

**MUNICIPAL PLANNING AND
DEVELOPMENT OFFICE**

1. RENDER ASSISTANCE TO RESEARCHERS

Service:	RENDER ASSISTANCE TO RESEARCHERS			
Brief Description:	Responding to students / researchers on their queries and data needed.			
Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request (1 original, 1 photocopy)			Students / Researchers Respective Schools / Agencies	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present letter request of the needed data	1.1 Check, and verify if data needed is available	none	5 minutes	Eric M.Pangilinan AA / Sherry Ann M. Alemania Amelia A. Andes Rheyza C. Austria Hanica P. Marbella <i>Technical Staff - JO</i>
	1.2 Let the researcher copy the data or have it photocopied		20 minutes	Maria Errica M. Lim <i>Technical Writer - COS</i> Student /Researcher
End of transaction				

2. BARANGAY CONCERNS

Service:	BARANGAY CONCERNS			
Brief Description:	Review, Verify and Evaluate Barangay GAD Plan and Budget, Barangay Annual Investment Program (AIP) and SK Annual Barangay Youth Investment Program (ABYIP) including Supplemental AIPs and ABYIPs			
Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Barangay			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	

Barangay and SK Resolutions, Approved GAD Plan and Budget, Annual Investment Program and SK approved Annual Barangay Youth Investment Program (1 original, 1 machine copy)		Respective Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the barangay GAD Plan and Budget and Accomplishment Report, Annual Investment program or the SK Annual Barangay Youth Investment Program	1.1 Review, verify and evaluate Barangay GAD Plan and Budget and Accomplishment Report, Annual Investment program or the SK Annual Barangay Youth Investment Program together with the supporting documents.	none	5 minutes	Eric M. Pangilinan AA I
	1.2 Submit the reviewed Barangay GAD Plan and Budget & Accomplishment Report to MLGOO		5 minutes	Vivian Sidon AA VI Mediatrrix M. Balbin <i>Planning Officer II</i>
	1.3. Approve / Countersign Annual Investment Program or the SK Annual Barangay Youth Investment Program for budgeting process.			Engr. Jeressa L. Dejucos <i>Municipal Planning and Development Coordinator</i>
End of transaction	Total	None	10 minutes	

3. ASSISTANCE TO DATA RESEARCHERS

Service:	ASSISTANCE TO DATA RESEARCHERS
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Brief Description:	Receiving of letter request from the researchers and providing assistance in accessing relevant data and information			
Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Public and different Department			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter addressed to the Mayor			Requesting Individual / Agency	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request Letter	1.1 Map Reproduction	none	5 minutes	Vivian Sidon <i>AA VI</i>
	1.2 Map Lay-out		30 minutes to 1 day	Eric M. Pangilinan <i>AA I</i>
				Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i>
	1.2.1. Printing of Map		5 minutes	Rheyza C. Austria <i>Architectoral Designer / GIS Mapper JO</i>
	1.3 Programs and Project Proposal		30 minutes to 1 day	Maria Errica M. Lim <i>Technical Writer COS</i>
1.4 Research on various development plans		(Depends on the data or maps being requested)	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i>	
				Mediatrix M. Balbin <i>Planning Officer II</i>
				Engr. Jeressa L. Dejucos

				MPDC
End of transaction	Total	None	1 hour to 1 day	

4. APPLICATION FOR LOCATIONAL CLEARANCE (RESIDENTIAL, COMMERCIAL AND INSTITUTIONAL)

Service:	APPLICATION FOR LOCATIONAL CLEARANCE (RESIDENTIAL, COMMERCIAL AND INSTITUTIONAL)	
Brief Description:	Evaluating submissions for compliance with zoning and land use regulations and issuing the clearance once all requirements are met.	
Office or Division:	Municipal Planning and Development Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Transacting Public	
Who may avail:	all	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application form duly notarized (3 copies original);	Municipal Planning and Development Office MPDO
	2. Site Development Plan/Floor Plan signed by a licensed architect/engineer drawn to a scale ranging from 1:100 to 1:1000 (1 original);	Applicant / Licensed Architect or Licensed Civil Engineer
	3. Floor Plan and Elevation drawings (1 original)	Applicant / Licensed Architect or Licensed Civil Engineer
	4. Vicinity Map showing the existing land uses within the prescribed radius from the boundary of the project site (1 original);	Applicant
	5. Transfer Certificate of Title (1 original, 1 photocopy)	Applicant
	5.1 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy)	Municipal Assessor's Office
	5.2 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following: - Duly Notarized Deed of Sale / Deed of Donation / Affidavit of Consent / Authorization	Lawyer

/ Contract of Lease				
6. Site Zoning Certification		MPDO		
7. Bill of Materials and Cost Estimates duly signed and sealed by Licensed Architect or Licensed Civil Engineer (1 original, 1 photocopy)		Applicant / Licensed Architect or Licensed Civil Engineer		
8. Assessment of Locational Clearance Fee		MPDO		
9. Authorization to file and claim locational clearance		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with complete documents/requirements	1.1 Receive the submitted complete documents 1.2. Review the submitted documents.	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Vivian Sidon <i>AA VI</i> Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i> Ar. Hermon T. Nuñez <i>A Asst. II</i> Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client		10 minutes	Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
3. Pay the required fees at the Municipal Tourism Office (MTO)	3. Receive payment and issue official Receipt (OR)		10 minutes	<i>Revenue Collection Clerks Window 1 or 3 or 6 MTO</i>

<p>4. Provide a copy of the Official Receipt to MPDO</p>	<p>4. Input of data/Processing of Locational Clearance</p> <p>4.1. Signing of Locational Clearance</p>		<p>5 minutes</p>	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff</i> JO</p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper</i> JO</p> <p>Vivian Sidon AA VI</p> <p>Engr. Jeressa L. Dejucos MPDC/ <i>Zoning Officer</i></p>
<p>5.1 Claim the Locational Clearance (LC) 5.2. Sign-in the client logbook upon receipt of the LC 5.3. The client may choose whether or not to fill out the Client Satisfaction Measurement Form.</p>	<p>5.1 Release the Locational Clearance to client 5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction Measurement Form. If the client agrees, the staff may provide assistance in filling out the form.</p>		<p>5 minutes</p>	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff</i> JO</p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper</i> JO</p> <p>Maria Errica M. Lim <i>Technical Writer</i> COS</p> <p>Vivian Sidon AA VI</p>
<p>End of transaction</p>	<p>Total:</p>	<p>Varies</p>	<p>40 minutes</p>	

FEES TO BE PAID:**A. Single residential structure attached or detached**

- | | |
|------------------------------------|--|
| 1. P100,000.00 and below | P 240.00 |
| 2. Over P100,000.00 to P200,000.00 | 480.00 |
| 3. Over P200,000.00 | 600.00+(1/10 of 1% in excess of P200,000.00) |

B. Apartments/Townhouses

- | | |
|-----------------------------------|---|
| 1. P500,000.00 and below | P 1,000.00 |
| 2. Over P500,000.00 to P2 Million | 1,800.00 |
| 3. Over P2 Million | 3,000.00+(1/10 of 1% in excess of P2 Million) |

c. Dormitories

- | | |
|-------------------------|---|
| 1. P2 Million and below | P 3,000.00 |
| 2. Over 2 Million | 3,000.00+(1/10 of 1% in excess of P2 Million) |

d. Institutional

- | | |
|---------------------|---|
| 1. Below P2 Million | P 2,400.00 |
| 2. Over P2 Million | 2,400.00+ (1/10 of 1% in excess of P2Million) |

E. Commercial

- | | |
|------------------------------------|---|
| 1. Below P100,000.00 | P 1,200.00 |
| 2. Over P100,000.00 to P500,000.00 | 1,800.00 |
| 3. Over P500,000.00-P1 Million | 2,400.00 |
| 4. Over P1 Million – P2 Million | 3,600.00 |
| 5. Over P2 Million | 6,000.00+(1/10 of 1% in excess of P2 Million) |

5. APPLICATION FOR LOCATIONAL CLEARANCE (INDUSTRIAL AND AGROINDUSTRIAL)

Service:	APPLICATION FOR LOCATIONAL CLEARANCE (INDUSTRIAL AND AGRO-INDUSTRIAL)	
Brief Description:	Evaluating requirements submitted for compliance on the locational application for industrial and agro-industrial and issuing the clearance once all requirements are met.	
Office or Division:	Municipal Planning and Development Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Transacting Public	
Who may avail:	all	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application form duly notarized (3 copies original);	Municipal Planning and Development Office MPDO
	2. Site Development Plan/Floor Plan signed by a licensed architect/engineer drawn to a scale ranging from 1:100 to 1:1000 (1 original);	Applicant / Licensed Architect or Licensed Civil Engineer
	3. Floor Plan and Elevation drawings (1 original)	Applicant / Licensed Architect or Licensed Civil Engineer
	4. Vicinity Map showing the existing land uses within the prescribed radius from the boundary of the project site (1 original);	Applicant
	5.1 Transfer Certificate of Title (1 original, 1 photocopy) 5.2 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy) 5.3 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following: - Duly Notarized Deed of Sale / Deed of Donation / Affidavit of Consent / Authorization / Contract of Lease	Applicant Municipal Assessor's Office Lawyer
	6. Site Zoning Certification	MPDO
	7. Bill of Materials and Cost Estimates duly signed and sealed by Licensed Architect or Licensed Civil Engineer (1 original, 1 photocopy)	Applicant / Licensed Architect or Licensed Civil Engineer
	8. Assessment of Locational Clearance Fee	MPDO
	9. Authorization to file and claim locational clearance	Applicant
	10.1. Description of Industry 10.2. Flow Chart of Manufacturing Process	Applicant

10.3. Manpower Capacity and Volume of Work				
11. Environmental Compliance Certificate (ECC)/ Certificate of Non-Compliance (CNC) – If applicable (1 original and 1 certified machine copy)		Department of Environment and Natural Resources (DENR) Land Management Services		
12. Sangguniang Bayan Resolution endorsing the project (1 certified machine copy)		Sangguniang Bayan ng Daraga		
13. Affidavit of Non-Objection from the adjoining lot owners (1 original and 1 certified true machine copy)		Client / Lawyer, duly signed by the Neighbors		
14. Barangay Resolution endorsing the proposed project as a result of public consultation (1 original and 1 certified true machine copy)		Barangay Council concerned		
15. Department of Agrarian Reform (DAR) Conversion if the property is located within the Agricultural Zone		Department of Agrarian Reform (DAR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with complete documents/requirements	1.1 Receive the submitted complete documents 1.2. Review the submitted documents.	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i> Vivian Sidon <i>AA VI</i> Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i> Ar. Hermon T. Nuñez <i>A Asst. II</i>

				Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client		10 minutes	Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
3. Pay the required fees at the MTO	3. Receive payment and issue official Receipt (OR)		10 minutes	<i>Revenue Collection Clerks Window 1 or 3 or 6 Municipal Treasurer's Office</i>
4. Provide a copy of the Official Receipt to MPDO	4. Input of data/Processing of Locational Clearance 4.1. Signing of Locational Clearance		10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i> Vivian Sidon <i>AA VI</i> Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
5.1. Claim the Locational Clearance (LC) 5.2. Sign-in the client logbook upon receipt of the LC 5.3. The client may choose whether or not to fill out the Client Satisfaction Measurement Form.	5.1 Release the Locational Clearance to client 5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction		5 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i>

	Measurement Form. If the client agrees, the staff may provide assistance in filling out the form.			Maria Errica M. Lim <i>Technical Writer</i> COS Vivian Sidon AA VI
End of Transaction	Total	Varies	40 minutes	

FEES TO BE PAID:	
1. Below P100,000.00	P 1,200.00
2. Over P100,000.00 to P 500,000.00	1,800.00
3. Over P500,000.00-P1 Million	2,400.00
4. Over P1 Million – P2 Million	3,600.00
5. Over P2 Million	6,000.00 + (1/10 of 1% in excess of P2 Million)

6. APPLICATION FOR LOCATIONAL CLEARANCE (CELL SITE PROJECTS)

Service:	APPLICATION FOR LOCATIONAL CLEARANCE (CELL SITE PROJECTS)	
Brief Description:	Evaluating requirements submitted for compliance on the locational application cell site projects and issuing the clearance once all requirements are met.	
Office or Division:	Municipal Planning and Development Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Transacting Public	
Who may avail:	all	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application form duly notarized (3 copies original);	Municipal Planning and Development Office MPDO
	2. Vicinity Map showing the existing land uses within the prescribed radius from the boundary of the project site (1 original);	-Applicant
	3. Site Development Plan/Floor Plan signed by a licensed architect/engineer drawn to a	-Applicant / Licensed Architect or Licensed Civil Engineer

scale ranging from 1:100 to 1:1000 (1 original);	
4. Transfer Certificate of Title (1 original, 1 photocopy) 4.1 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy) 4.2 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following: - Duly Notarized Deed of Sale / Deed of Donation / Affidavit of Consent / Authorization/ Contract of Lease	-Applicant -Municipal Assessor's Office -Lawyer
5. Certified true copy of NTC's Provisional 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 the wireless communication. (2 copies)	-National Telecommunications Commission (NTC)
6. DAR Conversion if the property is located within the Agricultural Zone. (1 original, 1 certified machine copy)	-Department of Agrarian Reform (DAR)
7. Radiation Protection Evaluation Report Written Consent (1 original, 1 certified machine copy)	-Department of Health (DOH)
8. Environmental Compliance Certificate (ECC)/Certificate of Non- Coverage (CNC) (1 original, 1 certified machine copy)	-DENR
9. Brgy. Council Resolution endorsing the project (1 original, 1 certified machine copy)	-Brgy. Council
10. CAAP Height Clearance (1 original, 1 certified machine copy)	-CAAP
11. MGB Ocular Geological Investigation Report (1 Original and 1 certified true Machine copy)	DENR – Mines and Geosciences Bureau
12. Road-Right-of-Way – if applicable (1 Original and 1 certified true Machine copy)	Department of Public Works and Highways/Provincial Engineering Office
13. Zoning Certification from the MPDC/HLURB (1 original, 1 photocopy)	-MPDC/HLURB
14. Bill of Materials and Cost Estimates duly signed and sealed by Licensed Architect or Licensed Civil Engineer (1 original, 1 photocopy)	Applicant / Licensed Architect or Licensed Civil Engineer
15. Locational Clearance Fee	-MPDO

16. Authorization to file and claim locational clearance		-Applicant		
17. SB Resolution endorsing the project. (1 certified machine copy)		-SB		
18. PNR Clearance (affected by the PNR Railway extension line proj.) (1 original, 1 photocopy)		-PNR		
19. Certification of Civil Engineer as to structural integrity of building (structural analysis).		-Civil/Structural Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with complete documents/requirements	1.1 Receive the submitted complete documents 1.2. Review the submitted documents.	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Vivian Sidon <i>AA VI</i> Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i> Ar. Hermon T. Nuñez <i>A Asst. II</i> Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client		10 minutes	Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
3. Pay the required fees at the MTO	3. Receive payment and issue official Receipt (OR)		10 minutes	<i>Revenue Collection Clerks</i> Window 1 or 3 or 6 Municipal Treasurer's Office

4. Provide a copy of the Official Receipt to MPDO	4. Input of data/Processing of Locational Clearance		5 minutes	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i></p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i></p> <p>Vivian Sidon <i>AA VI</i></p> <p>Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i></p>
5. Claim the Locational Clearance (LC) 5.1. Sign-in the client logbook upon receipt of the LC	5.1 Release the Locational Clearance to client 5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction Measurement Form. If the client agrees, the staff may assist the client in filling out the form		5 minutes	<p>Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i></p> <p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i></p> <p>Maria Errica M. Lim <i>Technical Writer COS</i></p> <p>Vivian Sidon <i>AA VI</i></p>
End of Transaction	Total	Varies	40 minutes	

7. APPLICATION FOR LOCATIONAL CLEARANCE (FUNERAL Establishments)

Service:	APPLICATION FOR LOCATIONAL CLEARANCE (FUNERAL Establishments)	
Brief Description:	Evaluating requirements submitted for compliance on the locational application for funeral establishments and issuing the clearance once all requirements are met.	
Office or Division:	Municipal Planning and Development Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Transacting Public	
Who may avail:	all	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application form duly notarized (3 copies original);	Municipal Planning and Development Office (MPDO)
	2. Vicinity Map drawn to the scale of 1:10,000 showing clearly and specifically the exact location of proposed site and all existing adjacent land uses / establishments within 500-meter radius (1 original);	-Applicant
	3. Site Development Plan drawn to a scale 1:200 indicating lot property boundaries, building layout and future expansion area (if any), entrance or exit to the main service road and parking (1 original);	-Applicant / Licensed Architect or Licensed Civil Engineer
	4. Transfer Certificate of Title (1 original, 1 photocopy) 4.1 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy) 4.2 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following: - Duly Notarized Deed of Sale / Deed of Donation/ Affidavit of Consent / Authorization/ Contract of Lease	-Applicant -Municipal Assessor's Office -Lawyer
	5. Initial Clearance from the from the Municipal Health Office that the plans are in accordance with the provisions of PD 856 per Funeral Establishment Category I, II and III (1 original and 1 photocopy)	- Municipal Health Office (MHO)
	6. Floor plan showing the different areas or rooms within the building.	-Applicant / Licensed Architect or Licensed Civil Engineer

7. Environmental Compliance Certificate (ECC) from DENR for Category I project, prior to application for building permit		-Department of Environment and Natural Resources (DENR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with complete documents/requirements	1.1 Receive and review the submitted complete documents	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Vivian Sidon <i>AA VI</i> Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i> Ar. Hermon T. Nuñez <i>A Asst. II</i> Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client	*see table below	10 minutes	Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
3. Pay the required fees at the MTO	3. Receive payment and issue official Receipt (OR)		10 minutes	<i>Revenue Collection Clerks Window 1 or 3 or 6 Municipal Treasurer's Office</i>
4. Provide a copy of the Official Receipt to MPDO	4. Input of data/Processing of Locational Clearance		10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Rheyza C. Austria

				<i>Architectural Designer / GIS Mapper JO</i> Vivian Sidon AA VI Ar. Mary Joy L. Rosalinas AA VI (<i>Draftsman I</i>)
5. Claim the Locational Clearance (LC) 5.1. Sign-in the client logbook upon receipt of the LC	5. 1 Release the Locational Clearance to client 5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction Measurement Form. If the client agrees, the staff may assist the client in filling out the form		5 minutes	Engr. Jeressa L. Dejucos MPDC/ Zoning Officer Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Maria Errica M. Lim <i>Technical Writer</i> COS Vivian Sidon AA VI
End of transaction	Total	Varies	45 minutes	

8. APPLICATION FOR LOCATIONAL CLEARANCE (MARKETS)

Service:	APPLICATION FOR LOCATIONAL CLEARANCE (MARKETS)		
Brief Description:	Evaluating requirements submitted for compliance on the locational application for market and issuing the clearance once all requirements are met.		
Office or Division:	Municipal Planning and Development Office		
Classification:	Simple		
Type of Transaction:	G2B - Government to Transacting Public		
Who may avail:	all		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">CHECKLIST OF REQUIREMENTS</td> <td style="width: 50%;">WHERE TO SECURE</td> </tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		

1. Letter Application (1 original, 1 received copy)	- Applicant
2. Vicinity Map drawn to a scale of 1:10,000 showing the exact location of the proposed site and all existing land use / establishments within 500m radius from the proposed site and access road leading to it.	- Applicant
3. Site Development Plan drawn to the scale of 1:200 indicating lot property boundaries, circulation, road network, parking, building site / buildable area, future expansion, if any signed and sealed by a licensed Environment Planner.	- Applicant - Environment Planner.
4. Transfer Certificate of Title (1 original, 1 photocopy) 4.1 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy) 4.2 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following: - Duly Notarized Deed of Sale / Deed of Donation / Affidavit of Consent / Authorization / Contract of Lease	Applicant -Municipal Assessor's Office Lawyer
7. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) from the Environmental Management Bureau (EMB) Regional Office as required under PD 1586, Philippine Environmental Impact Statement System and its Implementing Rules and Regulations (1 original, 1 photocopy)	- Department of Environment and Natural Resources
8. Conversion Order (CO) or Exemption Clearance (EC), if applicable.	- Department of Agrarian Reform (DAR)
9. SB Resolution Endorsing the Project	- Sangguniang Bayan

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with complete documents/requirements	1.1 Receive and review the submitted complete documents	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff</i> JO Vivian Sidon

				<p><i>AA VI</i></p> <p>Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i></p> <p>Ar. Hermon T. Nuñez <i>A Asst. II</i></p> <p>Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i></p>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client	*see table below	10 minutes	Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
3. Pay the required fees at the MTO	3. Receive payment and issue official Receipt (OR)		10 minutes	<i>Revenue Collection Clerks</i> Window 1 or 3 or 6 Municipal Treasurer's Office
4. Provide a copy of the Official Receipt to MPDO	4. Input of data/Processing of Locational Clearance		10 minutes	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff</i> <i>JO</i></p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper</i> <i>JO</i></p> <p>Vivian Sidon <i>AA VI</i></p> <p>Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i></p>
5. Claim the Locational Clearance (LC)	5. 1 Release the Locational Clearance to client		5 minutes	Engr. Jeressa L. Dejucos <i>MPDC/</i>

5.1. Sign-in the client logbook upon receipt of the LC	5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction Measurement Form. If the client agrees, the staff may assist the client in filling out the form			<i>Zoning Officer</i> Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff</i> JO Maria Errica M. Lim <i>Technical Writer</i> COS Vivian Sidon AA VI
End of transaction	Total	Varies	45 minutes	

FEES TO BE PAID:

1. Below P2 Million P 6,000.00
2. Over P2 Million 6,000.00+(1/10 of 1% in excess of P2 Million)

9. APPLICATION FOR LOCATIONAL CLEARANCE (POULTRY AND PIGGERY)

Service:	APPLICATION FOR LOCATIONAL CLEARANCE (POULTRY AND PIGGERY)	
Brief Description:	Evaluating requirements submitted for compliance on the locational application for poultry and piggery, and issuing the clearance once all requirements are met.	
Office or Division:	Municipal Planning and Development Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Transacting Public	
Who may avail:	all	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application form duly notarized (3 copies original);	- MPDO
	2. Vicinity Map Drawn to the scale of 1:10,000 showing the exact location of proposed site and all existing land uses / establishments within 500 meter radius from the proposed site and	- Applicant / Licensed Geodetic Engineer

access road leading to it signed by a licensed geodetic engineer	
3. Site Development Plan Drawn to the scale of 1:200 indicating lot property boundaries, circulation road network, buildable area / building site, parking and future expansions, if any, signed and sealed by a duly licensed environmental planner	- Applicant / Licensed Environmental Planner
4. Transfer Certificate of Title (1 original, 1 photocopy) 4.1 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy) 4.2 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following: - Duly Notarized Deed of Sale / Deed of Donation / Affidavit of Consent / Authorization / Contract of Lease	-Applicant -Municipal Assessor's Office -Lawyer
5. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) from the Environmental Management Bureau (EMB) Regional Office as required under PD 1586, Philippine Environmental Impact Statement System and its Implementing Rules and Regulations	- Department of Environment and Natural Resources
6. Conversion Order (CO) or Exemption Clearance (EC), if applicable.	- Department of Agrarian Reform (DAR)
7. Site Clearance From the Local Health Officer or municipality veterinarian concerned on the suitability of the location pursuant to Chapter IX of PD 856's IRR on Nuisance and Offensive Trade Occupation.	- Municipal Health Office
8. SB Resolution Endorsing the Project	- Sangguniang Bayan
9. Notarized neighbor's consent	- Applicant - Neighbors, Lawyer
10. Barangay Clearance	- Barangay concerned
11. Bill of Materials and Cost Estimate	- Applicant
12. Locational Clearance Fee	- MPDO
13. Authorization of persons allowed to claim	-Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished application form with complete documents/requirements	1.1 Receive and review the submitted complete documents	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Vivian Sidon AA VI Ar. Mary Joy L. Rosalinas AA VI (<i>Draftsman I</i>) Ar. Hermon T. Nuñez A Asst. II Engr. Jeressa L. Dejucos MPDC/ <i>Zoning Officer</i>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client	*see table below	10 minutes	Engr. Jeressa L. Dejucos MPDC/ <i>Zoning Officer</i>
3. Pay the required fees at the MTO	3. Receive payment and issue official Receipt (OR)		10 minutes	<i>Revenue Collection Clerks</i> Window 1 or 3 or 6 Municipal Treasurer's Office
4. Provide a copy of the Official Receipt to MPDO	4. Input of data/Processing of Locational Clearance		10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i>

				<p>Vivian Sidon AA VI</p> <p>Ar. Mary Joy L. Rosalinas AA VI (Draftsman I)</p>
<p>5. Claim the Locational Clearance (LC) 5.1. Sign-in the client logbook upon receipt of the LC</p>	<p>5. 1 Release the Locational Clearance to client 5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction Measurement Form. If the client agrees, the staff may assist the client in filling out the form</p>		5 minutes	<p>Engr. Jeressa L. Dejucos MPDC/ Zoning Officer</p> <p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella Technical Staff JO</p> <p>Maria Errica M. Lim Technical Writer COS</p> <p>Vivian Sidon AA VI</p>
End of transaction				

<p>FEES TO BE PAID:</p> <p>1. Below P100,000.00 P 1,200.00</p> <p>2. Over P100,000.00 to P500,000.00 1,800.00</p> <p>3. Over P500,000.00-P1 Million 2,400.00</p> <p>4. Over P1 Million – P2 Million 3,600.00</p> <p>5. Over P2 Million 6,000.00+(1/10 of 1% in excess of P2 Million)</p>
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10. APPLICATION FOR LOCATIONAL CLEARANCE (COCKPITS)

Service:	APPLICATION FOR LOCATIONAL CLEARANCE (COCKPITS)
Brief Description:	Evaluating requirements submitted for compliance on the locational application for cockpits and issuing the clearance once all requirements are met.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2B - Government to Transacting Public
Who may avail:	all
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Application form duly notarized (3 copies original);	- MPDO
2. Vicinity Map Drawn to the scale of 1:10,000 showing the exact location of proposed site and all existing land uses / establishments within 500 meter radius from the proposed site and access road leading to it signed by a licensed geodetic engineer	- Applicant / Licensed Geodetic Engineer
3. Site Development Plan Drawn to the scale of 1:200 indicating lot property boundaries, circulation road network, buildable area / building site, parking and future expansions, if any, signed and sealed by a duly licensed environmental planner	- Applicant / Licensed Environmental Planner
4. Transfer Certificate of Title (1 original, 1 photocopy) 4.1 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy) 4.2 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following: - Duly Notarized Deed of Sale / Deed of Donation / Affidavit of Consent / Authorization / Contract of Lease	- Applicant - Municipal Assessor's Office - Lawyer
5. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) from the Environmental Management Bureau (EMB) Regional Office as required under PD 1586, Philippine Environmental Impact Statement System and its Implementing Rules and Regulations	- Department of Environment and Natural Resources
6. Conversion Order (CO) or Exemption Clearance (EC), if applicable.	- Department of Agrarian Reform (DAR)
7. Site Clearance From the Local Health Officer or municipality veterinarian concerned on the suitability of the location pursuant to Chapter IX of PD 856's IRR on Nuisance and Offensive Trade Occupation.	- Municipal Health Office

8. SB Resolution Endorsing the Project 9. Notarized neighbor's consent 10. Barangay Clearance 11. Bill of Materials and Cost Estimate 12. Locational Clearance Fee 13. Authorization of persons allowed to claim		- Sangguniang Bayan - Applicant - Neighbors, Lawyer - Barangay concerned - Applicant - MPDO -Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1. Receive and review the submitted documents.	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Vivian Sidon <i>AA VI</i> Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i> Ar. Hermon T. Nuñez <i>A Asst. II</i> Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client		10 minutes	Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
3. Pay the required fees at the MTO	3. Receive payment and issue official Receipt (OR)		10 minutes	<i>Revenue Collection Clerks Window 1 or 3 or 6 Municipal Treasurer's Office</i>

<p>4. Provide a copy of the Official Receipt to MPDO</p>	<p>4. Input of data/Processing of Locational Clearance</p> <p>4.1. Signing of Locational Clearance</p>		<p>10 minutes</p>	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i></p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i></p> <p>Vivian Sidon AA VI</p> <p>Engr. Jeressa L. Dejuocos MPDC/ <i>Zoning Officer</i></p>
<p>5.1. Claim the Locational Clearance (LC) 5.2. Sign-in the client logbook upon receipt of the LC 5.3. The client may choose whether or not to fill out the Client Satisfaction Measurement Form.</p>	<p>5.1 Release the Locational Clearance to client 5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction Measurement Form. If the client agrees, the staff may provide assistance in filling out the form.</p>		<p>5 minutes</p>	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i></p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i></p> <p>Maria Errica M. Lim <i>Technical Writer COS</i></p> <p>Vivian Sidon AA VI</p>
<p>End of transaction</p>	<p>Total</p>	<p>Varies</p>	<p>45 MINUTES</p>	

FEES TO BE PAID:	
1. Below P100,000.00	P 1,200.00
2. Over P100,000.00 to P 500,000.00	1,800.00
3. Over P500,000.00-P1 Million	2,400.00
4. Over P1 Million – P2 Million	3,600.00
5. Over P2 Million	6,000.00 + (1/10 of 1% in excess of P2 Million)

11. APPLICATION FOR PRELIMINARY DEVELOPMENT PERMIT

Service:	APPLICATION FOR PRELIMINARY DEVELOPMENT PERMIT	
Brief Description:	Evaluating requirements submitted for compliance on the application for Preliminary Development and issuance of permit once all requirements are met.	
Office or Division:	Municipal Planning and Development Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Transacting Public	
Who may avail:	all	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter Application (1 original, 1 received copy)	- Applicant
	2. Vicinity Map drawn to a scale of 1:10,000 showing the exact location of the proposed site and all existing land use / establishments within 500m radius from the proposed site and access road leading to it.	- Applicant
	3. Site Development Plan drawn to the scale of 1:200 indicating lot property boundaries, circulation, road network, parking, building site / buildable area, future expansion, if any signed and sealed by a licensed Environment Planner.	- Applicant - Environment Planner.
	4. Transfer Certificate of Title (1 original, 1 photocopy)	Applicant
	4.1 Tax Declaration issued by the Municipal Assessor's Office (1 original, 1 photocopy)	-Municipal Assessor's Office
	4.2 In case the property is not registered in the name of the applicants submit (1 original and 1 photocopy) of any of the following:	Lawyer

- Duly Notarized Deed of Sale / Deed of Donation / Affidavit of Consent / Authorization / Contract of Lease				
5. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) from the Environmental Management Bureau (EMB) Regional Office as required under PD 1586, Philippine Environmental Impact Statement System and its Implementing Rules and Regulations		- Department of Environment and Natural Resources		
6. Conversion Order (CO) or Exemption Clearance (EC), if applicable.		- Department of Agrarian Reform (DAR)		
7. SB Resolution Endorsing the Project		- Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1. Receive and review the submitted documents.	*see table below	15 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i>
				Vivian Sidon <i>AA VI</i>
				Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i>
				Ar. Hermon T. Nuñez <i>A Asst. II</i>
				Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
2. Receive Order of Payment	2. Computation of the fees to be paid 2.1 Prepare and issue Order of Payment to client		10 minutes	Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>

3. Pay at the Municipal Treasurer's Office (MTO)	3. Receive the payment and issue Official Receipt		10 minutes	<i>Revenue Collection Officers MTO</i>
4. Provide a copy of the Official Receipt to MPDO	4. Input of data/Processing of Preliminary Development Permit		10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i>
	4.1. Signing of Preliminary Development Permit			Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i> Vivian Sidon <i>AA VI</i> Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i>
5.1. Claim the Preliminary Development Permit 5.2. Sign-in the client logbook upon receipt of the LC 5.3. The client may choose whether or not to fill out the Client Satisfaction Measurement Form.	5.1 Release the Preliminary Development Permit to client 5.2. Have the client sign in the logbook upon receipt of the LC 5.3. The staff will inquire if the client is willing to complete the Client Satisfaction Measurement Form. If the client agrees, the staff may provide assistance in filling out the form.		5 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i> Maria Errica M. Lim <i>Technical Writer COS</i> Vivian Sidon <i>AA VI</i>
End of transaction	Total	Varies	45 minutes	

FEES TO BE PAID:

A. Approval of Subdivision Plan (Including townhouses)

- 1. Preliminary Approval and Locational Clearance P 300.00/ha or fraction thereof
- Inspection Fee P 1,200.00/ ha. regardless of density

B. Project Under BP 220

- 1. Preliminary Approval and Locational Clearance
 - a. Socialized Housing P 75.00/ha
 - b. Economic Housing P 180.00/ha
- *Inspection Fee
 - a. Socialized Housing P 200.00/ha
 - b. Economic Housing P 600.00/ha

C. Approval of Industrial/Commercial Subdivision

- 1. Preliminary Approval and Locational Clearance P 360.00/ha or fraction thereof
- Inspection Fee P1,200.00/ ha.regardless of location

D. Approval of Farmlot Subdivision

- 1. Preliminary Approval and Locational Clearance P 240.00/ha
- Inspection Fee P 600.00/ ha.

E. Approval of Memorial Park/Cemetery Project

- 1. Preliminary Approval and Locational Clearance
 - a. Memorial Projects P 600.00/ha
 - b. Cemeteries P 240.00/ha
- *Inspection Fee
 - a. Memorial Projects P1,200.00/ha
 - b. Cemeteries P 600.00/ha

12. APPLICATION FOR SUBDIVISION DEVELOPMENT PERMIT

Service:	APPLICATION FOR SUBDIVISION DEVELOPMENT PERMIT	
Brief Description:	Evaluating requirements submitted for compliance on the subdivision development and issuing the permit once all requirements are met.	
Office or Division:	Municipal Planning and Development Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Transacting Public	
Who may avail:	all	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

1. Subdivision development Plan	- Applicant
2. Vicinity Map	- Applicant
3. Topographic Plan	- Applicant
4. Survey Plan of the lot(s) as described in TCT(s)	- Applicant
5. Certified True Copy of Title and Current Tax Receipt	- Applicant
6. Right to use of deed of sale of right-of way for access road and other utilities	- Applicant
7. A scheme for tree planting	- Applicant
8. Civil and Sanitary Works Design	- Applicant
9. Environmental Compliance Certificate (ECC)/Certificate of Non- Coverage (CNC)	- DENR
10. Zoning Certificate from HLURB Regional Office.	- DHSUD
11. DAR Conversion if the property is located within the Agricultural Zone.	- DAR
12. Project description for projects having an area of 1 hectare and above Plans, specifications, bills of materials and cost estimates	- Applicant
13. Application for permit to drill from the National Water Resources Board (NWRB)	- NWRB
14. Traffic impact assessment (TIA) for subdivision projects 30 hectares and above.	- Applicant
15. List of names of duly licensed professionals who signed the plans	- Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1. Receive and review the submitted documents.	*see table below	10 minutes	Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i> Vivian Sidon <i>AA VI</i> Ar. Mary Joy L. Rosalinas <i>AA VI (Draftsman I)</i>

				<p>Ar. Hermon T. Nuñez <i>A Asst. II</i></p> <p>Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i></p>
2. Receive Order of Payment	<p>2. Computation of the fees to be paid</p> <p>2.1 Prepare and issue Order of Payment to client</p>		10 minutes	<p>Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i></p>
3. Pay at the Municipal Treasurer's Office (MTO)	3. Receive the payment and issue Official Receipt		10 minutes	<p><i>Revenue Collection Officers</i> MTO</p>
4. Provide a copy of the Official Receipt to MPDO	<p>4. Input of data/Processing of Subdivision Development Permit</p> <p>4.1. Signing of Subdivision Development Permit</p>		10 minutes	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i></p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i></p> <p>Vivian Sidon <i>AA VI</i></p> <p>Engr. Jeressa L. Dejucos <i>MPDC/ Zoning Officer</i></p>
<p>5.1. Claim the Subdivision Development Permit</p> <p>5.2. Sign-in the client logbook upon receipt of the Subdivision Development Permit</p> <p>5.3. The client may choose whether or not to fill out the Client Satisfaction Measurement Form.</p>	<p>5.1 Release the Subdivision Development Permit to client</p> <p>5.2. Have the client sign in the logbook upon receipt of the LC</p> <p>5.3. The staff will inquire if the client is willing to complete the Client</p>		5 minutes	<p>Sherry Ann M. Alemania, Amelia A. Andes, Hanica P. Marbella <i>Technical Staff JO</i></p> <p>Rheyza C. Austria <i>Architectural Designer / GIS Mapper JO</i></p>

	Satisfaction Measurement Form. If the client agrees, the staff may provide assistance in filling out the form.			Maria Errica M. Lim <i>Technical Writer</i> COS Vivian Sidon AA VI
End of transaction	Total	Varies	45 minutes	

FEES TO BE PAID:	
A. Approval of Subdivision Plan (Including townhouses)	
1. Final Approval & Development Permit	P 2,400.00/ha regardless of density
Inspection Fee	P1,200.00/ ha.
B. Project Under BP 220	
1. Final Approval and Development Permit	
a. Socialized Housing	P 500.00/ha
b. Economic Housing	P 1,200.00/ha
*Inspection Fee	
a. Socialized Housing	P 200.00/ha
b. Economic Housing	P 600.00/ha
C. Approval of Industrial/Commercial Subdivision	
1. Final Approval & Development Permit	P 600.00/ha regardless of location
Inspection Fee	P 1,200.00/ ha.
regardless of density	
D. Approval of Farmlot Subdivision	
1. Final Approval & Development Permit	P 1,200.00/ha
Inspection Fee	P 600.00/ ha
E. Approval of Memorial Park/Cemetery Project	
1. Final Approval and Development Permit	
a. Memorial Projects	P 2.40/sq.m.
b. Cemeteries	P 1.20.00/sq.m.
*Inspection Fee	
a. Memorial Projects	P 1,200.00/ha
b. Cemeteries	P 600.00/ha

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send a feedback?</p>	<p>Answer the Client Satisfaction Measurement (CSM) form found at the Receiving Area and drop it in the designated drop box found at the corner, beside the door of the Municipal Planning and Development Office.</p>
<p>How feedbacks are processed?</p>	<p>Every Friday, the assigned personnel will open the drop box and consolidate the CSM form. Feedbacks requiring response is forwarded to the proper Administrative Division for appropriate action.</p> <p>For inquiries and follow-ups, client may contact the details below:</p>
<p>Contact Information</p>	<p>Website: daraga.gov.ph Facebook page: MPDO Daraga Telephone number: Email: pdodaragalgu@gmail.com</p>
<p>How to file a complaint?</p>	<p>For walk-in clients: Answer the client Complaint Form found at the receiving area of the office and drop it at the designated “Complaints Box” at Daraga Municipal Hall lobby beside the table of the desk officer (DO) of the day.</p> <p>The complaints can also be filed through email at pdodaragalgu@gmail.com</p>
<p>How complaints are processed?</p>	<p>The assigned personnel will open emails on a daily basis and will open the drop box and consolidate the complaints forms every Friday. The report from the consolidated complaints will be forwarded to the Office Head, upon evaluation, the Office Head will forward the complaints report to the proper division for appropriate action.</p> <p>The complainant shall be informed of the action through a letter which may be sent through the contact information given/sent by the complainant.</p>
<p>Contact Information of ARTA, CSC CCB, PCC</p>	<ul style="list-style-type: none"> ● Anti-Red Tape Authority: Text: 1-2782, 8478-5093

	<p>E-mail: complaints@arta.gov.ph</p> <ul style="list-style-type: none">● CSC Contact Center ng Bayan CCB: Text: 0908-881-6565 E-mail: email@contactcenterngbayan.gov.ph● Presidential Complaints Center: Call: 8888
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