

**OFFICE OF THE CITY
PLANNING AND
DEVELOPMENT COORDINATOR**
External Services

1. Approval and validation of location for New Businesses

City Planning and Development Office approve and validates that the proposed location for new business conforms with the City Zoning Ordinance.

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2B- Government to Business		
Who may avail:		New Businesses		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BPLO Unified Form and Printed photo of business location		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the BPLO Unified Form with complete supporting documents	1.1 Review the presented documents 1.2 Conduct site validation as scheduled 1.3. Sign the BPLO Unified Form under Locational Clearance section	None	2 minutes	Ar. John Michael Apuyan Casual Clerk (City Planning Office)
2. Receive the signed documents	2. Release of approved documents	None	3 minutes	Ar. John Michael Apuyan Casual Clerk (City Planning Office)
TOTAL:		None	5 minutes	

2. Assist in the Formulation and Review of the Annual Barangay Youth Investment Program (ABYIP) and Comprehensive Barangay Youth Development Plan (CBYDP)

Annual Barangay Youth Investment Program (ABYIP) is a yearly program based on the Comprehensive Barangay Youth Development Plan (CBYDP). Technical assistance in the formulation of the said document is provided to Eighty-Four Sangguniang Kabataan (SK) in the City.

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may avail:		Sangguniang Kabataan (SK)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Comprehensive Barangay Youth Development Plan (CBYDP)		SK		
Annual Barangay Youth Investment Plan (ABYIP)		SK		
SK Annual Budget		SK		
SK Resolution		SK		
Minutes of Meeting		SK		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the ABYIP and CBYDP	1. Review the ABYIP and CBYDP in accordance to guidelines provided by DILG and National Youth Commission If there's no correction, request SK to formulate	None	50 mins	Ms. Princess Micah N. Alvarez Planning Officer I/ Local Youth Development Officer Designee (City Planning Office)

	Resolution Approving the ABYIP and CBYDP			
2. Submit twelve (12) copies of the approved ABYIP and CBYDP with SK Resolution and Minutes of Meeting	2. Receive the approved copy of ABYIP and CBYDP with other required documents	None	5 mins	Ms. Princess Micah N. Alvarez Planning Officer I/ Local Youth Development Officer Designee (City Planning Office)
3. Receive the requested data/plan (Soft copy of hard copy)	3. Release eleven (11) copies of ABYIP and CBYDP	None	5 mins	Ms. Princess Micah N. Alvarez Planning Officer I/ Local Youth Development Officer Designee (City Planning Office)
TOTAL:		None	1 hour	

3. Assist in the preparation, review, and receipt of Activity Design for the release of SK Fund on a specific project of the SK in the ABYIP

Technical assistance in the preparation, review, and receipt of Activity Design is provided to Sangguniang Kabataan prior to their project implementation.

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may avail:		Sangguniang Kabataan (SK)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Activity Design Form		SK		
SK Resolution		SK		
Minutes of Meeting		SK		
Approved ABYIP of the current year		SK		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Activity Design and other supporting documents	1. Review the document presented and make sure that the project is included in the approved ABYIP If there's no correction, request SK to submit documents with signature	None	20 mins	Ms. Princess Micah N. Alvarez Planning Officer I / Local Youth Development Officer Designee (City Planning Office)
2. Submit the signed documents	2. Receive the signed documents	None	5 mins	Ms. Princess Micah N. Alvarez Planning Officer I / Local Youth

				Development Officer Designee (City Planning Office)
3. Receive the released documents	3. Release a copy of the received documents	None	5 mins	Ms. Princess Micah N. Alvarez Planning Officer I / Local Youth Development Officer Designee (City Planning Office)
TOTAL:		None	30 mins	

4. Issuance of Project Development Certificate (PDC) for Barangay Funds

Project Development Certificate (PDC) is issued to confirm the inclusion of certain Barangay Projects in BDP and BAIP for Project Implementation.

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may avail:		Barangay		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Three (3) copies of Notice to Proceed		Engineering Office		
Picture of the project before the development/ construction		Personal		
Accomplishment Report and Letter of Acceptance		Engineering Office		
Picture after the development/ construction of the project		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. BEFORE THE START OF THE PROJECT 1. Submit the Notice to Proceed (NTP), and Picture before the development/ construction of the project If the barangay fund is not sufficient to the project cost, bring resolution of appropriation	1. Assess the received documents and requirements If the project is not included in the database, return the NTP and wait for the endorsement from CEO	None	5 mins	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II)/ or any CPDO Staff (City Planning Office)

2. Receive the NTP with initial	2. Release the NTP with pin number	None	5 mins	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff (City Planning Office)
TOTAL:		None	10 mins	

**Continuation of transaction depends on the project duration*

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. AFTER THE COMPLETION 1. Submit the Accomplishment Report and Letter of Acceptance If 100 % accomplished, submit picture after the development/ construction of the project If partially accomplished, submit accomplishment Report	1. Assess and Review the received requirements and documents 1.2. Encode and print the PDC for CPDC approval and signature 1.3. Endorse to Admin Office for Mayor's Approval and Signature	None	1 day	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff and Engr. Remina F. Serrano OIC-CPDO Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff and Hon.

				Denver Reyes Chua City Mayor (City Planning Office)
2. Receive the Released Project Development Certificate	2. Release of the signed PDC	None	5 mins	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff (City Planning Office)
TOTAL:		None	1 day & 5 minutes	

5. Issuance of Project Development Certificate (PDC) for City Funds

Project Development Certificate (PDC) is issued to confirm the inclusion of certain City Project in LDIP and AIP for Project Implementation.

Office or Division:	City Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Three (3) copies of Notice to Proceed Program of Works Picture of the project before the development/ construction Accomplishment Report and Letter of Acceptance Picture after the development/ construction of the project		Engineering Office Engineering Office Personal Engineering Office Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. BEFORE THE START OF THE PROJECT 1. Submit the Notice to Proceed (NTP), and Picture before the development/ construction of the project If the barangay fund is not sufficient to the project cost,	1. Assess the received documents and requirements If the project is not included in the database, return the NTP	None	5 mins	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff (City Planning Office)

bring resolution of appropriation	and wait for the endorsement from CEO.			
2. Receive the NTP with initial	2. Release the NTP with pin number	None	5 mins	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff (City Planning Office)
TOTAL:		None	10 mins	

**Continuation of transaction depends on the project duration*

B. AFTER THE COMPLETION 1. Submit the Accomplishment Report and Letter Acceptance If 100 % accomplished, submit picture after the development/ construction of the project If partially accomplished, submit accomplishment Report	1. Assess and Review the received requirements and documents 1.2. Encode and print the PDC for CPDC approval and signature 1.3. Endorse to Admin Office for Mayor's Approval and Signature	None	1 day	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) / CPDO Staff and Engr. Remina F. Serrano OIC-CPDO Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) / CPDO Staff and Hon. Denver Reyes Chua City Mayor
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				(City Planning Office)
2. Receive the Released Project Development Certificate	2. Release of the signed PDC	None	5 mins	Ms. Charmaine H. Reyes Admin Aide IV (Book Binder II) or any CPDO Staff (City Planning Office)
TOTAL:		None	1 day & 5 minutes	

6. Issuance of Zoning/ Locational Clearance

Zoning/ Locational Clearance is issued to certify that the proposed business location or construction purpose conforms with the City Zoning Ordinance.

Office or Division:	City Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens G2B- Government to Businesses
Who may avail:	Citizens, businesses, and other institutions
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Application Form	CPDO
2. Proof of Ownership: Two (2) Certified True Copy of Title from Registration of Deeds (RD) in the name of applicant together with the following documents; Two (2) Xerox copy of Tax Declaration; (a) Deed of Sale in the name of the applicant; (b) Deed of Donation; (c) Contract of Lease; (d) Authorization to use the land from the land owner.	Personal
3. Barangay Clearance	Personal
4. Two (2) Copies of Lot Plan (Signed and Sealed by Geodetic Engineer) and Vicinity Map showing existing land use within 100-meter radius (for projects of local significance) and 1-kilometer radius (for projects of national significance) from the lot boundary of the project site	Personal
5. One (1) Set Building Plan (Signed and sealed by Civil	Personal

Engineer/ Architect), AND THE OWNER 6. Five (5) copies Bill of Materials/ Estimated Cost of Project and specifications (Signed and Sealed by Civil Engineer/ Architect) and approved by the owner 7. Additional requirements may be needed upon application verification NOTE: Item 2 should be submitted in two (2) copies				
Personal Personal				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Fully-accomplished Application form with complete required documents	1.1 Review the Fully-accomplished form and assess the received documents	None	15 mins	Ar. John Michael Apuyan Casual Clerk (City Planning Office)
	If application is subject for inspection, allow one (1) day for inspection upon receipt of application 1.2. Assess fees for payment and issue the order of payment		15 mins	
2. Proceed to Treasurer for payment	2. Receive Payment and Issue	Upon computation based	15 mins	Ms. Vym Novelle A. Salud Local Revenue Collection Officer

	Official Receipt	on scheduled fees in accordance with zoning ordinance no. 3394-S. 2014		II (City Treasurer's Office)
3. Return to CPDO and present Official Receipt	3.1 Encode and print Zoning Clearance for CPDC approval and signature 3.2. Approval of Zoning Certificate and Affix of signature on the Building Plans	None	10 mins 15 mins	Ar. John Michael Apuyan Casual Clerk (City Planning Office) Engr. Remina F. Serrano OIC-CPDO (City Planning Office)
4. Receive the released Zoning/ Locational Clearance	4. Release Zoning/ Locational Clearance	None	5 mins	Ar. John Michael Apuyan Casual Clerk (City Planning Office)
TOTAL:		None	1 hour and 15 minutes	

7. Provision of Plans and other Statistical and Non-Statistical Data/ Information for Official Purposes

City Planning and Development Office's different plans and other statistical and non-statistical data/ information is open and can be requested by the citizens and entities for official purposes.

Office or Division:	City Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2B- Government to Businesses G2G- Government to Government			
Who may avail:	Businesses, Students, Citizens and other departments			
CHECKLIST REQUIREMENTS		OF WHERE TO SECURE		
Letter of request approved by the City Mayor/ Administrator		Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request of particular data or information For internal clients, proceed to step 4	1. Issue order of payment	None	5 mins	Ms. Jollina Mabongga Planning Officer III or any CPDO Staff (City Planning Office)
2. Proceed to Treasurer for payment	2. Receive Payment and Issue Official Receipt	PHP 100.00 Ordinance No. 2014-3404 Documentary Stamp PHP 15.00	15 mins	Ms. Vym Novelle A. Salud Local Revenue Collection Officer II (City Treasurer's Office)
3. Return to CPDO and present Official Receipt	3. Produce a copy of	None	10 mins	Ms. Jollina Mabongga

	data/ plan requested			Planning Officer III or any CPDO Staff (City Planning Office)
4. Receive the requested data/plan	4. Release the copy of data/ plan requested	None	5 mins	Ms. Jollina Mabongga Planning Officer III or any CPDO Staff (City Planning Office)
TOTAL:		PHP 115.00	35 minutes	

8. Provision of Computer-Generated Maps/ Cadastral Maps

City Planning and Development Office assists clients with their map requirements

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B- Government to Businesses G2G- Government to Government		
Who may avail:		Businesses, Students, Citizens, and other Department		
CHECKLIST REQUIREMENTS		OF WHERE TO SECURE		
External Clients Letter of request approved by the City Administrator Valid ID		Personal Personal		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request of particular data or information For internal clients, proceed to step 4	1. Issue order of payment	None	5 mins	Ar. John Michael Apuyan Casual Clerk or any CPDO Staff (City Planning Office)
2. Proceed to Treasurer for payment	2. Receive Payment and Issue Official Receipt	PHP 100.00 Ordinance No. 2014-3404 Documentary Stamp PHP 15.00	15 mins	Ms. Vym Novelle A. Salud Local Revenue Collection Officer II (City Treasurer's Office)
3. Return to CPDO and	3. Produce a copy of	None	5 mins	Ar. John Michael Apuyan

present Receipt	Official	the map requested 3.1. Release the copy of Map/ Cadastral Map Requested If need to secure a blueprint, leave one (1) Valid ID After printing, return the map to CPDO and claim the ID			Casual Clerk or any CPDO Staff (City Planning Office)
4. Receive the requested maps		4. Release the copy of data/ plan requested	None	5 mins	Ar. John Michael Apuyan Casual Clerk or any CPDO Staff (City Planning Office)
TOTAL:			PHP 115.00	30 minutes	

9. Review of Barangay Annual Investment Program (BAIP)

Technical assistance is provided to Eighty-Four (84) Barangays to ensure that the proposed programs and projects under their respective BAIP are in accordance with existing guidelines and related issuance.

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may avail:		Barangays		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Annual Investment Program of the next calendar year		Barangay		
Approved Budget for the next calendar year		Budget Office		
Barangay Development Plan (BDP), Annual Barangay Youth Investment Plan, ABYIP, and Comprehensive Barangay Youth Development Plan (CBYDP) soft copy		Barangay		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Barangay Annual Investment Program (BAIP)	1. Review the received BAIP If there's no correction, request the Barangay to produce ten (10) copies including sectoral plans with respective resolutions	None	15 mins	Ms. Jollina Mabongga Planning Officer III (City Planning Office)

2. Present ten (10) copies of BAIP including sectoral plans with its respective resolution and ordinances	2. Receive all the documents and return to the client	None	10 mins	Ms. Jollina Mabongga Planning Officer III (City Planning Office)
3. Attach the approved budget to the returned BAIP and submit to CPDO	3. Release the nine (9) copies and Secure one (1) file copy of BAIP and Approved Budget with BDP, ABYIP and CBYDP soft copy	None	10 mins	Ms. Jollina Mabongga Planning Officer III or any CPDO Staff (City Planning Office)
4. Receive the release BAIP and Approved Budget	4. Release the copy of data/plan requested	None	5 minutes	Any CPDO Staff (City Planning Office)
TOTAL:		None	40 minutes	

10. Spearheads the implementation of the City Government Scholarship Program

City Government Scholarship/ Incentive is granted to indigent yet deserving secondary students in the City.

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2G- Government to Citizens		
Who may avail:		Secondary Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student ID		Personal		
For incoming grade 7 students, provide photocopy of student ID and Certificate of Award		Personal		
Student Card				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit names of the prospective scholars For incoming Grade 7 students, submit the photocopy of the student's ID and certificate of honors	1. Review and Validate the list of the prospective scholars 2. Include the final list of names in payroll 3. Schedule distribution of scholarship incentive	None	1 day	Ms. Janette Magaling Admin Asst III (Computer Operator I) or Ms. Charmaine Reyes Admin Aide IV (Book Binder II) (City Planning Office)
TOTAL:		None	1 day	

*Next Transaction depends on the determined schedule

1. Present the ID and sign on the payroll	1. Verify identification presented	None	5 mins	Ms. Janette Magaling Admin Asst III (Computer Operator I) or Ms. Charmaine Reyes Admin Aide IV (Book Binder II) (City Planning Office)
2. Receive the scholarship Incentive	2. Give the Scholarship Incentive	None	5 mins	Ms. Janette Magaling Admin Asst III (Computer Operator I) or Ms. Charmaine Reyes Admin Aide IV (Book Binder II) or any CPDO Staff (City Planning Office)
TOTAL:		None	10 minutes	

**OFFICE OF THE CITY
PLANNING AND
DEVELOPMENT COORDINATOR**
Internal Services

1. Assist in the Formulation and Review of Local and Sectoral Development Plans

Technical assistance is provided to departments and councils under the City Government of Cavite for the formulation of various local and sectoral plans.

Office or Division:		City Planning and Development Office		
Classification:		High Complex		
Type of Transaction:		G2G- Government to Government		
Who may avail:		Departments and Councils		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Local, sectoral or other plans		Department/ Council		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the local or sectoral development plan	1. Review plans and recommend changes according to guidelines and related issuances	None	20 days	Ms. Jollina Mabongga Planning Officer III and Engr. Remina F. Serrano OIC - CPDO (City Planning Office)
2. Receive the plan with recommendation	2. Share the copy of reviewed plans with appropriate recommendations	None	5 mins	Ms. Jollina Mabongga Planning Officer III or any CPDO Staff (City Planning Office)
TOTAL:		None	20 days and 5 mins	