

Republic of the Philippines

Western Mindanao, Region IX

PROVINCE OF ZAMBOANGA DEL SUR

**Municipality of Lapuyan**

**OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT**

**ABOUT THE SERVICE:**

* **SECURING DATA FROM THE MUNICIPAL PLANNING & DEVELOPMENT**

|  |  |
| --- | --- |
| **Office or Division:** | Municipal Planning and Development Office |
| **Classification:** | Complex |
| **Type of Transaction** | G2C-Government to Citizen |
| **Who may avail:** | Client |
| **Checklist of Requirements** | **Where to secure** |
| * Letter Request
 | * Particular Person Responsible
 |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Letter Request | Received Letter Request  | None | 5 mins. | **Richie S. Lusay**Admin. Aide-II |
| 2. Waiting on processing time | Preparing data. | None | 15 mins. | **Richie S. Lusay**Admin. Aide-II |
| 3.Waiting for release | Check/Review and signing for release | None | 5 mins. | **Jemred O. Sagga** PDO-II |

 TOTAL 25 Mins



Republic of the Philippines

Western Mindanao, Region IX

PROVINCE OF ZAMBOANGA DEL SUR

**Municipality of Lapuyan**

 **OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT/ZONING OFFICE**

**ABOUT THE SERVICE:**

* SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

|  |  |
| --- | --- |
| **Office or Division:** | Municipal Planning and Development Office |
| **Classification:** | Complex |
| **Type of Transaction** | G2C-Government to Citizen |
| **Who may avail:** | Client |
| **Checklist of Requirements** | **Where to secure** |
| * Business Licence Application Form
* Barangay Clearance/Certification
 | * Treasury Office
* Particular Barangay Located
 |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1.Submit All necessary Requirements/Documents | Review/ Verify Submitted Documents Required. |  None | 5 mins | **Richie S. Lusay**Admin. Aide-II |
| 2.Wait for the result of the conduct site Inspection | Conduct Site Inspection for new applicant (renew applicant if Necessary) | None |   1day for(*Urban area)* 2 days for *(Rural Area)* | **Jemred O. Sagga** PDO-II |
| 3.Payment preparation of assessment  | Compute the Required Fees and endorse to the Municipal Treasurers Office for payment. | 100.00  |   5 mins | **Jemred O. Sagga** PDO-II |
| 4. Waiting processing time | Encoding Data | None | 3 mins | **Richie S. Lusay**Admin. Aide-II |
| 5. Waiting for release  |  Check and Review for approval | None | 3 mins | **Jemred O. Sagga** PDO-II |

 TOTAL 2 Days & 16 Mins



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PROVINCE OF ZAMBOANGA DEL SUR

**Municipality of Lapuyan**

 **OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT/ZONING OFFICE**

**ABOUT THE SERVICE:**

* SECURING ZONING CLEARANCE FOR BUILDING

|  |  |
| --- | --- |
| **Office or Division:** | Municipal Planning and Development Office |
| **Classification:** | Complex |
| **Type of Transaction** | G2C-Government to Citizen |
| **Who may avail:** | Client |
| **Checklist of Requirements** | **Where to secure** |
| * Zoning Application form
* Building Plan
* Certificate Title of Lot

(Deed of Sale, Tax Declaration)* If Lot is not owned:

(Contract of Lease/Authorization to occupy lot) | * Zoning Office
* Engineer’s Office
* Person Responsible
 |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1.Submit necessary Requirements/Documents | Review/Verify Submitted Documents Required. |   None | 5 mins | **Richie S. Lusay**Admin. Aide-II |
| 2.Wait for the result of the conduct site Inspection | Conduct Site Inspection | None | 10 Days(regulatory period) | **Jemred O. Sagga** PDO-II |
| 3. Waiting for assessment of payment in zoning/locational clearance | Compute assessment Fees and endorse to the MunicipalTreasurers Office for payment. | 100.00 (zoning fee)100.00 (zoning clearance) |   10 min | **Jemred O. Sagga** PDO-II |
| 4. Waiting on processing time | Encoding Data | None | 5 min | **Richie S. Lusay**Admin. Aide-II |
| 5. Waiting for release  | Check and Review for approval | None | 3 min | **Jemred O. Sagga** PDO-II |

 TOTAL 10 Days & 13 Mins



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PROVINCE OF ZAMBOANGA DEL SUR

**Municipality of Lapuyan**

 **OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT/ZONING OFFICE**

**ABOUT THE SERVICE:**

* SECURING ZONING PRE-PATENT

|  |  |
| --- | --- |
| **Office or Division:** | Municipal Planning and Development Office |
| **Classification:** | Complex |
| **Type of Transaction** | G2C-Government to Citizen |
| **Who may avail:** | Client |
| **Checklist of Requirements** | **Where to secure** |
| * Letter Request from the DENR
* Survey Plan of the land subject of the application
* Barangay Clearance
 | * Particular Office Responsible
* Particular Registered Geodetic Surveying Firm
* Particular Barangay Location
 |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1.Submit All necessary Requirements/Documents | Review/Verify all Submitted Documents Required. |   None | 10 mins | **Richie S. Lusay**Admin. Aide-II |
| 2.Wait for the result of the conduct site Inspection | Conduct Site Inspection  | None | 1day for(*Urban area)* 2 days for*(Rural Area)* | **Jemred O. Sagga** PDO-II |
| 3.Payment preparation and assessment for locational clearance | Compute assessment Fees and endorse to the Municipal Treasurers Office for payment. | 130.00  |   10 mins | **Jemred O. Sagga** PDO-II |
| 4. Waiting processing time | Encoding Data | None | 5 mins | **Richie S. Lusay**Admin. Aide-II |
| 5. Waiting for release  | Check and Review | None | 3 mins | **Jemred O. Sagga** PDO-II |

 TOTAL 2 Days & 28 Min

Republic of the Philippines

Western Mindanao, Region IX

PROVINCE OF ZAMBOANGA DEL SUR

**Municipality of Lapuyan**

  **OFFICE OF THE MUNICIPAL ENGINEER**

**ABOUT THE SERVICE:**

* **SECURING OCCUPANCY PERMIT FROM THE MUNICIPAL ENGINEERS OFFICE/OFFICE OF THE BUILDING OFFICIAL**

|  |  |
| --- | --- |
| **Office or Division:** | Municipal Engineers Office/Office of the Building Official |
| **Classification:** | Complex |
| **Type of Transaction** | G2C-Government to Citizen |
| **Who may avail:** | Client |
| **Checklist of Requirements** | **Where to secure** |
| * Certificate of Project Completion
* Detailed and as Built Plans and specifications
 | * From the Civil Engineer in charge of the Construction
* From the Civil Engineer in charge of the Construction
 |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1.Submit All necessary Requirements | Review/ Verify all Submitted Documents. | None | 5 Min | **Engr Jove O. Rivera**Mun Engineer |
| 2.Wait for the Reviewed Documents or come back to the OBO after 3 Days | Conduct Site Validation/Investigation on the Building together with the BFP & SI. With MTO if Commercial Building. |  None |  3 Days | **Engr Jove O. Rivera**Mun Engineer **Engr Albert L. Dahap**Engineer II**Engr Rolando P. Caburnay**Engineer II |
| 3.Wait for the Computation of Fees and pay to the MTO | Compute the Required Fees and endorse this to the Municipal Treasurers Office for payment. | COST OF BLDG 1.up to 150K- P100.00 2. 150K-400K: P200.003. 401k-850k- P400.004. 851 K-1.2 M: P1,000.00 | 15 Min | **Engr Jove O. Rivera**Mun Engineer/BO |
| 4.Received the Occupancy Permit with Official Receipt | Verify Payments Made, Then Release Occupancy Permit to Client | None | 5 Min | **Engr Jove O. Rivera** Mun Engineer/BO |

 TOTAL 3 DAYS & 25 Min

* REGISTERING CERTIFICATE OF MARRIAGE

**ABOUT THE SERVICE:**

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| --- | --- |
| **Office or Division:** |  |
| **Classification:** |  |
| **Type of Transaction** |  |
| **Who may avail:** |  |
| **Checklist of Requirements** | **Where to secure** |
|  |  |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
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* ISSUANCE OF TRUE TRANSCRIPTIONS/PHOTOCOPIES OF BIRTH CERTIFICATES

**ABOUT THE SERVICE:**

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| --- | --- |
| **Office or Division:** |  |
| **Classification:** |  |
| **Type of Transaction** |  |
| **Who may avail:** |  |
| **Checklist of Requirements** | **Where to secure** |
|  |  |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
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* ISSUANCE OF TRUE TRANSCRIPTIONS/PHOTOCOPIES OF DEATH CERTIFICATES

**ABOUT THE SERVICE:**

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| --- | --- |
| **Office or Division:** |  |
| **Classification:** |  |
| **Type of Transaction** |  |
| **Who may avail:** |  |
| **Fees:** |  |  |
| **Checklist of Requirements** | **Where to secure** |
|  |  |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
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* REGISTRATION OF LEGAL INSTRUMENTS

**ABOUT THE SERVICE:**

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| --- | --- |
| **Office or Division:** |  |
| **Classification:** |  |
| **Type of Transaction** |  |
| **Who may avail:** |  |
| **Checklist of Requirements** | **Where to secure** |
|  |  |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|  |  |  |  |  |
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* ISSUANCE OF TRUE TRANSCRIPTIONS/PHOTOCOPIES OF MARRIAGE CERTIFICATES

**ABOUT THE SERVICE:**

|  |  |
| --- | --- |
| **Office or Division:** |  |
| **Classification:** |  |
| **Type of Transaction** |  |
| **Who may avail:** |  |
| **Checklist of Requirements** | **Where to secure** |
|  |  |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
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* **REGI**STRATION OF COURT ORDERS

**ABOUT THE SERVICE:**

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| --- | --- |
| **Office or Division:** |  |
| **Classification:** |  |
| **Type of Transaction** |  |
| **Who may avail:** |  |
| **Checklist of Requirements** | **Where to secure** |
|  |  |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
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