



CITY PLANNING AND DEVELOPMENT OFFICE



I. Vision

A vigorous and receptive organization committed to provide quality service through its responsible, receptive, and proficient employees equipped with new capabilities to generate and employ immense array of information and innovations to develop multi-sectoral frameworks and policies in coordination with other government officials to assist the local government attain its development goals

II. Mission

To provide an effective and efficient tool to generate well-processed quality of information and technology that will promote better quality of services and heighten hands-on, receptive, and accountable decision making and good governance.

III. Goals and Objectives

- a. Formulate integrated economic, social, and other development plans and policies for consideration of the local government development council;
- b. Conduct continuing studies, researches, and training programs, necessary to evolve plans and programs for implementation;
- c. Integrate and coordinate all sectoral plans and studies undertaken by the different functions, groups or agencies;
- d. Monitor or evaluate the implementation of the different development programs, projects and activities in the local government unit concerned in accordance with the approved development plan;
- e. Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
- f. Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the Local



Finance Committee of the Local Government Unit concerned as provided under Title Five of the Local Government Code;

g. Promote people participation in development planning within the local government unit concerned;

h. Exercise supervision and control over the secretariat of the local development council; and,

i. Exercise such other powers and perform such other functions and duties as may be prescribed by law of ordinance.



CITY PLANNING AND DEVELOPMENT OFFICE

FRONTLINE SERVICES



ISSUANCE OF LOCATIONAL CLEARANCE/ DEVELOPMENT PERMIT/ ZONING CERTIFICATE

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/minutes)	Amount of Fees, if any	Required Documents	Procedure for the filing of complaints
<p>The applicant shall secure and submit all required documents to the City Planning and Development Office (CPDO) for assessment.</p> <p>Pay corresponding fees to the Cashier and return receipt to the CPDO staff.</p> <p>CPDO staff will process requested document and endorse to CPDC for review and signing.</p>	<p>Roderick B. Torres</p> <p>Kyrt Yvys G. Ibay</p> <p>Mary Ann G. Fernando</p>	<p>5 minutes to 2 days depending on the completion of requirements</p>	<p>Residential (minimum) Php450.00 - Php738.00</p> <p>Cost estimate above Php 200,000.00 will be computed by CPDO staff</p>	<ul style="list-style-type: none"> • Duly notarized application for Certificate of Locational Clearance • One Set Plan, Specification and Cost Estimate • Photocopy of Transfer Certificate of Title (TCT) • Certified True Copy of Tax Declaration • Photocopy of Tax Receipt • Site Dev't Plan and Site Picture • In case the applicant is not registered owner of the lot: <ul style="list-style-type: none"> – Duly notarized copy of contract of lease – Duly notarized copy of the deed of sale – Duly notarized copy of the contract of sale – Duly notarized copy of authorization from the original owner • Zoning Certification • Barangay Resolution • SP Resolution • Certificate of Non-Coverage (CNC) • Env't Compliance Certificate (ECC) 	<p>Fill out suggestion/ feedback form from the Public Assistance Complaints Desk</p>



COPY OF THE COMPREHENSIVE LAND USE PLAN (CLUP)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of complaints
<p>The client shall approach any CPDO staff for inquiry.</p> <p>Pay corresponding fees to the Cashier and return to CPDO staff.</p> <p>CPDO staff will process request.</p>	<p>Merlie C. Flores</p> <p>Roderick B. Torres</p> <p>Mariam E. Madayag</p> <p>Marie Anthonette E. Agustin</p>	5 – 10 minutes	<p>CLUP Research Fee</p> <p>Student: Php259.00</p> <p>Regular: Php378.00</p>	Flash Drive	Fill out suggestion/ feedback form from the Public Assistance Complaints Desk

COPY OF DOCUMENTS: (SOCIO-ECONOMIC PROFILE, ECOLOGICAL PROFILE, MAPS, ANNUAL REPORT, TULUNGAN SA PUROK)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of complaints
<p>The client shall approach any CPDO staff for inquiry.</p> <p>CPDO staff will process the requested documents.</p>	<p>Merlie C. Flores</p> <p>Mary Ann G. Fernando</p> <p>Kyrt Yvys G. Ibay</p> <p>Roderick B. Torres</p> <p>Mariam E. Madayag</p> <p>Marie Anthonette E. Agustin</p> <p>Jennifer D. Sanchez</p> <p>Reuben D. Lalata</p>	5 – 10 minutes	None	Flash Drive for bulk documents	Fill out suggestion/ feedback form from the Public Assistance Complaints Desk