

1. Issuance of Charge Slip for 20% Development Fund

The Issuance of Charge Slip for 20% Development Fund within the LGU is a straightforward process that involves providing individuals or entities engaged in relevant transactions with a charge slip specifying the assessed amount for the 20% development fund contribution. This charge slip serves as official documentation for the required contribution towards local development projects, facilitating transparent and efficient fund allocation in alignment with municipal development priorities.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All transacting government offices within the agency			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Service Request Form (1 Copy)			Municipal Planning and Development Office	
2. Disbursement Voucher (1 Original Copy)			Issuing Office	
3. Purchase Request (1 Original Copy)			Issuing Office	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit Accomplished Service Request Form and the complete required documents.	1. Provide the Log Book to the Client	None	5 Minutes	<i>Draftsman II/Administrative Aide I</i> Municipal Planning and Development Office
	2. Receive and record the duly accomplished Service Request Form and the complete required documents.	None	5 Minutes	<i>Economic Researcher/Administrative Aide III</i> Municipal Planning and Development Office
	3. Review, assess, and evaluate the submitted documents			
	4. Start processing the request			

	5. Approved the Charge Slip	None	5 Minutes	<i>Economic Researcher/ Administrative Aide III Municipal Planning and Development Office</i>
		None	5 Minutes	
		None	5 Minutes	<i>Economic Researcher/ Administrative Aide III Municipal Planning and Development Office</i>
				<i>Economic Researcher/ Administrative Aide III/ Municipal Planning and Development Coordinator Municipal Planning and Development Office</i>
2. Claim the Charge Slip	1. Record the transaction in the releasing logbook	None	5 Minutes	<i>Economic Researcher/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i>
	2. Release the charge slip to the client	None	5 Minutes	<i>Economic Researcher/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i>

3. Accomplish the Client Satisfaction Survey (CSS) and drop in the Feedback Box	1. Request the client to accomplish the Client Satisfaction Survey (CSS)	None	10 Minutes	<i>Planning Staff- Designate/ Economic Researcher/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i>
	TOTAL	None	35 Minutes	