1. Issuance of Data Information and Other Certifications

The Municipal Planning and Development Office provides various services like issuing certifications (e.g., Data Information, Town Plan Certification), verifying and authenticating information for legal or personal needs. Our efficient process ensures quick and accurate issuance, making essential data and documentation easily accessible. Fees and charges are covered under CY 2023 Revenue Code.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business; G2C – Government to Client; G2G – Government to Government
Who may avail:	All transacting public, business entities and other government agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Service Request Form (1 Original Copy)	Municipal Planning and Development Office
2. Letter Request (1 Original Copy)	
3. Valid Government-Issued Identification Card (1 Photocopy)	uing Agency

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit Service Request Form (SRF) and the complete required documents to the receiving officer.	1. Provide the Log Book to the Client	None	5 Minutes	*Draftsman II/ Administrative Aide I* Municipal Planning and Development Office
	2. Receive and record the Service Request Form (SRF) and the complete required documents.	None	5 Minutes	*Administrative Aide III/Administrative Aide I* Municipal Planning and Development Office
	3. Review, assess, and evaluate the submitted documents			

		None	10 Minutes	
	4. Issue Order of Payment			
		None	5 Minutes	*Planning Staff-Designate/ Economic Researcher/ Administrative Aide III/ Administrative Aide I* Municipal Planning and Development Office
	5. Start processing the request			
		None	10 Minutes	
	6. Approved the data information and/or other certifications			
		None	5 Minutes	*Planning Staff-Designate/ Economic Researcher/ Administrative Aide III/ Administrative Aide I* Municipal Planning and Development Office
				Planning Staff-Designate/

				Economic Researcher/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office
				Planning Staff-Designate/ Economic Researcher/ Municipal Planning and Development Coordinator Municipal Planning and Development Office
2. Pay the required fees at the Municipal Treasurer's Office and secure Official Receipt	1. Accept the payment based on the Order of Payment 2. Issue the Official Receipt	*P216.00 for Certification of Town Plan/ Zoning Ordinance Approval *P3.00 per page for Photocopy of Documents *P43.20 for five (5) pages or less and an P4.40 for every additional page on Certified True Copy of Documents	5 Minutes 5 Minutes	*Revenue Collection Clerk III/ Ticker Checker/Data Controller III* Municipal Treasurer's Office *Revenue Collection Clerk III/ Ticker Checker/Data Controller III*

		*P216.00 for other certifications or documents not listed above		Municipal Treasurer's Office
3. Claim the Data Information and/or Other Certifications at the Office of the Municipal Planning and Development Coordinator	1. Check the Official Receipt and record the transaction in the releasing logbook	None	5 Minutes	*Administrative Aide III/Administrative Aide I* Municipal Planning and Development Office
	2. Release the data information and/or other certifications to the client	None	5 Minutes	
				Administrative Aide III/Administrative Aide I Municipal Planning and Development Office
4. 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	*Administrative Aide III/Administrative Aide I* Municipal Planning and Development Office
	TOTAL	**P216.00**	**1 Hour and 10 Minutes**	