

# Citizen's Charter

## MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

2<sup>nd</sup> Floor, Municipal Hall Building Malilipot, Albay

ENGR. LIZANDRO C. BILAN MPDC

### Citizen's Charter

## 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

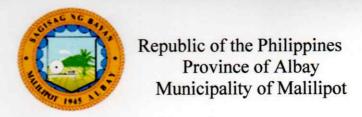
Malilipot shall provide effective delivery of basic services, adequate infrastructure and nurture a sustainable economy in an environment where natural hazards and disaster risk are mitigated through a transparent local governance system and resilient community.

#### **OBJECTIVES**

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

#### **GENERAL SERVICES SECTOR**

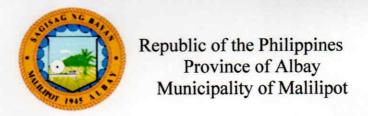
- Revision/Updating of Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO)
- Formulation of Comprehensive Development Plan (CDP)



- 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

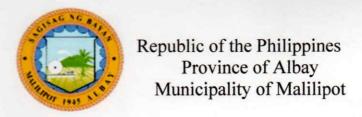
#### **FUNCTIONS OF MPDC**

- 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.
- 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.



#### **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)
- 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)

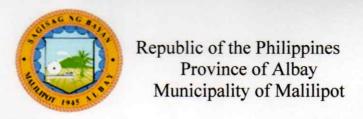


Office or Division:	Office of the Municipal Planning and Development
Classification:	
Type of Transaction:	Issuance of Zoning Certification Issuance of Locational Clearance Issuance of CBMS Certification and other Certification
Who may avail?	General Public

#### **EXTERNAL SERVICES**

#### ISSUANCE OF ZONING CERTIFICATE\*

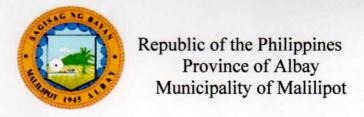
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter or Request (Application	91
Letter may be waived by the	
owner to authorized	200
representative)	£ 1
Special power of Attorney (SPA)or	
Authorization letter if the	
requesting party cannot	S
personally come	`
Proof of Ownership:	MASSO
a) Tax Declaration	
b) Deed of Sale	*
c) Extra Judicial Settlement	
d) If not owned Contract of	
Lease	,
e) Deed of Donation	
Vicinity Map/ Cadastral Map	MASSO
Payment	MTO



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

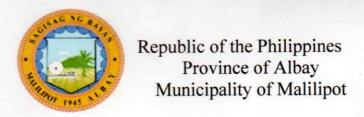
#### ISSUANCE OF LOCATIONAL CLEARANCE\*

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	MASSO
uses within the prescribed radius from	
the lot boundary of the project site	
4. Proof of Ownership or Right Over Land	
in any of the following:	
a. Transfer Certificate of Title (TCT)	
b. Tax Declaration	
c. Deed of Sale	v
d. Contract of lease or Authorized/	*
Consent from Landowner duly	=
Notarized if the property is not	
owned	



5. Site Zoning Certification from the MPDO	
6. Bill of Material (Including equipment/	
Project cost)	
7. Locational Fee	МТО
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	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Validation of			5-10 minutes	MPDO
Submitted				Personnel
Documents			,	
2. Site Inspection			30-60 minutes	MPDO
			-	Personnel
3. Payment and		1	5-10 minutes	MPDO
Release of				Personnel
Certification		Code as		



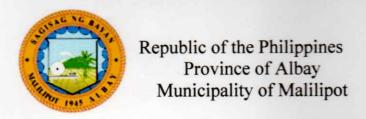
## ISSUANCE OF CBMS CERTIFICATION AND OTHER NECESSARY CERTIFICATION\*

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. CBMS Sticker/ Barangay Residency	
2. Certificate of Barangay Indigency	
3. Certificate of Financial Assessment	MSWDO
from 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	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Validation of			5-10 minutes	MPDO
Submitted		2.5	*	Personnel
Documents				
2. Payment and			5-10 minutes	MPDO
Release of				Personnel
Certification				

#### Note:

\* - If required documents are complete.



#### **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