



OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICER



1. Granting an Individual Information for Students/Businessmen and Workers

Office of Division:		Office of the Municipal planning and Development Coordinator		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizen (G2C)		
Who may avail:		Individual who will work within the vicinity of the Municipality and other Town		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card (ID) / Request Letter		Company ID / School ID		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	5-10 minutes	Admin. Aide I or Staff of the day
2. Present the request form or letter of request from the company	Technical assistance rendered to students, businessmen, and other public clients	None	1 hour *Depending on the load of needed information	MPDC or Staff of the day

2. Provision of Technical Assistance to Different Barangays of Municipality of Sual

Provision of Technical Assistance in the Preparation of Annual Investment Program and Supplemental Annual Investment plan of various Barangays.

Office of Division:		Office of the Municipal planning and Development Coordinator		
Classification:		Simple Transaction		
Type of Transaction:		Government to Government		
Who may avail:		Barangay and SK Officials and Recipients		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Barangay Supplemental Annual Investment Program (BSAIP)				
Barangay Annual Investment Program (BAIP)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	5-10 minutes	Admin. Aide I or Staff of the day
2. Present the Barangay/ SK	Receives Barangay Annual Investment	None	5-10 minutes	Admin. Aide I LYDO Designate



Annual Investment Program (BAIP) and Barangay/ SK Supplemental Investment Program (BSIP)	Program (BAIP) and Barangay Supplemental Annual Investment Program (BSAIP) Review Barangay Annual Investment Program (BAIP) and Barangay Supplemental Annual Investment Program (BSAIP)	None	10 - 30 minutes Depending on the documents needed	MPDC
3. Issues comments and recommendations, and endorsement	Endorse to the Sangguniang Bayan	None	1 day	MPDC

3. Provision of Technical Assistance to National Government Agencies

Provision of Technical Information to Different National Agencies such as Commission on audit (COA) Quarterly Report, Documents needed at DILG, PNP, DEPED and other National Agencies.

Office of Division:		Office of the Municipal planning and Development Coordinator		
Classification:		Simple Transaction		
Type of Transaction:		Government to Government		
Who may avail:		Barangay and SK Officials and Recipients		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Request letter from different National Agencies		National Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request from COA Personnel	Prepare and submit the Quarterly Report	None	5-10 minutes	Admin. Aide I or Staff of the day
2. Request from DILG	Prepare and submit the needed documents	None	Depending on the load of needed information	MPDC or Staff of the day
3. Request from PNP/BFP/DEPED, etc.	Prepare and submit the needed documents	None	Depending on the load of needed information	MPDC or Staff of the day



4. Issuance of MPDC Certification as to conformity with Municipal Development Plans of the Municipality (LGUs with no approved CLUP per EO 72 s. 1993)

A pre-requisite document by the Department of Human Settlements and Urban Development (DHSUD) for the issuance of Locational Clearance to evaluate that the proposed project of the proponent is in conformity with the development plans of the municipality.

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Classification:		Simple Transaction		
Type of Transaction:		Government to Government		
Who may avail:		National Agencies		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Vicinity map				
Lot plan				
Photocopy of land title or any proof of ownership				
Latest tax declaration				
Applicant's photocopy of 1 valid ID				
Site development plan				
Authorization letter if applicant's representative				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Prepare and submit the Quarterly Report	None	5-10 minutes	Admin. Aide I or Staff of the day
2. Submit required documents	Check completeness of required documents. Recommend for site inspection	None	5-15 minutes	MPDC or Staff of the day
3. Proceed to pay for the conduct of site inspection	Site inspection as to conformity with existing land use/ development plans of the municipality. Prepare inspection report	50	Maximum of 1 hour excluding travel time	Inspector of the day
4. Proceed to pay for the MPDC Certification	Issue MPDC certification / endorsement	45	5-10 minutes	MPDC or Staff of the day