

## 1. ISSUANCE OF ZONING/ LOCATIONAL CLEARANCE

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIRMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification Card	Applicant			
2. Barangay Certification (1 original)	Barangay where the project is to be constructed			
3. Certificate of Title	Land Owner/ Office of the Municipal Assessor			
4. Latest copy of the Tax Declaration	Land Owner/ Office of the Municipal Assessor			
5. Notarized Authorization from the Owner, if in case the applicant is not the owner (1 photocopy)	Applicant/ Land Owner			
6. Updated receipt of payment of RPT (1 photocopy)	Municipal Treasury Office			
7. Vicinity map showing location and adjacent structures (1 photocopy)				
8. Site Development Plan (1 photocopy)				
9. Project Cost Estimate/ Bill of Materials (1 photocopy)				
10. Latest Community Tax Certificate (1 photocopy)	Municipal Treasury Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in Client's Log Book	1. Give the Logbook to the client	None	2 minutes	Administrative Clerk      Municipal Planning and Development Office
2. Apply/ submit for Zoning/ Locational Clearance	2. Issue application form for Zoning/ Locational Clearance	None	2 minutes	Administrative Clerk      Municipal Planning and Development Office
3. Present documentary requirements	3. Assess and evaluate submitted requirements	None	5 minutes	Engr. Melito C. Casasola, Jr. Municipal Planning and Development Office
4. Submit filled-up signed and notarized application form	4. Compute for the corresponding fee	None	3 days	Engr. Melito C. Casasola, Jr. Municipal Planning and Development Office
5. Payment of fees at the Municipal Treasury Office	5. Receive payment	See attached matrix	5 minutes	Revenue Collection Clerks Municipal Treasury Office
6. Receive Zoning/ Locational Clearance Certificate	6. Issue Zoning/ Locational Clearance Certificate	None	5 minutes	Administrative Clerk      Municipal Planning and Development Office
<b>TOTAL</b>		<b>NONE</b>	<b>3 days and 19 minutes</b>	

## 2. REQUEST FOR PROJECT MONITORING AND EVALUATION OF DEVELOPMENT PROGRAMS/ PROJECTS/ ACTIVITIES

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIRMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification Card		Requesting party		
2. Request Letter		Requesting party		
3. Statement of Work Accomplished		Municipal Engineering Office		
4. Bid Documents from BAC Secretariat of Implementing Agency		Requesting party/ BAC Secretariat of Implementing Agency		
5. Plan/ As Built-In plan and specifications		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in Client's Log Book	1. Give the Logbook to the client	None	2 minutes	Administrative Clerk Municipal Planning and Development Office
2. Submit required documents for verification	2. Evaluate submitted documents	None	5 minutes	Engr. Melito C. Casasola, Jr. Municipal Planning and Development Office
3. Wait for inspection schedule and preparation of monitoring and evaluation report	3. Conduct on-site evaluation	None	2 days	Engr. Melito C. Casasola, Jr. Municipal Planning and Development Office
	3.1 Prepare monitoring and evaluation report	None	1 day	
4. Return after 3 days and secure monitoring and evaluation report	4. Issue copy of the monitoring and evaluation report	None	3 minutes	Engr. Melito C. Casasola, Jr. Municipal Planning and Development Office
<b>TOTAL</b>		<b>NONE</b>	<b>3 days and 10 minutes</b>	

### 3. REQUEST FOR TECHNICAL INFORMATION/ DATA/ DOCUMENT

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIRMENTS</b>			<b>WHERE TO SECURE</b>	
1. Valid Identification Card			Requesting party	
2. Request Letter			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in Client's Log Book	1. Give the Logbook to the client	None	2 minutes	Administrative Clerk Municipal Planning and Development Office
2. Submit request letter	2. Conduct brief interview	None	2 minutes	Engr. Melito C. Casasola, Jr. Municipal Planning and Development Office
	2. Prepare and process requested information/ data/ document	None	20 minutes	
3. Receive the requested information/ data/ document	3. Issue copy of the requested information/ data/ document	None	3 minutes	Engr. Melito C. Casasola, Jr. Municipal Planning and Development Office
<b>TOTAL</b>		<b>NONE</b>	<b>27 minutes</b>	