



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL PLANNING &
DEVELOPMENT
COORDINATOR'S
OFFICE (MPDCO)**
ADMINISTRATIVE SERVICES





1. SECURING MUNICIPAL STATISTICAL DATA/DOCUMENTS

Research assistance thru provision of municipal data/documents is given to any individual/organization.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request. 2. Valid Identification card		APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request (verbal/written)	Receives and Evaluates the Request (verbal/written)	None	5 minutes	Admin. Aide III / Planning Officer I
2. Fills-up logbook and Receive Order of Payment	Prepare Order of Payment	Depends on the quantity and technicality of data	5 minutes	Planning Officer I
	Research requested data/documents		30 minutes to 1 hour	Planning Officer I
3. pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	Depends on the quantity and technicality of data (map – P50.00 Document – P5.00 per page)	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Release requested data/documents	None	5 minutes	Planning Officer I
TOTAL:		Depends on the quantity and technicality of data (map – P50.00 Document – P5.00 per page)	50 minutes to 1 hour and 20 minutes	