

1.

Service Information

Classification: Simple Type of Transaction: Issuance of Site Zoning Certification Who may avail: All citizens CHECKLIST OF REQUIREMENTS WHERE TO SECURE
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REQUIREMENTS
*Lot Plan duly signed by a
Licensed Geodetic Engineer *Licensed Geodetic Engineer
*Vicinity Map indicating clearly
and specifically the exact
location of the proposed site
and the existing land uses
and/or landmarks within a
radius of at least 500 meters *Office of the Municipal Assessor – Tax Declaration
and duly signed by a *Register of Deeds – Title of Land
Geodetic/Civil Engineer or
Architect. *Office of the Municipal Disaster Risk Reduction and Management Office
* Proof of Ownership;
OCT/KOT or TCT or right over
property and Latest Tax
Declaration - xerox copy *Secure MDRRMO
Certification that the location
of the project is not in a hazard zone or no build zone.
AGENCY FEES TO BE PROCESSIN PERSON
CLIENT STEPS ACTIONS PAID G TIME RESPONSIBLE
CLIENT STEPS
1.Sign the client's logbook and Provide list of None 2 mins.
secure documentary requirements Notice 2 mins. Mr. Benedicto B.
requirements in the Office of Calisura, Jr. Zoning
the Municipal Planning and
Development
2. Submit requirements needed Review the None 5 mins.
for the processing of completeness of
certification submitted
documents (if

	incomplete, return to the applicant for completion			Mr. Benedicto B. Calisura, Jr. Zoning Officer II
3. Pay Zoning Certification Fee at the Municipal Treasurer's Office and submit the Official Receipt at the MPDC Office	Evaluate submitted documents and verify project site to its zoning classification	Php.103.00 for electrical permit purposes Php. 342.50 for building permit purposes (subject for adjustment annually) (Site inspection if necessary)	30 mins.	MTO Mr. Benedicto B. Calisura, Jr. Zoning Officer II
4. Wait for the signed Zoning Certification if for electrical connection purposes	Processing; If submitted documents are completed and without discrepancy, prepare the Zoning Certification	None	30 mins.	Mr. Benedicto B. Calisura, Jr. Zoning Officer II
Note: If site inspection is required, advise the client to come back the next day to get the Site Zoning Certification	Review and sign Zoning Certification	None	5 mins.	Mr. Benedicto B. Calisura, Jr. Zoning Officer II
END OF TRANSACTION				

A. SITE ZONING CERTIFICATION

A document issued by the office of MPDC to owners of land/properties, citing the zoning classification of a particular and based on the approved Municipal Zoning Ordinance. This certification is requested for record and reference purposes

ASSESSMENT OF A BUSINESS FOR ZONING CLEARANCE

Business Zoning Clearance is a document issued by the office of MPDC to owners of business, citing the zoning classification of a particular business on the approved Municipal Zoning Ordinance. This certification is requested for record and reference purposes.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	Assessment of a	Business fo	or Zoning Cleara	nce
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS		WH	ERE TO SECUI	RE
*Business Application Form from the previous year * Duby Assemblished	*Licensing Office			
* Duly Accomplished Application Form * Gross Sale Report of the previous year to be indicated in the application form *Assessment/Computatio n of Fee	*Licensing Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign the client's logbook in the Office of the Municipal Planning and Development Office	Provide list of requirements	None	2 mins.	Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant II Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC
2. Submit requirements needed for the processing of certification	Review the completeness of submitted documents (if incomplete, return to the	None	5 mins.	Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant II Mr. Benedicto B. Calisura, Jr.

	applicant for			Zoning Officer II
	completion			_======================================
	-			Engr. Filipina E.
				Celso
2 Mait for the pigned	Assessment/Com			MPDC Ms. Athena Ma. Fiel R.
3. Wait for the signed Business Zoning Clearance	putation of Fees			Pelonio
(for big and large-scale	paration of 1 ccs			Admin. Assistant II
business only)	Processing; If			
	submitted	None	10 mins.	Mr. Benedicto B. Calisura,
	documents are			Jr. Zoning Officer II
	completed and without			Zoning Onicer II
	discrepancy, record the transaction and preparation of Business Zoning Clearance			Engr. Filipina E. Celso MPDC
4. Referral	The client will be			Ms. Athena Ma. Fiel R.
	referred to the			Pelonio
	Engineering's	None	1 min.	Admin. Assistant II
	Office after the Assessment for			Mr. Benedicto B. Calisura,
	the next step.			Jr.
				Zoning Officer II
				Engr. Filipina E. Celso MPDC
END OF TRANSACTION				

ISSUANCE OF RESEARCH DOCUMENTS AND/OR CERTIFICATION

Document Research and Certification is issued by the office of the MPDC to an individual who wants to gather data and information about the municipality and its services, land uses, topographical maps, urban and base maps as to its actual uses. This certification and document research are requested for record and reference purposes.

Simple Simple Simple SIMPRO of Transaction: ISSUANCE OF RESEARCH DOCUMENTS AND/OR CERTIFICATION All citizens All citizens All citizens WHERE TO SECURE PROCESSING PERSON RESPONSIBLE Mean of the Mayor/MPDC CLIENT STEPS AGENCY ACTIONS FEES TO BE PAID RESPONSIBLE Mean of the Mayor/MPDC Mean of the Mayor/MPDC Assess the needed documentary needs in the office of the Municipal Planning and Development Coordinator Coordinator Assess the needed documents, maps or certification needed Reviews/ verify the decument is present at the files in the office for the printing /replication of documents and certification Reviews/ verify the meeded documents and certification Assessment/Computation of documents and certification Assessment/Computation of documents Assessment/Computation Assessment	Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE			
SUANCE OF RESEARCH DOCUMENTS AND/OR CERTIFICATION			C DE VELOT IV	ILIVI OCCIONIV	110110 011102
CHECKLIST OF REQUIREMENTS * Formal letter requesting data to be received by the office of the Mayor/MPDC CLIENT STEPS AGENCY ACTIONS * FEES TO BE PAID 1. Sign the client's logbook and presents documentary needs in the office of the Minicipal Planning and Development Coordinator Coordinator Reviews/ verify the files in the office for the printing /replication of documents and certification 3. Waits for the signed Research/certification documents for Processing; If needed documents is/are All citizens WHERE TO SECURE WHERE TO SECURE WHERE TO SECURE PROCESSING THE SECUNDA PROCESSING THE SIMPLE ASSENCY ACTIONS RESPONSIBLE Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant III Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. C	Type of Transaction:				
** Formal letter requesting data to be received by the office of the Mayor/MPDC** **CLIENT STEPS** **CLIENT STEPS** **CLIENT STEPS** **AGENCY ACTIONS** **BE PAID** **IME** **RESPONSIBLE** **Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant III **Logbook and presents documents maps or certification needed** **Assess the needed documents, maps or certification needed** **Doordinator** **Assess the needed documents, maps or certification needed** **None** **Assess the needed documents, maps or certification needed** **None** **Assess the needed documents, maps or certification needed** **None** **Assess the needed documents from the files in the office for the printing /replication of documents and certification** **Celso MPDC** **Assessment/Computation of Fees if needed documents for processing; If needed documents is/are** **Assessment/Computation of the importance of the files.** **Assessment/Computation of the importance of the fil					
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Municipal Planning and Development Coordinator Mr. Benedicto B. Coordinator Mr. Benedicto B. Coordinator Admin. Assistant Ill Coordinator Mr. Benedicto B. Coordinator Admin. Assistant Coordinator Coordinator Mr. Benedicto B. Coordinator Admin. Assistant Coordinator Coordinator Mr. Benedicto B. Coordinator Admin. Assistant Coordinator Coordinator Mr. Benedicto B. Coordinator Mr. Benedicto B. Coordinator Admin. Assistant Ill Coordinator Mr. Benedicto B. Coordina				_	
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copy for purposes of research and certification	Mr. Benedicto B. Calisura, Jr. Zoning Officer II		
	Engr. Filipina E. Celso MPDC		
END OF TRANSACTION			