAL:		varies depending on the cost and purpose of	2 days and 35 minutes	



	the proposed project / development as stated above		
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Note: In cases where application is denied, applicants may appeal to the Local Zoning Board of Appeals (LZBA) for variance or exception.

****Issuance of Locational Clearance/Certificate of Zoning Compliance is covered by Municipal Zoning Ordinance No. 307 series of 2018.*

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

Description (Project Cost and purpose of Development)	Prescribed Fee
A. SINGLE RESIDENTIAL STRUCTURE ATTACHED OR DETACHED	
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. APARTMENT/TOWNHOUSES	
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)
C. Dormitories	
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)
D. Institutional	
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)
E. Commercial, Industrial and Agro-Industrial Project Cost of Which is:	
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)
F. Special Uses/Special Projects (Gasoline Station, Cell Sites, 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)
G. Alteration/Expansion (affected areas cost only)	Same as the Original Application)



2. Issuance of Locational Clearance/Certificate of Zoning Compliance for Business Permit

The service is issued to all individuals/developers/business entities/investors planning to operate/establish a business within the municipality. Its purpose is to ensure that the proposed development conforms to the municipality's Land Use Plan and complies with the Zoning Ordinance. It is required prior to the issuance of a Business Permit.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
	G2G – Government to Government			
Who may avail:	All Private Individual, Business Enterprise, Agencies and Private Entity who wishes to operate/establish a business in Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Basic Requirements:				
1. Duly Accomplished Unified Application Form		Applicant/Business Permit and Licensing Office (BPLO)/ or access the service online via: https://bpbpc.ibpls.com/tubabenquet		
2. Any of the following: <ul style="list-style-type: none"> • Certified True Copy Original/Transfer Certificate of Title • Tax Declaration, Lot Plan duly signed by a Geodetic Engineer; • Location Map of the Business/ Establishment with Technical Description, 		Owner/Applicant/Licensed Geodetic Engineer/Municipal Assessor's Office		
3. Barangay Resolution Interposing no Objection (if applicable);		Concerned Barangay Local Government Unit (BLGU)		
4. ECC/CNC (if applicable)		Department of Environment and Natural Resources – Environmental Management Bureau (DENR – EMB), Pacdal, Baguio City		
5. DENR Clearance (if applicable)		Department of Environment and Natural Resources (DENR), Pacdal, Baguio City		
6. Building Permit (if applicable)		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1.0 Signs in the client's logbook	1.0 Provides clients logbook	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
1.1 Approaches concerned personnel, if necessary	1.1 Directs client to concerned personnel, if necessary			
2.0 Submits duly accomplished Unified Application Form with requirements for assessment and evaluation.	2.0 Asks for the accomplished Unified Application Form and requirements;	None	10 Minutes	MPDO: MPDC/ Designated Zoning Administrator
	2.1 Receives, reviews and verifies submitted requirements;			
	2.2 If with complete requirements, proceeds to step 5 or arrange schedule for site inspection (if necessary).			
2.1 If with complete requirements, proceeds to step 5 or sets for site inspection, (if necessary).				Planning Officer III/ Designated Zoning Administrator (Alternate)
				Planning Officer II/ Designated Zoning



2.2 If incomplete, receives documents for completion	2.3 If incomplete, returns documents for completion			Administrator (Alternate)
3.0 Waits for the scheduled site inspection (when necessary)	3.0 Plots the technical description of the property subject of application in the approved Zoning Map for land use identification	None	1 day	
4.0 Joins inspection	4.0 Conducts Site Inspection and prepare evaluation report	None		
5.0 Receives Order of Payment	5.0 Computes for Applicable Fee, prepares and issues Order of Payment	None	5 minutes	
6.0 Pays prescribed fee at the Municipal Treasury Office	6.0 Accepts payment and issue Official Receipt 6.1 Prepares /processes the requested document	Php 100/ Document	5 minutes	MTO: Revenue Collection Clerk MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
7.0 Presents Official Receipt and waits for the issuance of the requested document	7.0 Reflects Official Receipt Number, print, attach Documentary Stamp in the Clearance and Seal	None	10 minutes	MPDO: MPDC/ Designated Zoning Administrator
8.0 Receives requested document	8.0 Releases and Records requested document	None	5 minutes	Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
TOTAL:		Php 100.00/ Document	1 day and 40 minutes	



3. Issuance of the List of Documentary Requirements

The service is provided to all clients making inquiry about the requirements for the issuance of Zoning related Clearances and other Certifications and the provision of statistical/technical information. Processes and requirements are briefly discussed with the client to ensure the compliance of the same.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2G - Government to Government G2B - Government to Business			
Who may avail:	All private person, agencies and enterprise securing technical assistance, zoning related document and other certifications			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
1.0 Signs in the Clients Logbook 1.1 Approaches concerned personnel, if necessary	1.0 Gives the client Logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 States needed service	2.0 Asks clients on the needed service	None		
3.0 Inquire on the requirements and processes in availing needed service	3.0 Discuss/explain fully to the client the requirements to be complied and clarify query/ies, if there are any	None	20 minutes	
4.0 Receives checklist of Documentary Requirements and Application Form, if applicable	4.0 Issues checklist of Documentary Requirements, Application Form and attachment whichever is applicable	None	5 minutes	
Total		None	35 minutes	

4. Issuance of Zoning Certificate

The service is provided to any party/entity or individuals who wants to know the Land Use Classification/Zone of their property/ies based on the duly approved Zoning Map which is part of the Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens G2G - Government to Government G2B - Government to Business



Who may avail:	Any Individuals, agencies and private entities requesting for zoning certificate for the Land Use Classification of property/ties located within the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any valid ID of applicant and or representative				
a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID		a. Department of Foreign Affairs Office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. Overseas Workers Welfare Administration		
2. Duly Accomplished and notarized APPLICATION FORM		Applicant (Application Form secured from the MPDO)		
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		
7. Documentary Stamp – One (1) set		Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Signs in the Client Logbook	1.0 Provides clients Logbook	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
1.1 Approaches concerned personnel, if necessary	1.1 Directs client to the concerned personnel, if necessary			
2.0 Submit duly accomplished application form with requirements for assessment and evaluation	2.0 Asks client for the notarized accomplished Application Form and requirements;	None	10 minutes	MPDO: MPDC/ Designated Zoning Administrator
	2.1 Receives, reviews and verifies submitted requirements.			
2.1 If with complete requirements proceed to Step 3	2.2 If complete, proceed to Step 3			
2.2 If incomplete, receives documents for completion	2.3 If incomplete, returns documents for completion			Planning Officer III/ Designated Zoning Administrator (Alternate)
3.0 Receives order of payment and pay the	3.0 Computes for applicable fee,	None	3 minutes	Planning Officer II/ Designated Zoning Administrator (Alternate)



required fee at the Municipal Treasurer's Office	prepares and issues Order of Payment			
4.0 Pays required fee at the Municipal Treasurer's Office	4.0 Accepts payment and issue OR 4.1 Verifies Land Use Classification by plotting the Technical Description of the property subject for application in the Zoning Map 4.2 Prepares/ processes the Zoning Certificate	PHP720.00 per Hectare / document	5 minutes 25 minutes per document	MTO: Revenue Collection Clerk MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate)
5.0 Presents Official Receipt and waits for the issuance of the requested document	5.0 Reflect Official Receipt Number, Print, attach Documentary Stamp in the Zoning Certificate if needed and Seal	None	7 minutes	Planning Officer II/ Designated Zoning Administrator (Alternate)
6.0 Receives Zoning Certificate	6.0 Releases and records the Zoning Certificate	None	5 minutes	
TOTAL		PHP720.00/ ha / document	1 Hour	

5. Other Transactions/Certifications

This 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.

5.1 Issuance of a Certificate whether or not a parcel of land applied for Titling is needed nor reserved for Public Use

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Any individual/Entity	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Letter/endorsement from DENR, whichever is applicable		Applicant
2.a. Duly notarized Authorization/ Special Power of Attorney (SPA) if filed and process by a Representative		Applicant

2.b. Photocopy (show original copy) of Valid ID of Representative and Owner				
a. Passport ID b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID		a. Department of Foreign Affairs office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. 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 property is needed nor reserved for future public improvement (not to exceed 3 months from date of issue)		Office of the Punong Barangay concern		
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, if applicable		BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Signs in the client Logbook	1.0 Provides clients Logbook	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
1.1 Approaches concerned personnel, if necessary	1.1 Directs client to concerned personnel, if necessary			
2.0 Submits requirements for assessment and evaluation	2.0 Asks client for the Request Letter and requirements 2.1 Receives, reviews and verifies submitted requirements.	None	15 minutes	MPDO: MPDC/ Designated Zoning Administrator
2.1 If requirements are complete, perform Step 3	2.2 If complete, performs Step 3			Planning Officer III/ Designated Zoning Administrator (Alternate)
2.2 If incomplete, receives documents for completion	2.3 If incomplete, returns documents for completion			
3.0 Receives Order of Payment	3.0 Prepares and issues Order of Payment	none	5 minutes	Planning Officer II/ Designated Zoning Administrator (Alternate)
4.0 Pays required fee at the Municipal Treasurer's Office	4.0 Accepts payment and issue Official Receipt 4.1 Prepares/processes the requested document	PhP100.00 per application	5 minutes	MTO: RCC II MPDO:



				MPDC/Designated Zoning Administrator Planning Officer III/Designated Zoning Administrator (Alternate) Planning Officer II/Designated Zoning Administrator (Alternate)
5.0 Presents Official Receipt & waits for the issuance of the requested documents	5.0 Reflects Official Receipt, Print, attach Documentary Stamp in the requested document and Seal	None	5 minutes	MPDO: Planning Officer II/Designated Zoning Administrator
6.0 Receives requested document	6.0 Releases and records requested document	None	5 minutes	
TOTAL:		PhP100.00 per application	40 Minutes	

5.2 Certificate of Town Plan/Zoning Ordinance approval/E-Copy of CLUP/ZO

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any individual/Entity			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter with notation from the Municipal Mayor's Office			Requesting Party	
One (1) set of Documentary Stamp			BIR	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Signs in the Clients Logbook 1.1 Approaches concerned personnel if necessary	1.0 Provides Clients Logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 Presents Request Letter with notation from the Municipal Mayor's Office	2.0 Asks for the Request Letter with notation from the Municipal Mayor's Office	None	5 minutes	
3.0 Receives Order of Payment	3.0 Prepares and issues Order of Payment	None	5 minutes	



Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any individual/Entity			
4.0 Pays required fee at the Municipal Treasurer's Office (MTO)	4.0 Accepts payment and issue Official Receipt 4.1 Prepares/ Processes requested document	PhP216.00 per document	5 minutes for Certification 10 minutes for requested E-Copy of the plan	MTO: RCC II MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
5.0 Presents Official Receipt and wait for the issuance of the requested documents	5.0 Reflects Official Receipt, Print, attach documentary stamp in the requested document and Seal, if applicable	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
6.0 Receives requested document	6.0 Records and releases requested document	None	5 minutes	
TOTAL		PhP216.00 per document	40 minutes	

6. Provision of Statistical/Technical Information

This service is extended to all clients/researchers who needs statistical/technical information about the municipality which the office has custody.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government G2C-Government to Citizens			
Who may avail:	NGAs, LGUs, Private Institution, CSOs/POs, Academe & Students/Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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: a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID k. Student ID		a. Department of Foreign Affairs office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. Overseas Workers Welfare Administration k. SUCs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1.0 Signs in the client Logbook 1.1 Approaches concerned personnel if necessary	1.0 Provides client Logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 Presents letter request then undergoes brief interview about the information needed.	2.0 Asks clients for the request letter received by the Municipal Mayor's Office 2.1 Checks the data/information being requested, if available. If not, return letter request with notation	None	10 minutes	
3.0 Receives order of payment	3.0 Issues the Order of Payment and prepares requested/ needed document	none	30 minutes	
4.0 Pays required fees at the Municipal Treasurer's Office (MTO)	4.0 Accepts payment and issues Official Receipt	Please refer to the table below for the prescribed fee	5 minutes	MTO: RCC II
5.0 Returns to the MPDO, present official receipt and wait for the processing	5.0 Checks the official receipt, record and forward document for signing if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
6.0 Received the requested data	6.0 Releases requested document	None	5 minutes	
Total		Refer to the table below	1 Hour	

SCHEDULE OF FEES

Particulars	Prescribed Fee as per Municipal Ordinance No. 467 series of 2022
a. Certified True Copy of Documents	
• Document of five (5) pages or less	43.20
• Every additional page	4.40
b. Photo copy of Documents	3.00
c. E-copy and hard copy of documents and maps	
• Hard Copy of Documents:	
- Original print copy	5.00/page
• Hard copy of Maps:	
- Base Map and Locator Map	60.00
- Zoning and other Maps	
i. Short to Long	75.00
ii. A3	150.00
• E-copy of documents	1.00/page



- More than 60 pages	60.00
- 60 pages and below	
• E-copy of Maps	60.00
- Base and Locator Maps (Short to Long)	150.00
- Zoning Maps and other Maps	

7. 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 all the Sangguniang Kabataan (SK) of the barangays in the municipality to ensure that the identified programs, projects and activities are in conformance with the guidelines in the formulation of said plans and utilization of SK funds.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SK Officials, Treasurers and Secretaries of the 13 Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Municipal Finance Committee (MFC) Chairperson forwards the document indorsed by Sangguniang Bayan Committee on Appropriations to this Office	1.0 Receives the documents indorsed to the MFC	None	3 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
	1.1 Checks the completeness and propriety of the indorsed documents. 1.2 The MPDO conducts initial review of the Annual Barangay Youth Investment Program and Comprehensive Barangay Youth Development Plan as to guidelines ➤ If result of the technical review is favorable/compliant to guidelines, this office endorses to MFC chair for final technical review by the MFC	None	15 days	MPDO: Planning Officer III MPDC Project Development Officer I

	➤ If document is non-compliant, informs the concern BLGU thru text message			
2.0 Concern Barangay follow-up at the MPDO and discuss with the concern personnel the initial result of the technical review	2.0 Discuss with barangay client the result of the technical review	None	25 minutes	MPDO: Planning Officer III Project Development Officer I MPDC
3.0 Concern SK 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	3.0 Returns the documents for the revision/ amendment	None	2 minutes	Concerned SK Officials
	TOTAL	None	15 days and 30 minutes	

Technical Review of the Annual Barangay Youth Investment Program/(ABYIP) and Comprehensive Barangay Youth Development Plan (CBYDP) is covered by RA 10742, and Barangay Budget Operations Manual, 2018 edition issued by the Department of Budget and Management

8. Technical Review of the Barangay Annual/Supplemental Investment Program (A/SIP)

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.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	BLGUs	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Annual Investment Program		
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;		
a. DILG endorsed GAD Plan and Budget;		BLGU availing the services

b. Barangay Disaster Risk Reduction & Management Plan (BDRRMP); c. Indicative Annual Procurement Plan (APP); d. Barangay Nutrition Action Plan (BNAP); e. Barangay Devolution Transition Plan (DTP)				
B. Supplemental Investment Program 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.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 MFC Chairperson forwards the document indorsed by SB Committee on Appropriations	1.0 Receives the documents indorsed to the MFC, and forward to the concern personnel, if necessary	None	3 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
	1.1 Checks the completeness and propriety of the indorsed documents. 1.2 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 Chairperson for final technical review by the MFC	None	15 days	MPDO: Planning Officer III Planning Officer II MPDC
	➤ If document is non-compliant, informs the concern BLGU thru text message			
2.0 Concern Barangay follow-up at the MPDO and discuss with the concern personnel the initial result of the technical review	2.0 Discuss with barangay client the result of the technical review	None	10 minutes	MPDO: Planning Officer III Planning Officer II MPDC
3.0 Concern Barangay receives the document for amendment/ revision of the required documents	3.0 Returns the documents for the revision/ amendment.	None	2 minutes	MPDO: Planning Officer III Planning Officer II MPDC



integrating the observations/ comments of the office and finally submit the amended document to the MFC chairman for finalization of the technical review				
	TOTAL	None	15 days 15 minutes	

Technical Review of the Barangay Annual/Supplemental Investment Program (AIP) is covered by RA 7160 and Barangay Budget Operations Manual, 2018 edition issued by the Department of Budget and Management