



12. OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT

12.1. External Services



A. Assist and Review of Barangay Annual Investment Program and Other Barangay Plans

This activity is conducted to organize the documents needed for annual budget preparation, as well as identify the PPAs needed by the Barangays.

Office or Division:	Office of the Municipal Planning and Development
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Barangay Council

CHECKLIST REQUIREMENTS	WHERE TO SECURE
<p>A. Barangay Annual Investment Program (6 original copies each)</p> <ol style="list-style-type: none"> 1.Approved Annual Investment Program 2.BDC Resolution endorsing the Approval of Annual Investment Program 3.Sangguniang Barangay Resolution Approving the Annual Investment Program <p>B. Barangay GAD Plan and Budget (6 original copies each)</p> <ol style="list-style-type: none"> 1.Barangay GAD Plan and Budget 2.BDC Resolution Recommending for Approval of GAD Plan and Budget 3.Sangguniang Barangay Resolution Approving the GAD Plan and Budget <p>C. Barangay Council for the Protection of Children Work and Financial Plan (6 original copies each)</p> <ol style="list-style-type: none"> 1.BCPC Work and Financial Plan 2.BCPC Resolution Endorsing for the Approval of BCPC Work and Financial Plan 3.Sangguniang Barangay Resolution Approving the BCPC Work and Financial Plan <p>D. Barangay Nutrition Action Plan (6 original copies each)</p> <ol style="list-style-type: none"> 1. Barangay Nutrition Action Plan 2. Barangay Nutrition Council Resolution 3. Sangguniang Barangay Resolution Approving the BNAP <p>E. 20% Barangay Annual Investment Program and Barangay Development Investment Program (6 original copies each)</p> <ol style="list-style-type: none"> 1.Barangay Annual Investment Program 2.Barangay Development Council Resolution Recommending for Approval of the Annual Investment Program 3.Sangguniang Barangay Resolution Approving the Annual Investment Program 	<p>Punong Barangay / Secretary / Treasurer</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Request Checklist for Plans Preparation	1. Provide Checklist	None	1 minute	Joey A. Alagos Planning Officer I Engr. Andres Francis Gideon B. Esler Officer In Charge - Municipal Planning & Development Coordinator
2. Submit Plans with Supporting Documents	2.Review of Plans and Other Documentary Requirements	None	10 minutes	



3. Participate in the Technical Session	3. Conduct Technical Session	None	1 hour	
4. Receive Draft Copy of Barangay Annual Investment Plan	4. Return Draft Copy of Barangay Annual Investment Plan	None	5 minutes	
TOTAL		None	1 hour and 16 minutes	

B. Issuance of Locational Clearance

Regulatory requirement for the proper use of land zones in compliance with approved CLUP.

Office or Division:	Office of the Municipal Planning and Development
Classification:	Simple
Type of Transaction:	G2B - Government to Business; G2G – Government to Government; G2C – Government to Citizen
Who may avail:	General Public, Private & Public Institutions

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Filled-up Application Form for Locational Clearance (4 Original Copies)	Municipal Planning and Development Office
2. Zoning Certification for Locational Clearance (3 Original Copies)	Municipal Planning and Development Office
3. Certified Copy of Tax Declaration/OCT/TCT/Notarized Deed of Sale/Notarized Lease Contract (1 Original / Certified Machine Copy)	Client
4. Notarized Authority to Use Lot (For heirs only of the owner of lot where the proposed building/establishment is located) (1 Original Copy)	Client
5. Current Tax Receipt (1 Original Copy)	Client
6. Design Plan with Vicinity Map and Site Development signed by the Civil Engineer and the owner (1 Set Original)	Client
7. Notarized Detailed estimates and Specifications signed by Civil Engineer and owner (1 Set Original)	Client
8. Structural Analysis signed by Civil Engineer and owner (For two-storey building and above) (1 Set Original)	Client
9. Current Cedula of Applicant/Authorized Representative (1 Original Copy)	Notary Public
10. Special Power of Attorney (SPA) for Authorized Representative (1 Original Copy)	Client
11. Approved Subdivision Plan for those subdivided lots (1 Original Copy)	
12. Locational Clearance Fee Official Receipt, Zoning Certification Fee Official Receipt, Subdivision	Municipal Treasurer's Office
13. Verification Fee Official Receipt (if needed) & Surcharge Official Receipt (if needed) (1 Original Copy)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit requirements	1.1. Initial review of requirements	None	5 minutes	Ma. Jimelyn. S. Canja Zoning Inspector I Joey A. Alagos Planning Officer I
2. Secure Official Receipt from Municipal Treasurer's Office	2.1. Receive and check payment	As Per Building Classification (HLURB Schedule of Fees)	1 minute	
3. Submit complete requirements with O.R.	3.1. Final review of requirements	None	10 minutes	
4. Fills up Application for Locational Clearance	4.1. Assist Customer in Filling up Application	None	10 minutes	
	4.2. Facilitate signing of locational clearance application	None	10 minutes	Municipal Mayor / Notary Public
5. Receive Zoning Certification	5. Issue Zoning Certification for Locational Clearance	None	5 minutes	Ma. Jimelyn. S. Canja Zoning Inspector I Engr. Andres Francis Gideon B. Esler OIC-Municipal Planning & Development Coordinator
6. Receive Locational Clearance	6.1. Release Locational Clearance	None	5 minutes	
		6.2 Record / file copy in Zoning Logbook	None	5 minutes
TOTAL		As Per Building Classification (HLURB Schedule of Fees)	51 minutes	



C. Issuance of Zoning Certification for Business Establishment

Annual requirement prior to renewal or application for business license.

Office or Division:	Office of the Municipal Planning and Development
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	General Public, Private & Public Institutions

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Certified Copy of Tax Declaration of Lot where the establishment is located (For New Business Only) (1 Original Copy)	Client
2. Approved Subdivision Plan for subdivided lots (1 Original Copy)	Client
3. Zoning Certification Fee Official Receipt (1 Original Copy)	Client
4. Locational Clearance (if required/applicable to the said establishment) (1 Original Copy)	Municipal Planning and Development Office
5. Zoning Certification for the Previous Year (For Existing Business Only) (1 Original Copy)	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit Required Documents	1.1. Evaluate Documents	None	10 minutes	Ma. Jimelyn. S. Canja Zoning Inspector I
	1.2. Verify Correctness of Submitted Documents	None	10 minutes	Engr. Andres Francis Gideon B. Esler OIC - Municipal Planning & Development Coordinator
2. Secure Official Receipt from Municipal Treasurer's Office	2. Receive Official Receipt	PHP 50.00	1 minute	Ma. Jimelyn S. Canja Zoning Inspector I
3. Receive Zoning Certification	3. Issue Zoning Certification	None	5 minutes	Engr. Andres Francis Gideon B. Esler OIC - Municipal Planning & Development Coordinator
TOTAL		PHP 50.00	26 minutes	



D. Issuance of Zoning Certification for DAR / DENR Titling

This certification is required prior to application for land title.

Office or Division:	Office of the Municipal Planning and Development			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public, Private & Public Institutions			
CHECKLIST REQUIREMENTS				WHERE TO SECURE
Certified Copy of Tax Declaration of Lot (1 Original / Certified Machine Copy)				Client
Approved Subdivision Plan for Subdivided Lots (1 Original Copy)				Client
Zoning Certification Fee Official Receipt (1 Original Copy)				Client
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit Required Documents	1.1. Evaluate Documents	None	10 minutes	Ma. Jimelyn S. Canja Zoning Inspector I
	1.2. Verify Correctness of Submitted Documents	None	10 minutes	Engr. Andres Francis Gideon B. Esler OIC- Municipal Planning & Development Coordinator
2. Secure Official Receipt from Municipal Treasurer's Office	2. Receive Official Receipt	PHP 50.00	1 minute	Ma. Jimelyn S. Canja Zoning Inspector I
3. Receive Zoning Certification	3. Issue Zoning Certification	None	5 minutes	Engr. Andres Francis Gideon B. Esler OIC- Municipal Planning & Development Coordinator
TOTAL		PHP 50.00	26 inutes	



E. Issuance of Zoning Clearance for Simple Subdivision

Requirement prior to titling of application for land title. (Subdivided with various owners)

Office or Division:	Office of the Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	General Public, Private & Public Institutions

CHECKLIST REQUIREMENTS				WHERE TO SECURE
1. Notarized Application Form Addressed to Sangguniang Bayan (SB) (4 Original Copies)				Client
2. Approved Subdivision Plan showing Road-Right-of-Way and other details of Lot prepared by Licensed Geodetic Engineer (4 Original Copies)				Client
3. Certified Copy of Tax Declaration / OCT / TCT / Notarized Deed of Sale/Notarized Lease Contract (4 Original Copies)				Client
4. Extra-Judicial Settlement of Estate among heirs/ Subdivision Agreement (4 Original Copies)				Client
5. Current Tax Receipt (4 Original Copies)				Client
6. Cedula of Applicant / Authorized Representative (4 Original Copies)				Client
7. Special Power of Attorney for Authorized Representative (4 Original Copies)				Client
8. Zoning Certification of Lot (4 Original Copies)				Client
9. Simple Subdivision Approval Fees Official Receipt (4 Original Copies)				Client
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit Required Documents	1.1. Evaluate Submitted Documents	None	20 minutes	Ma. Jimelyn. S. Canja Zoning Inspector I
	1.2. Review correctness of the documents	None	20 minutes	Engr. Andres Francis Gideon B. Esler OIC - Municipal Planning & Development Coordinator
2. Secure Official Receipt from Municipal Treasurer's Office	2.1. Receive Official Receipt	As per Revised Revenue Code 2016 and HLURB Schedule of Fees	1 minute	Ma. Jimelyn. S. Canja Zoning Inspector I
	2.2. Endorse to Sangguniang Bayan for Approval	None	5 minutes	Engr. Andres Francis Gideon B. Esler OIC - Municipal Planning & Development Coordinator
3. Receive Approved Simple Subdivision and Locational Clearance	3.1. Release Approved Simple Subdivision and Locational Clearance	None	2 minutes	Ma. Jimelyn. S. Canja Zoning Inspector I
	3.2. File copy of the approved lot subdivision	None	1 minute	
TOTAL		As per Revised Revenue Code 2016 and HLURB Schedule of Fees	45 minutes	