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| **Description of Service:** | ISSUANCE OF COPIES OF DOCUMENTS / DATA / MAPS | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Simple Transaction | |
| **Type of Transaction** | G2C, G2B, G2G | |
| **Who may avail** | Business Owners, Transacting Clients, Government Agencies / Personnel | |
| **Documentary requirements** | | **Where to secure** |
| 1. Request Slip / Request Letter approved by the City Mayor (1 copy) | |  |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-up Request Slip / Request Letter approved by the City Mayor | 1.1 Receive the filled-up Request Slip / Request Letter approved by the City Mayor |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 1.2 Issue Payment Order. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 1.3 Retrieve / print the requested document(s)/data/map(s). |  | 2 working days | Admin. Clerk (CPDC Office) |
| 2 Pay the documentary fee at the Office of the City Treasurer and submit the Official Receipt to CPDC Office. | 2.1 Issue Order of Payment. | Refer to Tariff as per City Tax Code | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 2.2 Receive and check the Official Receipt. |  | 15 minutes | Admin. Clerk (CPDC Office) |
| 3 Receive the requested document(s)/data/map(s). | Release the requested document(s)/data/map(s). |  | 15 minutes | Admin. Clerk (CPDC Office) |
| **Total** | | **Refer to Tariff as per City Tax Code** | **2 working days &**  **55 minutes** |  |
| **END OF TRANSACTION** | | | | |