

## 5. Office of the City Planning and Development Coordinator

### 5.1. AVAILMENT OF MAPS, STATISTICAL DATA, OTHER CITY DATA

#### ABOUT THE SERVICE:

The City Planning and Development Office keeps information about the city and its development plans such as land use plans, city development strategies, city profile, statistics, maps and city governance data. Information about the city is generally requested by investors, people in the business sector, researchers, students, tourists and other concerned agencies.

#### CLIENT GROUPS:

Any interested groups or individuals

#### SERVICE SCHEDULE:

Monday to Friday,  
8:00 AM to NOON and 1:00 PM to 5:00 PM

#### TOTAL PROCESSING TIME:

- If data is available - 6 minutes
- If data is not available - 3 minutes
- If for photocopying - 4 minutes
- If payment is required - 6 minutes

#### REQUIREMENTS:

Identification card (if document will be taken outside the office for photocopying)

#### TOTAL FEES/CHARGES:

For Certification	-	P 50.00
For map printing		
• long bond paper		
➤ solid color	-	P 30.00/page
➤ outline	-	P 25.00/page
• short bond paper		
➤ solid color	-	P 20.00/page
➤ outline	-	P 15.00/page
• big maps		
➤ solid color	-	0.40/square inch
➤ outline	-	0.25/square inch
Document printing	-	P 5.00/page
Document in CD copy	-	P 15.00/cd

As per Local Revenue Code of 2011

## PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the CPDC	Transaction Time	Responsible Person
1. Approach the Officer of the Day (OD), present the request and sign the Visitor's Logbook	Receives the request.	1 minute	<b>ORLANDO F. HUENDA</b> CGDH I/CPDC
If the requested data is not available, take note on where to obtain the data	If the requested data is not available, the OD will refer the client to probable sources of the requested data	2 minutes	<b>LIVIA A. LAREZA</b> CGADH I
If the requested data is for photocopy, leave a valid identification card and photocopy the documents	If the requested data is available, the OD will access, review and release/e-mail the information/data requested	5 minutes	<b>JOHN JASON L. PALMA</b> PEO IV
If requesting for maps in hard copy, printed document, document in CD copy and certification, request for order of payment and proceed to the Office of the City Treasurer to pay and present the OR to CPDO – OD.	Request for valid identification card and give requested material/s for photocopying	2 minutes	<b>JONATHAN R. VALLADOLID</b> Planning Officer IV
		5 minutes	<b>REISSA D. LAROSA – GAMOS</b> Planning Officer III
		5 minutes	<b>ROY F. ELLI</b> Planning Officer I
		5 minutes	<b>MARIA MICHELLE B. CINCUA</b> PDO I
	Copy OR number and release the requested document.		<b>MICHELLE H. LAGADIA</b> Economic Researcher
2. Return the original documents after photocopying.	Returns the ID	1 minute	<b>ORLANDO F. HUENDA</b> CGDH I/CPDC
			<b>LIVIA A. LAREZA</b> CGADH I

			<b>JOHN JASON L. PALMA</b> PEO IV  <b>JONATHAN R. VALLADOLID</b> Planning Officer IV  <b>REISSA D. LAROSA – GAMOS</b> Planning Officer III  <b>ROY F. ELLI</b> Planning Officer I  <b>MARIA MICHELLE B. CINCUA</b> PDO I  <b>MICHELLE H. LAGADIA</b> Economic Researcher)
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## 5.2. AVAILMENT OF CERTIFICATION

### ABOUT THE SERVICE:

The City Planning and Development Office issues certificate to any individual or company applying for land title and other certification

### CLIENT GROUPS:

Any individual or company

### SERVICE SCHEDULE:

Monday to Friday,  
 8:00 AM to NOON and 1:00 PM to 5:00 PM

### TOTAL PROCESSING TIME:

8 minutes (travel and queuing time not included)

### REQUIREMENTS:

For land titling

- Letter request
- Tax Declaration

- Spot Map/ Location Map

For other certification

- Letter request

**TOTAL FEES/CHARGES:**

P 50.00 per Certification

As per Local Revenue Code of 2011

**PROCESS OF AVAILING THE SERVICE:**

Steps Involved	Action of the Office of the CPDC	Transaction Time	Responsible Person
1. Approach the Officer of the Day and submit the requirements.  Take note of the date of inspection.	Receives the requirements and advice the client the schedule of inspection.	3 minutes	<b>ORLANDO F. HUENDA</b> CGDH I/CPDC  <b>LIVIA A. LAREZA</b> CGADH I  <b>JOHN JASON L. PALMA</b> PEO IV  <b>JONATHAN R. VALLADOLID</b> Planning Officer IV  <b>REISSA D. LAROSA – GAMOS</b> Planning Officer III  <b>ROY F. ELLI</b> Planning Officer I  <b>MARIA MICHELLE B. CINCUA</b> PDO I  <b>MICHELLE H. LAGADIA</b> Economic Researcher

2. Be present on the day of inspection and provide necessary assistance to the inspection team.	Conducts inspection. Advise the client on the date of release of certification.		<b>JONATHAN R. VALLADOLID</b> Planning Officer IV
3. On the day of release of certification, request for Order of Payment at the Office of the City Planning and Development Coordinator and proceed to the Office of the City Treasurer. Pay the corresponding fee.	Issues Order of Payment.	5 minutes	<b>ORLANDO F. HUENDA</b> CGDH I/CPDC  <b>LIVIA A. LAREZA</b> CGADH I  <b>JOHN JASON L. PALMA</b> PEO IV  <b>JONATHAN R. VALLADOLID</b> Planning Officer IV
4. Present the Official Receipt and receive the Certification.	Copies the Official Receipt number and release the certificate.		<b>REISSA D. LAROSA – GAMOS</b> Planning Officer III  <b>ROY F. ELLI</b> Planning Officer I  <b>MARIA MICHELLE B. CINCUA</b> PDO I  <b>MICHELLE H. LAGADIA</b> Economic Researcher

### 5.3. AVAILMENT OF TECHNICAL ASSISTANCE AND RESOURCE SPEAKERSHIP

#### ABOUT THE SERVICE:

The City Planning and Development Office provide technical assistance and resource speakership on the linkage between planning and budgeting, the planning process, project proposal preparation, Barangay Profile preparation and CLUP and CDP preparation.

#### CLIENT GROUPS:

Any interested groups, individual and office

#### SERVICE SCHEDULE:

Monday to Friday,  
8:00 AM to NOON and 1:00 PM to 5:00 PM

#### TOTAL PROCESSING TIME:

3 minutes

#### REQUIREMENTS:

Letter request

#### TOTAL FESS/ CHARGES:

None

#### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the CPDC	Transaction Time	Responsible Person
1. Proceed to CPDO and submit letter request to the Officer of the Day (OD)	Receives the request and request for contact information if not indicated in the letter.	3 minutes	<b>ORLANDO F. HUENDA</b> CGDH I/CPDC  <b>LIVIA A. LAREZA</b> CGADH I  <b>JOHN JASON L. PALMA</b> PEO IV  <b>JONATHAN R. VALLADOLID</b> Planning Officer IV  <b>REISSA D. LAROSA – GAMOS</b> Planning Officer III  <b>ROY F. ELLI</b> Planning Officer I

			<b>MARIA MICHELLE B. CINCUA</b> PDO I  <b>MICHELLE H. LAGADIA</b> Economic Researcher
	Inform the client that coordination with regards to the request will be done as soon as the approval of request is granted.		
2. If request is granted, assist the resource person during the conduct of activity	Provide the technical assistance/ resource speakership.		<b>ORLANDO F. HUENDA</b> CGDH I/CPDC  <b>LIVIA A. LAREZA</b> CGADH I  <b>JOHN JASON L. PALMA</b> PEO IV  <b>JONATHAN R. VALLADOLID</b> Planning Officer IV  <b>REISSA D. LAROSA – GAMOS</b> Planning Officer III  <b>ROY F. ELLI</b> Planning Officer I  <b>MARIA MICHELLE B. CINCUA</b> PDO I  <b>MICHELLE H. LAGADIA</b> Economic Researcher

## 5.4. MANAGEMENT OF ICT

### ABOUT THE SERVICE:

The City Planning and Development Office manages the Information and Communication Technology Infrastructure of the City which includes the network, ETRACS Administration, GIS Management, webpage maintenance and enhancement and development of applications.

### CLIENT GROUPS:

LGU employees

### SERVICE SCHEDULE:

Monday to Friday,  
8:00 AM to NOON and 1:00 PM to 5:00 PM

### TOTAL PROCESSING TIME:

Depends on the reported error

### REQUIREMENTS:

- Duly accomplished Request Form

### TOTAL FESS/ CHARGES:

None

### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the Office of the CPDC	Transaction Time	Responsible Person
<b>Detection of Errors</b>			
1. Proceed to CPDO and submit the duly accomplished request form	Receives the request form and forwards the request form to the GIS and ICT in-charge	3 minutes	<b>ORLANDO F. HUENDA</b> CGDH I/CPDC  <b>LIVIA A. LAREZA</b> CGADH I  <b>JOHN JASON L. PALMA</b> PEO IV  <b>JONATHAN R. VALLADOLID</b> Planning Officer IV  <b>REISSA D. LAROSA – GAMOS</b> Planning Officer III



			<p><b>ROY F. ELLI</b> Planning Officer I</p> <p><b>MARIA MICHELLE B. CINCUA</b> PDO I</p> <p><b>MICHELLE H. LAGADIA</b> Economic Researcher</p> <p><b>JOHN JASON L. PALMA</b> PEO IV</p> <p><b>ROY F. ELLI</b> Planning Officer I</p> <p><b>JORGE E. ESCANIILA</b> IT Specialist</p>
	Trouble shooting of error will be done		
<b><i>Trouble Shooting/ Posting/ Editing of ETRACS Data/ Digitization/ Development and Enhancement</i></b>			
1. Proceed to CPDO and submit the duly accomplished request form.	Receives the request form and forwards the request form to the GIS and ICT in-charge	3 minutes	<p><b>ORLANDO F. HUENDA</b> CGDH I/CPDC</p> <p><b>LIVIA A. LAREZA</b> CGADH I</p> <p><b>JOHN JASON L. PALMA</b> PEO IV</p> <p><b>JONATHAN R. VALLADOLID</b> Planning Officer IV</p> <p><b>REISSA D. LAROSA – GAMOS</b> Planning Officer III</p> <p><b>ROY F. ELLI</b> Planning Officer I</p> <p><b>MARIA MICHELLE B. CINCUA</b> PDO I</p>

			<b>MICHELLE H. LAGADIA</b> Economic Researcher
	<p><i>For request requiring GIS Maps:</i></p> <p>Maps for the requested location will be digitized an overlay and digitized map will be sent through the email provided.</p> <p><i>For ETRACS editing:</i> Correction in typographical errors, mistakes in computations, corrections in declarations of business and /or business type will be done.</p> <p><i>For webpage posting:</i></p> <p>Request will be verified. If found compliant and suitable, documents/articles will be posted.</p>		<p><b>JOHN JASON L. PALMA</b> PEO IV</p> <p><b>ROY F. ELLI</b> Planning Officer I</p> <p><b>JORGE E. ESCANIILA</b> IT Specialist</p> <p><b>JOHN JASON L. PALMA</b> PEO IV</p> <p><b>ROY F. ELLI</b> Planning Officer I</p> <p><b>JOHN JASON L. PALMA</b> PEO IV</p> <p><b>ROY F. ELLI</b> Planning Officer I</p> <p><b>JORGE E. ESCANIILA</b> IT Specialist</p>