



Citizen's Charter

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

***2nd Floor, Municipal Hall Building Malilipot,
Albay***

ENGR. LIZANDRO C. BILAN
MPDC



Republic of the Philippines
Province of Albay
Municipality of Malilipot

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

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MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO)

VISION

We envision Malilipot as.....

a leading Agri-industry, ecotourism and investment hub in the Province of Albay where the constituents enjoy a better quality of life in a safe, clean and orderly environment and a self – sufficient and progressive economy under a transparent, participatory and responsive local governance.

MISSION

Malilipot shall provide effective delivery of basic services, adequate infrastructure and nurture a sustainable economy in an environment where natural hazards and disaster risk are mitigated through a transparent local governance system and resilient community.

OBJECTIVES

To draw up plans, policies and strategies that will lead to the effective implementation of Municipal government program and projects.

GENERAL SERVICES SECTOR

- Revision/Updating of Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO)
- Formulation of Comprehensive Development Plan (CDP)



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- Updating of Local Development Investment Plan (LDIP)
- Updating of Municipal Socio-Economic and Physical Profile (MSEPP)
- Formulation of Ecological Profile (EP)
- Updating of Community Based Management System (CBMS)
- Establishment of Municipal Three-Dimensional (3D) Zoning Map (1:10,000 scale)
- Updating of Municipal Thematic Map

FUNCTIONS OF MPDC

1. Formulate integrated economic, social, physical, and other development plans and policies for consideration of the Municipal Development Council.
2. Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation.
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies.
4. Monitor and evaluate the implementation of the different development programs, projects and activities in the municipal and component barangay government in accordance with the approved development plan.
5. Prepare comprehensive plan and other development planning documents for the consideration of the local development council.
6. Analyze the income and expenditure patterns and formulate and recommend fiscal plans and policies for consideration of the local finance committee of the municipality.
7. Promote people's participation in development planning with the local government of Malilipot.
8. Exercise supervision and control over the secretariat of the municipal development council.
9. Exercise such other functions and responsibilities as maybe prescribed by law or ordinance.



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AFFILIATIONS

1. Secretariat Municipal Development Council
2. Municipal Zoning Administration
3. Simple and complex subdivision of Lot Approving Officer
4. Membership, Local Finance Committee
5. Secretariat Project Monitoring Committee (PMC)
6. Civil Society Org. (CSO) Desk officer
7. Head Secretariat Municipal CBMS coordinating Board
8. Chairman Phil. Rural Development Project/Municipal Project Mgt. And Implementing Unit (PRDP-MPMIU)
9. Membership Municipal Peace and Order Council (MPOC)
10. Membership Municipal Disaster Risk Reduction and Mgt. Council. (MDRRMC)
11. Membership Municipal Tourism Council
12. Municipal Co-Team Leader-Municipal Social-Protection Team (MSPT)
13. Membership -Local Public Financial Mgt. Assessment Team (PFMAT)
14. Membership Inter-Agency Monitoring Task Force (IMTF)- Local Council for the Protection of Children (LCPC)
15. EVOSS Focal Person
16. EECO-Energy Efficiency and Conservation Officer
17. Membership Retooled Community Support Program (RCSP) Team
18. Membership Gender and Development (GAD) Focal Point System
19. Vice Chairman Municipal Urban Development and Housing Board (MUDHB)



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Office or Division:	Office of the Municipal Planning and Development
Classification:	
Type of Transaction:	Issuance of Zoning Certification Issuance of Locational Clearance Issuance of CBMS Certification and other Certification
Who may avail?	General Public

EXTERNAL SERVICES

ISSUANCE OF ZONING CERTIFICATE*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter or Request (Application Letter may be waived by the owner to authorized representative)	
Special power of Attorney (SPA) or Authorization letter if the requesting party cannot personally come	
Proof of Ownership: a) Tax Declaration b) Deed of Sale c) Extra Judicial Settlement d) If not owned Contract of Lease e) Deed of Donation	MASSO
Vicinity Map/ Cadastral Map	MASSO
Payment	MTO



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CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Validation of Submitted Documents			5-10 minutes	MPDO Personnel
2. Payment and Release of Certification			5-10 minutes	MPDO Personnel

ISSUANCE OF LOCATIONAL CLEARANCE*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form Duly Notarized	
2. Site Development Plan/ Floor Plan signed by a licensed architect/engineer drawn to a scale ranging from 1:00 to 1:1000	
3. Vicinity Map showing the existing land uses within the prescribed radius from the lot boundary of the project site	MASSO
4. Proof of Ownership or Right Over Land in any of the following: <ul style="list-style-type: none"> a. Transfer Certificate of Title (TCT) b. Tax Declaration c. Deed of Sale d. Contract of lease or Authorized/ Consent from Landowner duly Notarized if the property is not owned 	



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5. Site Zoning Certification from the MPDO	
6. Bill of Material (Including equipment/ Project cost)	
7. Locational Fee	MTO
8. Authorization Letter to file and claim Locational Clearance if not the owner	
9. For Industrial and Agro- Industrial Projects: 9.1 Description of Industry 9.2 Flow Chart of Manufacturing Process 9.3 Manpower Capacity and Volume of work	
10. Environmental Compliance Certificate (ECC)/ Certificate on None Coverage (CNC) from the DENR	
11. SB Resolution endorsing the project (if required)	
12. Affidavit of Non-Objection from adjoining lot owners. Note: Additional requirements upon evaluation of the project	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Validation of Submitted Documents			5-10 minutes	MPDO Personnel
2. Site Inspection			30-60 minutes	MPDO Personnel
3. Payment and Release of Certification			5-10 minutes	MPDO Personnel



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**ISSUANCE OF CBMS CERTIFICATION AND OTHER NECESSARY
CERTIFICATION***

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. CBMS Sticker/ Barangay Residency	
2. Certificate of Barangay Indigency	
3. Certificate of Financial Assessment from MSWDO	MSWDO
4. Original & Photocopy of Valid ID of Applicant (If authorized Person, Photocopy & Original of Valid ID and Authorization Letter)	
5. Payment	MTO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Validation of Submitted Documents			5-10 minutes	<i>MPDO Personnel</i>
2. Payment and Release of Certification			5-10 minutes	<i>MPDO Personnel</i>

Note:

* - If required documents are complete.



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RECOMMENDATION:

To propose new tax ordinance increasing certification fees at present updated rate.

REMARK:

The Municipal Planning and Development Office has no spacious office of its own, lack of ICT Equipment, no internet and lack technical staff.

Prepared by:


ENGR. LIZANDRO C. BILAN
MPDC