

**Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG**

CITY PLANNING AND DEVELOPMENT OFFICE

LIST OF FRONTLINE SERVICES

1. SECURING ZONING CLEARANCE / LOCATIONAL CLEARANCE FOR BUILDING PERMIT
2. SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION
3. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT
4. SECURING ZONING CLEARANCE FOR WATER/LIGHT CONNECTION
5. PROCESSING APPROVAL OF SUBDIVISION PLAN (FOR PALC)
6. PROCESSING APPROVAL OF SUBDIVISION PLAN (FOR DEVELOPMENT PERMIT)
7. SECURING DATA/MAPS

VISION STATEMENT

A City Planning Office that is proactive, client friendly and a premier planning organization

MISSION STATEMENT

We commit to provide quality services to our clients at all times

PERFORMANCE PLEDGE

We The Personnel Of City Planning & Development Office Do Hereby Pledge To Commit Ourselves To Deliver Quality Services Provided By Our Office With The Aim Of Customers' Satisfaction.

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	SECURING ZONING CLEARANCE / LOCATIONAL CLEARANCE FOR BUILDING PERMIT
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM- 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BISLIGANONS / OTHER CLIENT
DURATION OF TRANSACTION	:	½ day and 47 MINUTES
WHAT ARE THE REQUIREMENTS?	:	ORIGINAL COPY OF THE FOLLOWING DOCUMENTS WITH CERTIFIED TRUE MACHINE COPIES: <ol style="list-style-type: none"> 1. FILL-UP ZONING LOCATIONAL CLEARANCE FORMS DULY NOTARIZED AND OR WRITTEN AUTHORIZATION FOR REPRESENTATIVE. 2. FIVE (5) COPIES OF COMPLETE SETS OF BUILDING PLANS WITH BILL OF MATERIALS DULY SIGNED AND SEALED BY CIVIL ENGINEER/ARCHITECT. 3. LOT PLAN WITH SEALED VICINITY MAP DULY SIGNED BY GEODETIC ENGINEER. 4. TCT OR ANY PROOF OF OWNERSHIP OF RIGHTS OVER THE PROPERTY, TAX DECLARATION, AND DULY NOTARIZED DEED OF ABSOLUTE SALE, CONTRACT OF LEASE OR AUTHORITY TO CONSTRUCT FROM THE LOT OWNER. 5. OFFICIAL RECEIPT OF PAYMENT FROM THE CTO. 6. CLEARANCE FROM DPWH (IF PROJECT IS ALONG NATIONAL HIGHWAY). 7. CLEARANCE FROM ATO (IF PROJECT IS NEAR AIRPORT)
FEE/S	:	HOUSING AND LAND USE REGULATORY BOARD 2004 REVISED SCHEDULE OF FEES

ZONING/LOCATIONAL CLEARANCE

A. SINGLE RESIDENTIAL STRUCTURE ATTACHED/DETACHED	
1. P100,000 & below	P 200.00
2. Over P 100,000 to P 200,000	400.00
3. Over P 200,000	P500 + 1/10 of 1% in excess of P200,000
B. APARTMENTS/TOWNHOUSES	
1. Project Cost of P500,000 and below	P 1,000.00
2. Over P 500,000 to P 2 Million	1,500.00
3. Over P 2 Million	P 2,500 + 1/10 of 1% of cost in excess of P2 M regardless of the number of doors
C. DORMITORIES	
1. Project Cost of P 2 Million and below	P 2,500.00
2. Over P 2 Million	P 2,500 + 1/10 of 1% of cost in excess of P2 M regardless of the number of doors
D. INSTITUTIONAL, THE PROJECT COST OF WHICH IS:	
1. Below P 2 Million	P 2,000.00
2. Over P 2 Million	P 2,000 + 1/10 of 1% of cost in excess of P2 M
E. COMMERCIAL, INDUSTRIAL, AGRO-INDUSTRIAL, THE PROJECT OF WHICH IS:	
1. P 100,000 and below	P 1,000.00
2. Over P 100,000 – P 500,000	1,500.00
3. Over P 500,000 – P 1 Million	2,000.00
4. Over P 1M – P 2M	3,000.00
5. Over P 2 Million	P 5,000 + 1/10 of 1% of cost in excess of P2 M
F. SPECIAL USES/SPECIAL PROJECTS, THE PROJECT COST OF WHICH IS: (Gasoline Station, Cell sites, Slaughter House, Treatment Plant, etc.)	
1. P 2 Million and below	P 5,000.00
2. Over P 2 Million	P 5,000 + 1/10 of 1% of cost in excess of P2 M
G. ALTERATION/EXPANSION	
Same as original application (Affected areas/cost of expansion only)	

HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	-Submits notarized application with complete supporting documents (requirements)	- Accepts documents	None	Locational Clearance	2 mins.	Josefito Cuadrillero Zoning Officer II
		- Reviews / verifies/ evaluates documents.	None	Application form	10 mins.	Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
2		- Conducts ocular inspection	None	None	½ day	Josefito Cuadrillero Zoning Officer II
3	Pays to City Treasurer's Office	-Issues Official Receipt	Prescribe in the ordinance	Computation slip and OR	15 mins.	City Treas. Office (CTO) - Agnes Esturas <i>Admin Asst. – I</i> - Anna Mae Ellazo <i>Admin Aide-VI</i>
4		- Prepares Zoning /locational clearance certificate.	None	Computer generated zoning/ locational clearance certificate	10 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
		- Facilitates signature for CPDC approval.	None		5 mins.	Josefito Cuadrillero Zoning Officer II Delia A. Telewik H&HRO II Mr. Arodecio A. Alba Jr. <i>CPDC</i>
		- Obtains office file copy.			3 mins.	Josefito Cuadrillero Zoning Officer II Delia A. Telewik H&HRO II
		- Releases copy			2 mins.	Josefito Cuadrillero Zoning Officer II Delia A. Telewik H&HRO II
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM- 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BISLIGANONS AND ALL LAND OWNERS
DURATION OF TRANSACTION	:	1 DAY AND 43 MINUTES
WHAT ARE THE REQUIREMENTS?	:	ORIGINAL COPY OF THE FOLLOWING DOCUMENTS WITH CERTIFIED TRUE MACHINE COPIES: 1. LOT PLAN WITH VICINITY MAP DULY SIGNED BY GEODETIC ENGINEER, 2. PROOF OF OWNERSHIP, Transfer Certificate Title (TCT) / TAX DECLARATION.
FEE/S	:	P 500.00

HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Presents the documents.	- Accepts & reviews documents	None	Notarized Application form for zoning certification	3 mins.	Josefito Cuadrillero Zoning Officer II
		- Checks with City Land Use Plan (CLUP)	None		5 mins.	Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
2		- Conducts ocular inspection	None		1 day	Josefito Cuadrillero Zoning Officer II
3		- Prepares computation of fees	None	Computation slip form	5 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
4	Pays to City Treasurer's Office	- Issues Official Receipt	P 500.00	Computation slip and Official Receipt (O.R.)	15 mins.	City Treas. Office (CTO) - Agnes Esturas <i>Admin Asst. – I</i> - Anna Mae Ellazo <i>Admin Aide-VI</i>
5		- Prepares zoning certification.		Computer generated zoning clearance form.	12 mins.	-Josefito Cuadrillero Zoning Officer II
		- Obtains office file copy and release the documents - Releases copy			3 mins.	Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE : **SECURING ZONING CLEARANCE FOR BUSINESS PERMIT**
 SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY
 8:00 AM- 5:00 PM,
 NO LUNCH BREAK
 WHO MAY AVAIL OF THE SERVICES? : BISLIGANONS ENGAGED IN ANY TYPE OF BUSINESS
 DURATION OF TRANSACTION : 8 MINUTES
 WHAT ARE THE REQUIREMENTS? : ORIGINAL COPY OF THE FOLLOWING DOCUMENTS WITH
 CERTIFIED TRUE MACHINE COPIES:
 1. FILL-UP APPLICATION FOR FROM LICENSING OFFICE
 2. VICINITY MAP FROM CITY ASSESSOR'S OFFICE.
 FEE/S : NONE

HOW TO AVAIL OF THE SERVICE?

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Presents the documents.	- Accepts & Reviews documents	None	None	3 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer Delia A. Telewik H&HRO II
2		- Signs the application form.	None	None	2 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer Delia A. Telewik H&HRO II
3		- Releases copy			3 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer Delia A. Telewik H&HRO II
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE : **SECURING ZONING CLEARANCE FOR WATER/LIGHT CONNECTION**

SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY
8:00 AM- 5:00 PM,
NO LUNCH BREAK

WHO MAY AVAIL OF THE SERVICES? : BISLIGANONS / OTHER CLIENTS

DURATION OF TRANSACTION : 37 MINUTES

WHAT ARE THE REQUIREMENTS? : ORIGINAL COPY OF THE FOLLOWING DOCUMENTS WITH CERTIFIED TRUE MACHINE COPIES:
1. TWO (2) COPIES VICINITY MAP FROM CITY ASSESSOR'S OFFICE
2. XEROX COPY OF TAX DECLARATION OF LOT OCCUPIED.
3. BARANGAY CONSTRUCTION CLEARANCE.
4. ZONING FORM DULY FILLED-UP.

FEE/S : P 52.50

HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Present the documents.	- Accepts & Reviews documents.	None	Application form to be notified	5 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
2		- Prepares computation of fees	None	Computation slip form	5 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
3	Pays to City Treasurer's Office	- Issues Official Receipt	P 52.50	Official Receipt (O.R.)	15 mins.	City Treas. Office (CTO) - Agnes Esturas <i>Admin Asst. – I</i> - Anna Mae Ellazo <i>Admin Aide-VI</i>
4		Issues Zoning Clearance Certification.			10 mins.	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
5		Releases the documents			2 mins	Josefito Cuadrillero Zoning Officer II Edilberto G. Carmen Planning Officer III Delia A. Telewik H&HRO II
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	PROCESSING APPROVAL OF SUBDIVISION PLAN (FOR PALC)
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BISLIGANONS / OTHER CLIENT
DURATION OF TRANSACTION	:	1 DAY, 2 HOURS, AND 48 MINUTES
WHAT ARE THE REQUIREMENTS?	:	ORIGINAL COPY OF THE FOLLOWING DOCUMENTS WITH CERTIFIED TRUE MACHINE COPIES: <ol style="list-style-type: none"> 1. (2) SETS OF THE FOLLOWING DOCUMENTS DULY SIGNED BY A LICENSED ARCHITECT/ENGINEER. <ol style="list-style-type: none"> a. SITE DEVELOPMENT PLAN [SCHEMATIC PLAN] SHOWING THE PROPOSED LAY-OUT. b. VICINITY MAP WITH A MINIMUM OF 2-KM. RADIUS FROM THE PERIPHERY OF THE PROJECT SHOWING THE RELATIONSHIP OF THE PROPOSED PROJECT TO EXISTING COMMUNITY FACILITIES AND INFRASTRUCTURES. c. SURVEYS OF PLAN OF LOT(S) AS DESCRIBE IN TCT(S). 2. CERTIFIED TRUE COPY OF TITLE(S) AND TAX DECLARATION(S). 3. CERTIFICATE OF NON-TENANCY FROM MINISTRY OF AGRARIAN REFORM OR AN AFFIDAVIT OF WAIVER OF TENANTS IF THE LAND IS AN AGRICULTURAL/PASTURE LAND PLANTED TO RICE AND CORN. 4. SWORN STATEMENT AS O NATURE, NUMBER AND INCOME LEVEL OF BENEFICIARIES. 5. SWORN STATEMENT AS TO THE MAXIMUM SELLING PRICE PER UNIT.
FEE/S	:	PD 957 = P 250.00/HA. OR FRACTION THEREOF + P 1,000.00 – INSPECTION FEE BP 220 = *SOCIALIZED HOUSING = P75.00/HA. + INSPECTION FEE OF P200.00/HA. *ECONOMIC HOUSING = P 150.00/HA. + INSPECTION FEE OF P 500.00/HA.

HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Submits documents.	- Accepts & Review documents	None	Application form to be notified	5 mins.	Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i>
2		- Conducts Ocular inspection of the site.	None		1 hr.	Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i>
3		- Prepares indorsement letter to SP & Resolution for PALC approval - Submits to SP Office - Waits for SP Resolution - Prepares computation of fees	None None None None		1 day 10 mins. 10 mins 5 mins	Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i> Meily F. Unilongo Admin. Officer III Evangeline C. Jumawan LLSE II Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i>
4	Pays to City Treasurer's Office	- Issues Official Receipt	PD 957 – =P 250.00/ha. or Fraction thereof + P 1,000.00 – inspection fee BP 220 – *Socialized Housing = P75.00/ha. + inspection fee of P200.00/ha. *Economic Housing = P 150.00/ha. + inspection fee of P 500.00/ha.	Official Receipt (O.R.)	15 mins.	City Treas. Office (CTO) - Agnes Esturas <i>Admin Asst. – I</i> - Anna Mae Ellazo <i>Admin Aide-VI</i>

5		<ul style="list-style-type: none"> - Prepares zoning/ locational clearance certification for PALC approval. - Submits to Mayors Office for signature approval. - Waits for the approved documents. - Obtains office file copy 	NONE	Computer generated zoning clearance form	<p>1 hr.</p> <p>3 mins.</p>	<p>Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i></p> <p>Librado C. Navarro <i>City Mayor</i> Edilberto G. Carmen Planning Officer III</p> <p>Mrs. Delia Telewik <i>H&HRO-II</i></p>
6	Receives copy					<p>Edilberto G. Carmen Planning Officer III</p> <p>Mrs. Delia Telewik <i>H&HRO-II</i></p>
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	PROCESSING APPROVAL OF SUBDIVISION PLAN (FOR DEVELOPMENT PERMIT)
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BISLIGANONS / OTHER CLIENT
DURATION OF TRANSACTION	:	2 DAYS (EXCLUDING WAITING TIME)
WHAT ARE THE REQUIREMENTS?	:	ORIGINAL COPY OF THE FOLLOWING DOCUMENTS WITH CERTIFIED TRUE MACHINE COPIES:

1. ALL REQUIREMENTS FOR APPLICATION FOR PRELIMINARY SUBDIVISION DEVELOPMENT PLAN AS SPECIFIED ON SECTION 11.A OF THE REVISED IMPLEMENTING RULES AND REGULATION FOR BP 220.
2. SUBDIVISION DEVELOPMENT PLAN CONSISTING OF THE SITE DEVELOPMENT PLAN AT ANY OF THE FOLLOWING SCALES: 1:200; 1:1,000; OR ANY SCALES NOT EXCEEDING 1:2,000; SHOWING ALL PROPOSALS INCLUDING THE FOLLOWING:
 - a. ROADS, EASEMENTS OR RIGHT-OF-WAY AND ROADWAY WIDTH, ALIGNMENT, GRADIENT, AND SIMILAR DATA FOR ALLEYS, IF ANY.
 - b. LOT NUMBERS, LINES AND AREAS AND BLOCK NUMBERS.
 - c. SITE DATA SUCH AS NUMBER OF RESIDENTIAL AND SALEABLE LOTS, TYPICAL LOT SIZE, PARKS AND PLAYGROUNDS AND OPEN SPACES.

THE SUBDIVISION DEVELOPMENT PLAN SHALL BE DULY SIGNED AND SEALED BY ANY OF THE FOLLOWING LICENSED PROFESSIONAL:

- a. AN ARCHITECT WHO IS ALSO AN ENVIRONMENT PLANNER, OR
 - b. A CIVIL ENGINEER WHO IS ALSO AN ENVIRONMENTAL PLANNER, OR
 - c. A GEODETIC ENGINEER WHO IS ALSO AN ENVIRONMENT PLANNER, OR
 - d. AN ARCHITECT OR A CIVIL ENGINEER OR A GEODETIC ENGINEER AND AN ENVIRONMENTAL PLANNER AS CO-SIGNATORY.
3. A SCHEME FOR TREE PLANTING IN ACCORDANCE WITH BOARD RESOLUTION NO. R-532, S. 1993 AND ADMINISTRATIVE ORDER NO. 02, S. 1994 HERETO ATTACHED AS ANNEXES A & B.
 4. CIVIL AND SANITARY WORKS DESIGN.

ENGINEERING PLANS/CONSTRUCTION DRAWINGS BASED ON APPLICABLE ENGINEERING CODE AND DESIGN CRITERIA TO INCLUDE THE FOLLOWING:

- a. AT LEAST 2 COPIES OF ROAD (GEOMETRIC AND STRUCTURAL) DESIGN/PLAN DULY SIGNED AND SEALED BY A LICENSED CIVIL ENGINEER.
 1. PROFILE DERIVED FROM EXISTING TOPOGRAPHIC MAP SIGNED AND SEALED BY A LICENSED GEODETIC ENGINEER SHOWING THE VERTICAL CONTROL, DESIGNED GRADE, CURVE ELEMENTS AND ALL INFORMATION NEEDED FOR CONSTRUCTION.
 2. TYPICAL ROADWAY SECTIONS SHOWING RELATIVE DIMENSIONS OF PAVEMENT, SUB-BASE AND BASE PREPARATION, CURBS, GUTTERS, SIDEWALKS, SHOULDERS, BENCHING AND OTHERS.
 3. DETAILS OF ROADWAY AND MISCELLANEOUS STRUCTURE SUCH AS CURB AND GUTTER (BARRIER, MOUNTABLE AND DROP), SLOPE PROTECTION WALL AND RETAINING WALL.
- b. AT LEAST 2 COPIES OF STORM DRAINAGE AND SANITARY SEWER SYSTEM DULY SIGNED AND SEALED BY A LICENSED SANITARY ENGINEER OR CIVIL ENGINEER.
 1. PROFILE SHOWING THE HYDRAULIC GRADIENTS AND PROPERTIES OF SANITARY AND STORM DRAINAGE LINES INCLUDING STRUCTURES IN RELATION WITH THE ROAD GRADE LINE.
 2. DETAILS OF SANITARY AND STORM DRAINAGE LINES AND MISCELLANEOUS STRUCTURES SUCH AS VARIOUS TYPES OF MANHOLE, CATCH BASINS, INLETS (CURB, GUTTER, AND DROP), CULVERTS AND CHANNEL LININGS.
- c. AT LEAST 2 COPIES OF SITE GRADING PLAN WITH FINISHED CONTOUR LINES SUPERIMPOSED ON THE EXISTING GROUND THE LIMITS OF EARTHWORK EMBANKMENT SLOPES, CUT SLOPES, SURFACE DRAINAGE, DRAINAGE OUTFALLS AND OTHERS, DULY SIGNED AND SEALED BY A LICENSED CIVIL ENGINEER.
5. AT LEAST TWO (2) COPIES OF WATER SYSTEM LAYOUT AND DETAILS DULY SIGNED AND SEALED BY A LICENSED SANITARY ENGINEER OR CIVIL ENGINEER. SHOULD A PUMP MOTOR HAS A HORSEPOWER (HP) RATING OF 50HP OR MORE, ITS PUMP RATING AND SPECIFICATIONS SHALL BE SIGNED AND SEALED BY A PROFESSIONAL MECHANICAL ENGINEER.
6. CERTIFIED TRUE COPY OF TAX DECLARATION COVERING THE PROPERTY(IES) SUBJECT OF THE APPLICATION FOR THE YEAR IMMEDIATELY PRECEDING;
7. CERTIFIED TRUE COPY OF DAR CONVERSION ORDER/EXEMPTION CLEARANCE, WHICHEVER IS APPLICABLE.
8. CERTIFIED TRUE COPY OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) OR CERTIFICATE OF NON-COVERAGE (CNC), WHICHEVER IS APPLICABLE, DULY ISSUED BY THE DENR.

9. AT LEAST 2 COPIES OF PROJECT DESCRIPTION FOR PROJECTS HAVING AREAS OF 1 HECTARE AND ABOVE TO INCLUDE THE FOLLOWING:
 - a. PROJECT PROFILE INDICATING THE COST OF RAW AND ITS DEVELOPMENT (TOTAL PROJECT COST), AMORTIZATION SCHEDULE, SOURCES OF FINANCING, CASH FLOW, ARCHITECTURAL SCHEME, IF ANY, AND WORK PROGRAMS;
 - b. AUDITED FINANCIAL STATEMENT FOR THE LAST 3 PRECEDING YEARS;
 - c. INCOME TAX RETURN FOR THE LAST THREE (3) PRECEDING YEARS;
 - d. CERTIFICATE OF REGISTRATION WITH SECURITIES AND EXCHANGE COMMISSION (SEC);
 - e. ARTICLES OF INCORPORATION OR PARTNERSHIP;
 - f. CORPORATION BY-LAWS AND ALL IMPLEMENTING AMENDMENTS, AND
 - g. FOR NEW CORPORATION (3 YEARS AND BELOW) STATEMENT OF CAPITALIZATION AND SOURCES OF INCOME AND CASH FLOW TO SUPPORT WORK PROGRAM.
10. PLANS SPECIFICATIONS, BILL OF MATERIALS AND COST ESTIMATES DULY SIGNED AND SEALED BY THE APPROPRIATE LICENSED PROFESSIONALS.
11. APPLICATION FOR PERMIT TO DRILL FROM THE NATIONAL POWER RESOURCES BOARD (NWRB).
12. TRAFFIC IMPACT ASSESSMENT FOR PROJECTS 30 HECTARES AND ABOVE.
13. LIST OF NAMES OF DULY LICENSED PROFESSIONALS WHO SIGNED THE PLANS AND OTHER SIMILAR DOCUMENTS IN CONNECTION WITH APPLICATION FILED INDICATING THE FOLLOWING INFORMATION:
 - a. SURNAME;
 - b. FIRST NAME;
 - c. MIDDLE NAME;
 - d. MAIDEN NAME, IN CASE OF MARRIED WOMEN PROFESSIONAL;
 - e. PROFESSIONAL LICENSE NUMBER, DATE OF ISSUE AND EXPIRATION OF ITS VALIDITY; AND
 - f. PROFESSIONAL TAX RECEIPT AND DATE OF ISSUE.

FEE/S

: PD 957 - P2,000.00/HA., REGARDLESS OF DENSITY

BP 220 –

*SOCIALIZED HOUSING = P 500.00/HA.

*ECONOMIC HOUSING = P 1,000.00 /HA.

HOW TO AVAIL OF THE SERVICE?

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Submits documents	<ul style="list-style-type: none"> - Accepts documents. - Reviews documents. - Prepares indorsement letter to SP for resolution of Dev't. Permit approval. - Facilitates signature of indorsement letter. - Submits to SP Office. - Waits for resolution for Dev't. Permit Approval. - Prepares computation of fees. 	None	None	5 mins. 4 hrs. 1 hr. & 15 mins. 5 mins. 5 mins. WAITING TIME 5 mins.	Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i> Mr. Arodecio A. Alba Jr. <i>CPDC</i> Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i> Mrs. Meily F. Unilongo Admin. Officer II (SPO) Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i>
2	Pays to City Treasurer's Office	<ul style="list-style-type: none"> - Issues Official Receipt 	PD 957 - P2,000.00/ha., regardless of density BP 220 – *Socialized Housing - P 500.00/ha. *Economic Housing - P 1,000.00 /ha.	Official Receipt (O.R.)	15 mins.	City Treas. Office (CTO) - Agnes Esturas <i>Admin Asst. – I</i> - Anna Mae Ellazo <i>Admin Aide-VI</i>
3		<ul style="list-style-type: none"> - Prepares clearance certificate for Devt. Permit approval. 		Computation Slip	1 hr.	Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i>

		<ul style="list-style-type: none"> - Submits to Mayors Office for signature approval. - Waits for the approved documents. - Obtains office file copy 		<p>Computer generated zoning clearance form</p>	<p>10 mins.</p> <p>1 DAY</p> <p>1 hr.</p>	<p>Librado C. Navarro City Mayor Mrs. Delia Telewik <i>H&HRO-II</i></p> <p>Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i></p>
4	Receives copy				.	<p>Edilberto G. Carmen Planning Officer III Mrs. Delia Telewik <i>H&HRO-II</i></p>
END OF TRANSACTION						

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

TYPE OF FRONTLINE SERVICE	:	SECURING DATA/MAPS
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM- 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BISLIGANONS / OTHER CLIENT
DURATION OF TRANSACTION	:	50 MINUTES
WHAT ARE THE REQUIREMENTS?	:	ORIGINAL COPY OF THE FOLLOWING DOCUMENTS WITH CERTIFIED TRUE MACHINE COPIES: ✓ LETTER REQUEST WITH ANNOTATION OF APPROVAL FROM THE CITY MAYOR ✓
FEE/S	:	P 55.00 / MAP (BOND PAPER SIZE)

HOW TO AVAIL OF THE SERVICE?

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Presents the documents.	- Accepts & reviews documents	None	None	5 mins.	Mrs. Delia Telewik <i>H&HRO-II</i> Mrs. Estefa R. Maata <i>Admin. Officer. - V</i>
2	Pays to City Treasurer's Office	- Issues Official Receipt	P 55.00 /Map -Bond Paper size	O.R.	15 mins.	City Treas. Office (CTO) - Agnes Estoras <i>Admin Asst. - I</i> - Anna Mae Ellazo <i>Admin Aide-VI</i>
4		- Facilitates data / maps needed by clients. (computer generated copy)	None	None	30 mins.	Christopher P. Jabagat Data Controller
5	Receives copy		None	None		Mrs. Delia Telewik <i>H&HRO-II</i>
END OF TRANSACTION						