

A. EXTERNAL SERVICES

These services are provided to citizens, businesses, developers, institutions, and other external stakeholders.

I. SECURE DATA AND MAPS

This division immediately responds to applicants for the said secure data given to students/academe/investors, researchers, and other public/private entities, issued to clients for records/references for the following purposes, and other legal purposes.

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All individuals			
Checklist of Requirements		Where to Secure		
Letter Request from the client stating therein the purpose/use of the data/maps requested		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request and identification documents	1. Receive documents and review the completeness/veracity of documents submitted	None	3 minutes	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
2. Register in the visitor's logbook	2. Client Sign in the Logbook	None	3minutes	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
3. Submit for an interview by the head of the office	3. Client Interview	None	10 minutes	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
4. Payment of necessary fees	4. Issue official receipt	₱50.00/Map ₱10.00/page	6 minutes	Renila G. Derla Marilyn A. Dela Cruz Benjie B. Hoksuan
5. Release of requested Data and Maps	5. Record the issuance of requested Data and Maps	None	2 minutes	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
TOTAL:		₱50.00/Map ₱10.00/page	24 minutes	

II. ACQUISITION OF CERTIFICATION (ZONING CERTIFICATION)

This division immediately responds to applicants for the said Zoning Certification, which is issued to clients for record/reference purposes, including other legal purposes.

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All individuals			
Checklist of Requirements		Where to Secure		
1. Letter Request 2. Original or True copy of Certificate of Lot Title/Assessment of Ownership 3. True Copy of Tax Declaration		1. Client 2. Client 3. Municipal Assessors Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. Receive documents and review the completeness/veracity of documents submitted	None	3 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
2. Register in visitor's logbook	2. Client Sign in the Logbook	None	3 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
3. Submit for an interview by the head of the office	3. Client Interviewed	None	10 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
4. Present all necessary requirements	4. Prepare Zoning Certification for approval	None	5 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
5. Payment of necessary fees	5. Issue official receipt	₱130.00	6 minutes	<i>Renila G. Derla Marilyn A. Dela Cruz Benjie B. Hoksuan</i>
6. Release of Zoning Certification	4. Record the issuance of Zoning Certification	None	2 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
TOTAL:		₱130.00	26 minutes	

III. ACQUISITION OF CLEARANCE (LOCATIONAL CLEARANCE)

1. Building and Improvement
2. Land Development

This division immediately responds to applicants of the said Locational Clearance for the following purposes: Building and Improvement, Land Development, and other legal purposes.

Office or Division:	Municipal Planning & Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All individuals engaged in any business.			
Checklist of Requirements				Where to Secure
1. Letter Request (5 Copies) 2. Duly accomplished and Notarized Application form (5 Copies) 3. Original or Xerox copy of Any Proof or Documents relative to the right over the land (5 Copies) 4. Vicinity Map duly signed and sealed by a licensed Civil Engineer or Architect (5 Copies) 5. Site Development Plan duly signed and sealed by a licensed Civil Engineer or Architect (5 Copies) 6. Building Plan duly signed and sealed by a licensed Civil Engineer or Architect (5 Copies) 7. Bill of Materials and General Specification duly signed and sealed by a licensed Civil Engineer or Architect (5 Copies) 8. ECC/CNC (5 Copies) 9. Zoning Certification (5 Copies)				1. Client 2. Client 3. Client 4. Client 5. Client 6. Client 7. Client 6. DENR 7. MPDO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Complete Requirements	1. Receive documents and review the completeness/veracity of documents submitted	None	5 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
2. Register in the visitor's logbook	2. Client Sign in the Logbook	None	3 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
3. Submit for an interview by the head of the office	3. Client Interviewed	None	10 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
4. Present all necessary requirements	4. Review Submitted documents	None	5 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
5. Site Inspection/ Verification/ Validation	5. Ocular inspection of the project site by MPDO personnel	None	4 hours	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Jandy A. Jocson</i>
6. Payment of necessary fees	6. Issue official receipt	The amount of fees varies based on the type, magnitude, and total cost of the project (as per the bill of materials)	6 minutes	<i>Renila G. Derla Marilyn A. Dela Cruz Benjie B. Hoksuan</i>
7. Release of Locational Clearance	7. Record the issuance of Locational Clearance	None	5 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
TOTAL:			4 Hours & 31 Minutes	

B. INTERNAL SERVICES

These services are rendered to other departments, offices, committees, and officials of the LGU.

I. LOCAL PLANNING DEVELOPMENT SERVICES

This service covers the preparation, updating, consolidation, and coordination of local development plans, investment programs, and planning documents.

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Offices, MDC Sectoral Committees, Local Chief Executive			
Checklist of Requirements				Where to Secure
1. Endorsed PPA Proposals 2. Office Budget Proposals 3. Planning Data and Reports				1. Concerned Office 2. Concerned Office 3. Concerned Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit planning documents and proposals	Receive and review documents	None	30 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
2. Provide additional information if needed	Validate and consolidate submissions	None	2 working days	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
3. Receive feedback or draft plan	Prepare a draft planning document	None	5 working days	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
4. Participate in consultation and deliberations	Finalize and endorse the plan	None	2 working days	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
TOTAL:				

II. PROJECT REVIEW, EVALUATION, AND CERTIFICATION SERVICES

This service covers the technical review and evaluation of proposed programs, projects, and activities (PPAs), as well as the issuance of certifications on project inclusion in the Annual Investments Program (AIP) and consistency with the Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP).

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Offices, National Government Agencies			
Checklist of Requirements				Where to Secure
1. Request Letter 2. Project Proposal				1. Requesting Office 2. Requesting Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and documents	Receive and review the request Evaluate the project and verify compliance	None	30 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
2. Receive certification/recommendation	Prepare and release certification	None	5 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
TOTAL:				

III. MONITORING, EVALUATION, AND REPORTING SERVICES

This service covers the monitoring and evaluation of local government programs, projects, and activities (PPAs), as well as the preparation of development accomplishment reports and other planning reports.

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Offices			
Checklist of Requirements				Where to Secure
1. Accomplishment Reports 2. Project Monitoring Forms 3. Supporting Documents				1. Concerned Office 2. Concerned Office 3. Concerned Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an accomplishment report	Receive and review reports	None	30 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
2. Participate in validation activities	Conduct monitoring and validation	None	5 minutes	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
3. Receive report findings	Prepare and submit a monitoring report	None	1 working day	<i>Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson</i>
TOTAL:				

IV. TECHNICAL SECRETARIAT AND COORDINATION SERVICES

This service covers the provision of technical secretariat support and coordination for the Municipal Development Council (MDC) and other local special bodies, including the preparation of meeting notices, agendas, minutes, and resolutions.

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	MDC, Local Special Bodies, Municipal Offices			
Checklist of Requirements				Where to Secure
1. Request/ Memorandum 2. Agenda 3. Supporting Documents				1. Concerned Office 2. Concerned Office 3. Concerned Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a request for meeting assistance	Receive and schedule activities	None	30 minutes	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
2. Attend the meeting	Prepare notices, attendance sheets, and minutes	None	Based on Schedule	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
3. Receive outputs	Release minutes and resolutions	None	2 working Days after the meeting	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
TOTAL:				

V. DATA MANAGEMENT AND INFORMATION SERVICES

This service covers the collection, processing, updating, storage, and dissemination of planning-related data, statistics, maps, and databases, including responses to requests for socio-economic and development information.

Office or Division:	Municipal Planning & Development Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Offices, Government Agencies			
Checklist of Requirements				Where to Secure
1. Request Letter/ Memorandum 2. Data Request Form (if applicable)				1. Requesting Office 2. Requesting Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	Receive and evaluate requests Retrieve and validate data	None	15 minutes	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
2. Receive requested data	Release information	None	5 minutes	Eleno Jr. B. Torregosa Luis D. Mejia, Jr. Emmie A. Candido Jandy A. Jocson
TOTAL:				

“Vision”

The Municipal Planning and development Office leading in the formulation of development plans, program and projects of the government unit through close coordination with local and national offices.

“Mission”

To serve as the center of developmental efforts of the local government unit through provision of updated and accurate tools and data necessary in the formulation and implementation of developmental plans, program and projects.

“Performance Pledge”

We the Staff of the Municipal Planning and Development Office at the Local Government Unit of Tantaran, South Cotabato, pledge and commit to deliver quality service as promise in this Municipal Government of Tantaran Citizen’s Charter. We promise to serve you promptly, efficiently with integrity and outmost courtesy from 8:00am to 5:00pm without noon break. Unselfishly provide you with adequate and accurate information or guide you to others who can help you. Respond to your inquiries professionally with transparency and accountability. Ensure our client’s satisfaction to the best of our ability.

MANDATE: (LGC 1991) FORMULATION OF INTEGRATED ECONOMIC, SOCIAL, AND PHYSICAL PLAN; CONDUCT AND CONTINUING STUDIES; INTEGRATE ALL SECTORAL PLANS; MONITOR IMPLEMENTATION OF PROGRAMS, PROJECTS, AND ACTIVITIES; PREPARE COMPREHENSIVE PLANS, ANALYZE INCOME AND EXPENDITURE PATTERNS; PROMOTE PEOPLE’S PARTICIPATION