

**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 | Casual Clerk (City Planning Office) |
| 2. Receive the signed documents | 2. Release of approved documents | None | 3 minutes | 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 | 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 | 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 | 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 | Planning Officer I/ Local Youth Development Officer Designee (City Planning Office) |
| 2. Submit the signed documents | 2. Receive the signed documents | None | 5 mins | 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 | 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 | Admin Aide IV (Book Binder II)/ CPDO Staff (City Planning Office) |

| | | | | |
|---------------------------------|------------------------------------|-------------|----------------|--|
| 2. Receive the NTP with initial | 2. Release the NTP with pin number | None | 5 mins | Admin Aide IV (Book Binder II)/ 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 |
|---|---|------------------------|------------------------------|--|
| <p>B. AFTER THE COMPLETION</p> <p>1. Submit the Accomplishment Report and Letter of Acceptance</p> <p>If 100 % accomplished, submit picture after the development/ construction of the project</p> <p>If partially accomplished, submit accomplishment Report</p> | <p>1. Assess and Review the received requirements and documents</p> <p>1.2. Encode and print the PDC for CPDC approval and signature</p> <p>1.3. Endorse to Admin Office for Mayor's Approval and Signature</p> | None | 1 day | <p>Admin Aide IV (Book Binder II)/ CPDO Staff</p> <p>Admin Aide IV (Book Binder II)/ CPDO Staff and OIC-CPDO</p> <p>Admin Aide IV (Book Binder II)/ CPDO Staff and City Mayor (City Planning Office)</p> |
| 2. Receive the Released Project Development Certificate | 2. Release of the signed PDC | None | 5 mins | Admin Aide IV (Book Binder II)/ 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, 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 | None | 5 mins | Admin Aide IV (Book Binder II)/ CPDO Staff (City Planning Office) III |

| | | | | |
|---------------------------------|------------------------------------|-------------|----------------|--|
| | endorsement from CEO. | | | |
| 2. Receive the NTP with initial | 2. Release the NTP with pin number | None | 5 mins | Admin Aide IV (Book Binder II)/ CPDO Staff (City Planning Office) |
| TOTAL: | | None | 10 mins | |

**Continuation of transaction depends on the project duration*

| | | | | |
|---|---|-------------|------------------------------|---|
| <p>B. AFTER THE COMPLETION</p> <p>1. Submit the Accomplishment Report and Letter Acceptance</p> <p>If 100 % accomplished, submit picture after the development/ construction of the project</p> <p>If partially accomplished, submit accomplishment Report</p> | <p>1. Assess and Review the received requirements and documents</p> <p>1.2. Encode and print the PDC for CPDC approval and signature</p> <p>1.3. Endorse to Admin Office for Mayor's Approval and Signature</p> | None | 1 day | <p>Admin Aide IV (Book Binder II)/ CPDO Staff (City Planning Office)</p> <p>Admin Aide IV (Book Binder II)/ CPDO Staff and OIC-CPDO (City Planning Office)</p> <p>Admin Aide IV (Book Binder II)/ CPDO Staff and City Mayor</p> |
| 2. Receive the Released Project Development Certificate | 2. Release of the signed PDC | None | 5 mins | Admin Aide IV (Book Binder II)/ 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: <ul style="list-style-type: none"> • 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 | |

| <p>Engineer/ Architect), AND THE OWNER</p> <p>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</p> <p>7. Additional requirements may be needed upon application verification</p> <p>NOTE: Item 2 should be submitted in two (2) copies</p> | | <p>Personal</p> <p>Personal</p> | | |
|---|--|---------------------------------|-----------------|--|
| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>1. Submit the Fully-accomplished Application form with complete required documents</p> | <p>1.1 Review the Fully-accomplished form and assess the received documents</p> | <p>None</p> | <p>15 mins</p> | <p>Casual Clerk (City Planning Office)</p> |
| | <p>If application is subject for inspection, allow one (1) day for inspection upon receipt of application</p> <p>1.2. Assess fees for payment and issue the order of payment</p> | | <p>15 mins</p> | |
| <p>2. Proceed to Treasurer for payment</p> | <p>2. Receive Payment and Issue</p> | <p>Upon computation</p> | <p>15 mins</p> | <p>Local Revenue Collection Officer II (City</p> |

| | | | | |
|--|---|--|------------------------------|--|
| | Official Receipt | based on scheduled fees in accordance with zoning ordinance no. 3394-S. 2014 | | 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 | Casual Clerk (City Planning Office) OIC-CPDO (City Planning Office) |
| 4. Receive the released Zoning/ Locational Clearance | 4. Release Zoning/ Locational Clearance | None | 5 mins | 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 | Planning Officer III/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 | 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 | Planning Officer III/CPDO Staff (City Planning Office) |

| | | | | |
|------------------------------------|---|-------------------|-------------------|---|
| | data/ plan requested | | | |
| 4. Receive the requested data/plan | 4. Release the copy of data/ plan requested | None | 5 mins | Planning Officer III/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 | Casual Clerk/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 | Local Revenue Collection Officer II (City Treasurer's Office) |
| 3. Return to CPDO and present Official Receipt | 3. Produce a copy of 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 | None | 5 mins | Casual Clerk/CPDO Staff (City Planning Office) |
| 4. Receive the requested maps | 4. Release the copy of data/ plan requested | None | 5 mins | Casual Clerk/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 | 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 | 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 | Planning Officer III/CPDO Staff (City Planning Office) |
| 4. Receive the release BAIP and Approved Budget | 4. Release the copy of data/plan requested | None | 5 minutes | 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 |
|---|--|------------------------|------------------------|--|
| <p>1. Submit names of the prospective scholars</p> <p>For incoming Grade 7 students, submit the photocopy of the student's ID and certificate of honors</p> | <p>1. Review and Validate the list of the prospective scholars</p> <p>2. Include the final list of names in payroll</p> <p>3. Schedule distribution of scholarship incentive</p> | None | 1 day | Admin Asst III (Computer Operator I) / 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 | Admin Asst III (Computer Operator I) / Admin Aide IV (Book Binder II) (City Planning Office) |
| 2. Receive the scholarship Incentive | 2. Give the Scholarship Incentive | None | 5 mins | Admin Asst III (Computer Operator I) / Admin Aide IV (Book Binder II) / 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 | Planning Officer III and OIC - CPDO (City Planning Office) |
| 2. Receive the plan with recommendation | 2. Share the copy of reviewed plans with appropriate recommendations | None | 5 mins | Planning Officer III / CPDO Staff (City Planning Office) |
| TOTAL: | | None | 20 days and 5 mins | |