

Name of Department/Office: Municipal Planning and Development Office

Vision: The Municipal Planning and Development Office shall be in the frontline in coordinating various local and national government agencies in the preparation of plans addressing the problems on food security, peace and order, improved delivery of basic services, development of infrastructure support facilities and safe and sustainable environment.

Mission: The Municipal Planning and Development Office shall initiate, inspire and coordinate with all LGU local and national functionaries and various stakeholders in the implementation of various multi-sectoral programs, plans and activities promoting general welfare thereby improving the quality of life of the local constituents.

Mandate: The Municipal Planning and Development Office shall formulate integrated economic, social, physical and other development plans and policies for consideration of the Local Development Council.

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE						
STEPS	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE	FEES	REMARKS
SECURING OF LOCATIONAL CLEARANCE						
1	Apply in person to get the copy of application form and list of requirements to be accomplished by the applicant	Provide the application form & list of requirements	2 Minutes	MPDO Staff		
2	Submit the accomplished application form duly Notarized together with the required documents to the authorized personnel	Receive, Check and Verify the submitted documents	10 minutes	MPDC		Basic Requirements: (2 copies) a. Duly accomplished and notarized APPLICATION FORM b. Certified True Copy of Certificate of TITLE (or bring the original copy for authentication) c. Certified True Copy of TAX DECLARATION from Assessor's Office (or bring original copy for authentication) d. PRO-FORMA AFFIDAVIT e. Proof of Ownership (Deed of Sale, deed of donation, contract of lease or authorization to use the land, whichever is applicable) if the property is not registered in the name of the applicant f. VICINITY MAP g. SITE DEVELOPMENT PLAN h. Project Cost (Bill of Materials/Cost of Machineries) i. Filing and Legal Research Fees Additional Requirements for Other Projects (Sand & Gravel, Poultry Farm, etc.)

						j. Barangay Resolution Endorsing the Project k. Minutes during barangay/public consultation favorably endorsing the project l. Attach attendance during the public consultation m. SB Resolution endorsing the Project n. Environmental Compliance Certificate (ECC)
3	Site Inspection	Conduct site inspection	1/2 day	MPDC/MPDO Staff		for Industrial/Agro-Industrial/Special Projects Only For Residential/Commercial (small) Buildings - proceed to Step 4
4	Evaluation & Computation of Fees to be paid in the Municipal Treasurer's Office	Issue Official Receipt	5 minutes	MTO Staff	as per evaluation	
5	Claim requested Documents	Issue Locational Clearance	3 minutes	MPDC		
End of Transaction						
Total Time: 20 minutes (1/2 to 1 day for Projects that need Site Inspection) -excluding waiting time						
SECURING OF ZONING CERTIFICATION						
1	Submit the required documents to the authorized personnel	Receive, Assess and Check the submitted documents	5 minutes	MPDO Staff		a. Tax Declaration/Title b. Vicinity Map/Sketch Plan
2	Pay amount due	Issue Official Receipt	5 minutes	MTO Staff	Php 500.00/ hectare	
3	Claim requested Documents	Issue Zoning Certification	2 minutes	MPDC		
End of Transaction						
Total Time: 12 minutes excluding waiting time						
SECURING OF ECOLOGICAL PROFILE/OTHER MUNICIPAL DATA OR PLANS/OTHER CERTIFICATIONS						
1	Submit Request letter signifying the intent, needed information and purpose	Receive, Assess and Check the availability of requested data	5 minutes	MPDO Staff		
2	Evaluation & Computation of Fees to be paid in the Municipal Treasurer's Office	Issue Official Receipt	5 minutes	MTO Staff	Php 50.00	for Other Certification only
3	Claim requested Documents	Issue the documents requested	2 minutes	MPDC/MPDO Staff		
End of Transaction						
Total Time: 12 minutes excluding waiting time						