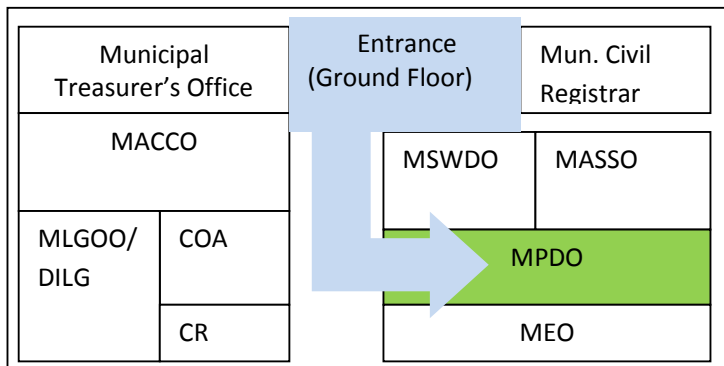


MUNICIPAL PLANNING AND DEV'T. OFFICE (MPDO) FRONTLINE SERVICES



Office Personnel

Fidel C. Bocboc - MPDC
 Roberto R. Calubag, Jr.- PDO-1
 Cesar J. Bacsarpa - Draftsman
 Raul M. Jamero - RCC1
 Cecilia B. Salomon – Admin. Aide III

For more information, please contact :
 Fidel C. Bocboc – MPDC Cel # 09186053650

OFFICE VISION:

“AN OFFICE THAT INTEGRATE AND SERVE THE EFFECTIVE SOCIO-ECONOMIC AND ENVIRONMENTAL COMPREHENSIVE DEVELOPMENT PLANS THROUGH CONSULTATIVE AND PARTICIPATORY APPROACH CONSISTENT TO THE NEEDS OF MAJORITY”

OFFICE MISSION:

“LEAD AND INITIATE THE PREPARATION OF SOCIO-ECONOMIC AND ENVIRONMENTAL COMPREHENSIVE DEVELOPMENT PLANS FOR AND IN CONSIDERATION OF THE MUNICIPAL DEVELOPMENT COUNCIL RESPONSIVE TO THE NEEDS AND PARTICIPATION OF THE LOCAL COMMUNITIES”

GOALS AND OBJECTIVES:

1. Formulation of integrated economic, social, physical and other development plans and policies for consideration of the Local Government Development Councils.
2. Conduct continuing studies, researches and training programs necessary to evolve plans and programs for implementation.
3. Integration and coordination of all sectoral plans and studies undertaken by different function groups or agencies.
4. Monitor and evaluate the implementation of the different development programs, projects and activities in LGU concerned in accordance with the approved development plans.
5. Preparation of comprehensive dev't. plans and other development planning documents for consideration of the Local Development Council.

6. Determination of income and expenditure patterns and formulate and recommend fiscal plans and policies for consideration of the local finance committee
7. Promotion of people participation in development planning within the municipality.
8. Exercise supervision and control over the secretariat of the Local Development Council.

OFFICE COMMITMENT:

“The Office is committed to a quality and efficient service delivery”

OFFICE FRONT LINE SERVICE

1. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

INFORMATION ABOUT THE SERVICE

ENTERPRISES are required to secure a Zoning Clearance upon application for Business Permit to ensure that the enterprise is allowed in the chosen location as per the Municipal Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

REQUIREMENT(S)

- Business License Application/Assessment Form

STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Proceed to the MPDO Go to a MPDO frontline staff and present your Business License Application Form.	1 minute	ROBERTO R. CALUBAG, JR. PDO-1
2. Review of Documents Zoning official checks the location of the business against the land use plan.	3 minutes	CECILIA B. SALOMON ADMIN. AIDE III

<p>3. Site Inspection (optional)</p> <p>If site inspection is required, frontline officer refers the same to the Zoning Administrator, zoning official or their authorized representative. Site inspection is usually required for new enterprises.</p>	<p>1 hour</p>	<p>CESAR J. BACSARPA Draftsman</p>
<p>4. Processing of Documents</p> <p>Frontline personnel processes and records transaction.</p>	<p>3 minutes</p>	<p>ROBERTO R. CALUBAG, JR. Project Development Officer I</p>
<p>5. Approval</p> <p>The Zoning Administrator approves the clearance; and signs the Business License Application Form.</p>	<p>3 minutes</p>	<p>FIDEL C. BOCBCOC Zoning Administrator/Municipal Planning and Development Coordinator</p>

2. SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION

INFORMATION ABOUT THE SERVICE

SITE ZONING Classification is requested for record and reference purposes.

The Municipal Land Use Plan (CLUP) was last updated during the year 2000.

SERVICE REQUIREMENT(S)

- Letter-request addressed to the Zoning Coordinator/City Planning and Development Coordinator
- Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer
- Transfer Certificate of Title (TCT) or Deed of Sale
- Real Property Tax Declaration
- Certificate of Real Property Tax Payment
- Special Power of Attorney of land owner's authorized representative, if any

STEPS TO AVAIL OF THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submission of Request Letter Submit letter-request together with the requirements.	5 minutes	CECILIA B. SALOMON Admin. Aide III
2. Review and Verification MPDO staff does research, review and verification.	Average of 2 hours and 30 minutes	ROBERTO R. CALUBAG, JR. PDO-1
3. Issuance of Certificate Applicant receives the Certificate of Site Zoning Classification.	(Maximum of 4 hours)	FIDEL C. BOCBCOC MPDC

3. SECURING ZONING CLEARANCE FOR BUILDING PERMIT

INFORMATION ABOUT THE SERVICE

ALL ENTERPRISES and private persons constructing a new building or applying for expansion/ renovation are required to secure a zoning clearance upon application for building permit.

This should be done before the start of construction to ensure that the building/business is allowed in the chosen location as per Comprehensive Land Use Plan (CLUP) of the Municipality of Kitcharao.

SERVICE REQUIREMENT(S)

- Application Form for Zoning Clearance, duly notarized – 3 copies
- Building Plan duly signed by a Civil Engineer – 1 set
- Perspective duly signed by a Civil Engineer – 1 set
- Lot Plan – 1 copy
- Bill of Materials – 1 copy
- Specifications – 1 copy

- Transfer Certificate of Title (TCT) or Deed of Sale – 1 copy
- Real Property Tax Declaration – 1 copy
- Certificate of Real Property Tax Payment
- Environmental Clearance Certificate (ECC), when applicable
- If lot is not owned:
 - Contract of Lease - 1 copy
 - Authorization to Occupy Lot

Additional Requirements:

- DAR clearance if the area is agricultural land
- For industrial projects :
 - a. Equity participating agreement/lot supply contract (for sawmill)
 - b. Description of industry/FS and Engineer's Information report
 - c. Flow of manufacturing process/diagram/chart
 - d. Certified true copy of current real state tax receipt.
 - e. clearance from EMB
 - f. Affidavit of Non-expansion
- For Special Project
 - a. Complete Engineering Plans and Designs
 - b. Affidavit of non-objection from neighbors within kilometer radius (for cock pit)
 - c. Waiver from DZA (if DZA refuses to issue certificate of zoning compliance/locational clearance.
 - d. Site inspection report, if necessary

SERVICE FEE

TYPE OF STRUCTURE/PROJECT COST	CLEARANCE FEE
a. Residential, single attached	
<ul style="list-style-type: none"> • P 100,000.00 and below 	P 200.00
<ul style="list-style-type: none"> • Over P 100,000.00 to P200,000 • Over P200,000.00 	P 400.00 P 500 + 1/10 of 1% in excess of P200,000.00
b. Apartment/Townhouse	
<ul style="list-style-type: none"> • P 500,000.00 and below 	P 1,000.00
<ul style="list-style-type: none"> • Over P 500,000.00 to 2Million • Over P2 Million 	P 1,500 P 2,500+1/10 of 10% in excess of 2 Million regardless to the number of doors
c. Dormitory	
<ul style="list-style-type: none"> • P 2 Million and below 	P 2,500.00
<ul style="list-style-type: none"> • Over P 2 Million 	P 2,500+1/10 of 1% in excess of P2 Million regardless to the number of doors
d. Institutional	
<ul style="list-style-type: none"> • Below P2 Million 	P 2,000.00
<ul style="list-style-type: none"> • Over P 2 Million 	P 2,500+1/10 of 1% in excess of P2 Million
e. Commercial, Institutional, Agro-Industrial	
<ul style="list-style-type: none"> • P 100,000.00 and below 	P 1,200.00
<ul style="list-style-type: none"> • Over P 100,000.00 	P 1,200.00 + 1/10 of 1% in excess of P 100,000.00
f. Special Use/Special Project	
<ul style="list-style-type: none"> • P 100,000.00 and below 	1,000.00
<ul style="list-style-type: none"> • Over P 100,000.00-P500,000 • Over P500,000-1 Million • Over P 1 Million-P2 Million • Over P2 Million • 	1,500.00 2,000.00 3,000.00 5,000+1/10 of 1% of cost in excess of P2 Million
g. Special uses/special projects (gasoline station, cell sites, slaughter house, treatment plant)	
<ul style="list-style-type: none"> • P 2 Million and below • Over P2Million 	P 5,000.00 P 5,000+1/10 of 1% of cost in excess of P 2 Million
h. Alteration/Expansion (affected areas/cost of expansion only)	Same as original application

(Cont. Service Fee)

II. Subdivision and Condominium Projects/Activities (Under PD 967)

A. Approval of Subdivision Plan (including townhouses)

Preliminary Approval and Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)	P250/ha. or fraction thereof
*Inspection Fee	P1,000/ha. regardless of density
2. Final Approval and Development Permit	P2,000/ha. regardless of density
* Additional Fee on floor area of houses/ Building sold with the lot	P2/sq.m.
* Inspection Fee	P1,000/ha. Regardless of density)
(Not applicable for projects already inspected for PALC application)	
3. Alteration of Plan (affected areas only) same as Final Approval and Development Permit	
4. Certificate of Registration Processing Fee	P 2,000.00
5. License to Sell (per salable lot)	P 150.00
* Additional Fee on floor area of House/ Building sold with the lot	P 10/sq.m.
* Inspection Fee	P 1,000/ha. regardless of density

NOTE:
(Application of CL/RS with DP issued by LGUs shall be charged inspection fee)

6. Certificate of completion	
* Certificate Fee	P 150.00
* Processing Fee	P 2,000/ha. regardless of density
7. Extension of Time to Develop	P 350.00
* Inspection Fee (affected/unfinished/Areas only)	- P 1,000/ha. regardless of density

B. Approval of Condominium Project

Final Approval and Development Permit

1. Processing Fee:	
a. Land Area	P 5/sq.m.
b. No. of Floors	200/floor
c. Building Area	4/sq.m.
* Inspection Fee	P 12/sq.m. of G.F.A
2. Alteration (affected areas only)	Same as Final Approval & Development Permit
3. Conversion (affected areas only)	Same as Final Approval & Development Permit
4. Certificate of Registration	
* Processing Fee	P 2,000.00

- 5. License to Sell
 - a. Residential (saleable areas) P 12/sq.m.
 - b. Commercial/Office (saleable areas) P 25/sq.m.
- 6. Extension Time to Develop
 - * Processing Fee P 350.00
 - * Inspection Fee (affected/unfinished areas only) P 12/sq.m. of G.F.A.
- 7. Certificate of Completion
 - * Processing Fee P 150.00
 - * Processing Fee P 12/sq.m. of G.F.A.

C. PROJECTS UNDER BP 220

B. SUBDIVISION

- 1. Preliminary Approval and Locational Clearance
 - a. Socialized Housing P 75/ha.
 - b. Economic Housing P 150/ha.
 - * Inspection Fee
 - a. Socialized Housing P 200/ha.
 - b. Economic Housing P 500/ha.
- 2. Final Approval and Development Permit
 - * Processing Fee
 - a. Socialized Housing P500/ha.
 - b. Economic Housing P1,000/ha.
- Inspection Fee
 - a. Socialized Housing P 200/ha.
 - b. Economic Housing P 500/ha.

(Projects already inspected for PALC application may not be charged inspection fee).
- 3. Alteration Plan (affected areas only) Approval & Development Permit. Same as Final P 5/sq.m.
- 4. Building Permit (floor area of housing unit)
- 5. Certificate of Registration
 - * Application Fee
 - a. Socialized Housing P 350.00
 - b. Economic Housing P 500.00
- 6. License to Sell (per saleable lot)
 - a. Socialized Housing P 20/lot
 - b. Economic Housing P 50/lot
 - (Additional Fee on Floor area of Houses/building sold with lot) P 2/sq.m.
 - Inspection Fee
 - a. Socialized Housing P 200/ha.
 - b. Economic Housing P 500/ha.

7. Extension of Time to Develop	
* Filling Fee	
a. Socialized Housing	P 350.00
b. Economic Housing	P 350.00
* Inspection Fee (affected/unfinished areas only)	
a. Socialized Housing	P 200/ha.
b. Economic Housing	P500/ha.
8. Certificate of Completion	
* Certificate Fee	
a. Socialized Housing	P 150.00
b. Economic Housing	P 150.00
* Processing Fee	
a. Socialized Housing	P 200/ha.
b. Economic Housing	P 500/ha.

NOTE:

(Application for CR/LS with DP issued by LGUs shall be charged inspection fee).

9. Occupancy Permit	P 2/sq.m.
* Inspection Fee (saleable floor area for housing unit)	
a. Socialized Housing	P 5/sq.m.
b. Economic Housing	P 5/sq.m.

B. Condominium

1. Preliminary Approval and Locational Clearance	P 500.00
2. Final Approval and Development Permit	
a. Total Land Area	P 5/sq.m.
b. Number of Floor	P 100/floor
c. Building Area	P 2/sq.m. of G.F.A.
* Inspection Fee	P 2/sq.m. of G.F.A. Same as Final Approval and Development Permit
3. Alteration of Plans (affected areas only)	
4. Certificated of Registration	P 500.00
5. License to Sell	P 5.00/sq.m.
6. Extension of Time to Develop	P 350.00
* Inspection Fee (FAXP2x% of remaining Development cost)	P2/sq.m. of saleable area
7. Certificate of Completion	
* Certificate Fee	P150.00
* Processing Fee	P 3/sq.m. of G.F.A.
D. Approval of Industrial/Commercial Subdivision	
1. Preliminary Approval and Locational Clearance	P 300/ha.
* Inspection Fee	P 1,000/ha. regardless of location
2. Final approval and development permit	P 5,000/ha. regardless of location
* Inspection Fee	P 1,000/ha regardless of location

(Projects already inspected for PALC application may not be charged inspection fee)

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|---|---|
| 3. Alteration of Plan (affected area only) | Same as Final Approval and Development Permit |
| 4. Certificate of Registration | P 2,000.00 |
| 5. License to Sell | P 2/sq.m. of Land Area |
| * Inspection Fee | P 1,000/ha. regardless of location |
| 6. Extension of Time to Develop | P 350.00 |
| * Inspection Fee (affected/unfinished areas only) | P 1,000/ha. |
| & Certificate of Composition | |
| a. Industrial | P 350/ha. regardless of location |
| b. Commercial | P 500/ha. regardless of location |

NOTE:

(Application for CR/LS with DP issued by LGUs shall be charged inspection fee)

E. Approved of Farm Lot Subdivision

- | | |
|--|-------------|
| 1. Preliminary Approval and Locational Clearance | P 200/ha |
| * Inspection Fee | P 500/ha. |
| 2. Final Approved and Development Permit | P 1,000/ha. |
| * Inspection Fee | P 500/ha. |

(Projects already inspected for PALC application may not be charged inspection fee).

- | | |
|---|---|
| 3. Alteration of Plans (affected areas only) | Same as Final Approval & Development Permit |
| 4. Certification of Registration | P 2,000 |
| 5. License to Sell | P 500/lot |
| * Inspection Fee | P 1,000/lot |
| 6. Extension of Time to Develop | P 350.00 |
| * Inspection Fee (affected/unfinished areas only) | P 1,000/ha. |
| 7. Certificate of Completion | |
| a. Certificate Fee | P 150.00 |
| b. Processing Fee | P 1,000/ha. |

NOTE:

(Application for CR/LS with DP issued by LGUs shall be charged inspection fee)

F. Approval of Memorial Park/Cemetery Project

- | | |
|--|----------------------|
| 1. Preliminary Approval and Locational Clearance | |
| a. Memorial Projects | P 500.00/ha. |
| b. Cemeteries | P 200.00/ha. |
| c. Columbarium | P 2,500/ha. |
| * Inspection Fee | |
| a. Memorial Projects | P 1,000/ha. |
| b. Cemeteries | P 500/ha. |
| c. Columbarium | P 12/sq.m. of G.F.A. |

2. Final Approval and Development Permit	
a. Memorial Projects	P 2/sq.m.
b. Cemeteries	P 1/sq.m.
c. Columbarium	P 200/floor
	P 4/sq.m. of G.F.A.
	P 5/sq.m. of Land Area
* Inspection Fee	
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plans	Same as Final Approved Development Permit
4. Certificate of Registration	P 2,000.00
5. License to Sell	
a. Memorial Projects	P 50.00/2.5 sq.m.
Apartment Type	20/unit
b. Cemeteries	20/unit
c. Columbarium	50/vault
* Inspection Fee	
a. Memorial Projects	P 1,000/ha.
b. Cemeteries	P 500/ha.
c. Columbarium	
6. Extension of Time of Develop	P 350.00
* Inspection Fee (affected/unfinished areas only)	P 1,000/ha.
a. Memorial Projects	P 1,000/ha.
b. Cemeteries	P 500/ha.
c. Columbarium	P 12/sq.m. of the remaining G.F.A.
7. Certificate of Completion	
* Certificate Fee	P 150.00
* Processing Fee	
a. Memorial Projects	P 1,000/ha.
b. Cemeteries	P 500/ha.
c. Columbarium	P 4/sq.m. of the remaining G.F.A.

NOTE:

(Application for CR/LS with DP issued by LGUs shall be charged inspection fee)

G. Other Transactions/Certification

A. Application/Request for:	
1. Advertisement Approval	P 500.00
2. Cancellation/Reduction of Performance Bond	P 2,000.00
3. Lifting of Suspended License to Sell	P 2,000.00
4. Exemption from Cease and Desist Order	P 150.00
5. Clearance to Mortgage	P 1,000.00
6. Lifting of Cease and Desist Order	P 2,000.00
7. Change Name/Ownership	P 1,000.00
8. Voluntary Cancellation of CR/LS	P 1,000.00
9. Revalidation/Renewal of Permit (Condominium)	50% of assesses current processing fees including inspection fee.

4. SECURING HARD AND SOFT COPIES OF VITAL DOCUMENTS SUCH AS SOCIO-ECONOMIC PROFILE, ANNUAL INVESTMENT PLAN(AIP) MUNICIPAL DEVELOPMENT AND INVESTMENT (MDIP), COMPREHENSIVE DEVELOPMENT PLAN(CDP), COMPREHENSIVE LAND USE PLAN (CLUP), MAPS AND OTHERS

INFORMATION ABOUT THE SERVICE

Any type of copies of documents from MPDO for whatever nature and purpose. The MPDO will let you borrow and the requesting party will be the one to photo copy the said documents.

SERVICE REQUIREMENT(S)

- 2 copies of filled up request form duly approved by the LCE.

STEPS TO AVAIL OF THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Fill up request form	3 minute	Cecilia B. Salomon Admin. Aide III Raul M. Jamero RCC1
2. Proceed to the Municipal Mayors Office for request approval.	2 minutes	Mayor's Office Romeo Dizon Executive Secretary
3. Proceed to the Municipal Treasurers Office; pay the requisite fees and secure official receipt.	5 minutes	Municipal Treasurer's Office
4. Present Official receipts to the MPDO clerk	2 minutes	Cecilia B. Salomon Admin. Aide III

5. SECURING TECHNICAL ASSISTANCE ON THE PREPARATION OF THE FOLLOWING:

- a. Programs/projects/activities proposals/designs
- b. Training and training designs
- c. Feasibility Study
- d. Strategic plan
- e. Development plan
- f. Terminal report

INFORMATION ABOUT THE SERVICE

- Any form of technical assistance/preparation of the above-cited documents to be delivered by the office.
- Component barangays and offices within the municipality including the people's organization can avail the assistance of the office.
- Technical assistance/preparation are free of charge
- Time extended will be determined through the plan of activities formulated.

SERVICE REQUIREMENT(S)

- 2 copies of filled up request form duly approved by the LCE.

6. RENDER TECHNICAL ASSISTANCE IN AVAILING SKILLS TRAINING AND SCHOLARSHIP

ABOUT THE SERVICE

The Community Training and Employment Coordinator(CTEC) will assist the applicants who wish to avail the skills training and scholarship grant from the line agencies like TESDA, Provincial Government and other agencies. The CTEC will indorse the application to the concerned agencies and make a follow up.

REQUIREMENT(S)

During Application

- 2 copies of duly accomplished TESDA forms (in case of TESDA PGMA scholarship)
- 3 pcs. 1"x1" ID picture
- 1 pc. 2"x2" ID picture
- Photo copy of birth certificate
- Photo copy of High school diploma
- Other documents (if necessary)

STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
1. Submit the application forms together with the required documents. 2. Request with the Municipal Mayor for favorable endorsement.	3 minutes	ROBERTO R. CALUBAG, JR. CTEC-Designate/PDO-1
3. Indorse the applications and other required documents to the concerned agency for approval of the training/scholarship.	2 hrs.	ROBERTO R. CALUBAG, JR. CTEC-Designate/PDO-1
4. Applicants will follow up to the concerned agency for the schedule of training through text message.	2 min.	Concerned agency(TESDA/DOLE)

PLEDGE OF COMMITMENT:

WE, THE OFFICIAL AND EMPLOYEES OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO), PLEDGE BEFORE GOD OUR COMMITMENT TO DELIVER HONESTLY ALL THE IDENTIFIED FRONT LINE SERVICES OF THE OFFICE TO WHICH WE BELONG AND DIRECTED TO PERFORM TO THE BEST OF OUR GOD-GIVEN KNOWLEDGE AND TALENT.

WE HUMBLY ACCEPT ALL OUR WEAKNESSES AND FAULTS FOR US TO IMPROVE AND DEVELOP OURSELVES TO A MORE COMPETENT GOVERNMENT SERVANT.

FIDEL C. BOCBOC
MPDC

RAUL A. JAMERO
RCC1

ROBERTO R. CALUBAG, JR.
PDO-1

CECILIA B. SALOMON
ADMIN. AIDE III

CESAR J. BACSARPA
DRAFTSMAN