

OFFICE OF THE CITY URBAN PLANNING AND DEVELOPMENT OFFICER

External Services



1. ISSUANCE OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE FOR BUILDING PERMIT

A clearance issued to a proposed building construction that the project conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

| Office or Division: | Office of the City Planning and Development Coordinator | | | | |
|--|---|---|--|--|--|
| Classification: | Simple | | | | |
| Type of Transaction: | G2C/G2B – Government to 0 | Client / Government to Business | | | |
| Who may avail: | All | | | | |
| CHECKLIST OF | REQUIREMENTS | WHERE TO SECURE | | | |
| Duly accomplished Notariz (2 Original copies) | ed application form | City Urban Planning and Development Office | | | |
| 2. Complete Architectural Pla development plan, floor plans sections duly signed and seal Engineer. New Construction (| and building elevations and ed by a licensed Architect or | Licensed Engineer/Architect | | | |
| 3. Complete As Built Archited Map, site development plan, elevations and sections duly licensed Architect or Enginee (Original copy) | floor plans and building signed and sealed by a | Licensed Engineer/Architect | | | |
| 4. Proof of Ownership (Property Owner) ✓ Transfer Certificate of Title (1 Photocopy) ✓ Tax Declaration (Land and Building, if applicable) ✓ Deed of Conveyance (1 Photocopy) | | Owner's File Copy / Registry of Deeds Owner's File Copy /Office of the City Assessor To be provided by client | | | |
| 5. Right Over Property (If not Property Owner) ✓ Contract of Lease (1 Photocopy) ✓ Letter of Authority with photocopied ID of the owner (1 Photocopy) ✓ Contract to Sell (1 Photocopy) 6. Bill of Materials(1 original copy) 7. Barangay Building Clearance (1Photocopy) 8. Homeowner's Association Clearance (1Photocopy) 9. Pay the required fees (1 photocopy) | | Property owner / Lessor Property owner / Lessor Property owner To be provided by client/representative Office of the City Treasurer Existing Subdivision/Condominium Office of the City Treasurer | | | |



| | ACENCY | EEEC TO | DDOCECCINO | DEDCOM |
|---|--|--|------------|--|
| CLIENT STEPS | AGENCY | FEES TO | PROCESSING | PERSON |
| 4.01.31.1 | ACTIONS | BE PAID | TIME | RESPONSIBLE |
| Submit duly accomplished and notarized form together with documentary requirements. | 1.1 Receive and review documents and record in the logbook and inform the client to wait for the scheduled ocular inspection | None | 15 minutes | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| | 1.2 Endorse to the City Mayor's Office for approval | None | 2 days | Atty. Henry R. Villarica City Mayor City Mayor's Office |
| Assist in the scheduled ocular inspection | 2.1 Conduct ocular inspection to verify the location of the building against the Land Use Plan | None | 1 hour | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| | 2.2 Verify and check area computation | None | 8 minutes | EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| Wait for the Order of Payment. | 3.1 Issue order of payment. | Based on Schedule of Zoning Fees | 2 minutes | Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| 3. Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment | 4.1 Issue official receipt. | Refer to Schedule of Zoning Fees | 5 minutes | Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer |



| | T | | 1 | , |
|--|--|--|--------------------------------|--|
| Return to the CUPDO and present the Official Receipt | 5.1 Prepare and Sign Locational Clearance. | None | 8 minutes | Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher Ma. Victoria A. Natividad Local Legislative Staff Officer III EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| 5. Receive Locational Clearance. | 6.1 Release Locational Clearance. | None | 2 minutes | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher City Urban Planning & Dev't. Office |
| | TOTAL | Refer to Schedule of Zoning Fees | 2 days, 1 hour & 40 minutes | |



ZONING SCHEDULE OF FEES (base on HLURB Resolution No. 912 Series of 2013)

A. Single residential structure attached or detached:

P100,000 and below
 Over P100,000 to P200,000
 P 576

3. Over P200,000 P 720 + (1/10 of 1% in excess of P200,000)

B. Apartments/Townhouses

P500,000 and below
 Over P500,000 to 2 Million
 P 1,440
 P 2,160

3. Over 2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M

regardless of the number of floors)

C. Dormitories

1. P2 Million and below P 3,600

2. Over P2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M

regardless of the number of floors)

D. Institutional:

1. Below P2 Million P 2,880

2. Over P2 Million P 2,880 + (1/10 of 1% of cost in excess of P2 M)

E. Commercial, Industrial, Agro-Industrial Project Cost of which is:

 1. Below P100,000
 P 1,440

 2. Over P100,000 – P500,00
 P 2,150

 3. Over P500,00
 P 2,880

 4. Over P1 Million – P2 Million
 P 4,320

5. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)

F. Special Uses/Special Projects:

(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)

1. Below P2 Million P 7,200

2. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)

G. Alteration/Expansion

(affected areas/cost of expansion only) same as original application



2. ISSUANCE OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE BUSINESS PERMIT

A clearance issued to a proposed business that the business conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

| Office or Division: | Office of the Cit | y Planning and Development Coordinator |
|---|-------------------|--|
| Classification: | Simple | |
| Type of Transaction: | G2C/G2B – Gov | vernment to Client / Government to Business |
| Who may avail: | All | |
| CHECKLIST OF REQU | IREMENTS | WHERE TO SECURE |
| Duly accomplished Notariz | zed application | City Urban Planning and Development Office |
| form (2 Original copies) | | |
| 2. Location/Vicinity Map indic | • | Licensed Engineer/Architect/Google Map |
| specially the exact location o | • | |
| site and/or landmarks. (Origin | іаі сору) | |
| 4. Proof of Ownership (Prope | erty Owner) | |
| ✓ Transfer Certificate of | - | Owner's File Copy / Registry of Deeds |
| (1 Photocopy) | | ., , |
| ✓ Tax Declaration (Land | and Building if | Owner's File Copy /Office of the City Assessor |
| applicable) ✓ Deed of Conveyance | (1 Photocopy) | 0 1 5" 0 (N (|
| Deed of Conveyance | (ттиотосору) | Owner's File Copy / Notary Public |
| 5. Right Over Property (If not | Property Owner) | |
| ✓ Lessor's Business Per | mit | Property owner / Lessor |
| (1 Photocopy) | Nh - () | Property owner / Lessor |
| ✓ Contract of Lease (1 F✓ Letter of Authority with | | Property owner |
| of the owner (1 Photo | | 1 Topolty Clinici |
| ✓ Contract to Sell (1 Pho | | Property owner |
| | | |
| 7. Barangay Business Cleara | nce | |
| (1 Photocopy) 8. Homeowner's Association | Clearance | Office of the City Treasurer |
| (1 Photocopy) | Olearanee | Existing Subdivision/Condominium |
| (| | Existing Subdivision/Condominant |
| 7. Floor Plan (1 original) | | To be provided by the client/representative |
| 8. Pay the required fees (1 photocopy) | | Office of the City Treasurer |
| For Single Proprietorship | | |
| For Single Proprietorship ✓ DTI Certificate of Registration of | | Department of Trade & Industry (DTI) |
| Business Name | non anon or | Doparation of Frado & Madolfy (D11) |
| | | |
| For Corporation/Partnership | | |



✓ SEC Certificate and Articles of Incorporation/Partnership

Securities and Exchange Commission

Additional Requirements for Industrial Projects

- ✓ Description of Product/s of the Project
- ✓ Flowchart of Manufacturing Process
- ✓ Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)

To be provided by client
To be provided by client
Dept. of Environment & Natural Resources (DENR)

| (CNC) | | | | | |
|-----------------|--|--|--|--------------------------------|--|
| C | CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| ac no wit | ubmit duly ecomplished and otarized form together th documentary quirements. | 1.1 Receive and review documents and record in the logbook | None | 15 minutes | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| | | 1.2 Endorse to the City Mayor's Office for approval | None | 2 days | Atty. Henry R. Villarica City Mayor Office of the City Mayor |
| ins | ssist in the ocular spection | 2.2 Conduct ocular inspection to verify the location of the business against the Land Use Plan | None | 1 hour (as per schedule) | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| | ait for the Order of ayment. | 2.3 Issue order of payment. | Refer to Schedule of Zoning Fees | 2 minutes | Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |



| Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment. | 4.1 Receive payment and issue official receipt. | Refer to Schedule of Zoning Fees | 5 minutes | Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer |
|--|---|--|--------------------------------|--|
| 5. Present the Official Receipt | 5.1 Prepare Locational Clearance. | None | 8 minutes | Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher Ma. Victoria A. Natividad Local Legislative Staff Officer III EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| 6. Receive Locational Clearance. | 6.1 Release Locational Clearance. | None | 2 minutes | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher City Urban Planning & Dev't. Office |
| | TOTAL | Refer to Schedule of Zoning Fees | 2 days, 1 hour & 32 minutes | |



ZONING SCHEDULE OF FEES (base on HLURB Resolution No. 912 Series of 2013)

A. Single residential structure attached or detached:

P100,000 and below
 Over P100,000 to P200,000
 P 576

3. Over P200,000 P 720 + (1/10 of 1% in excess of P200,000)

B. Apartments/Townhouses

P500,000 and below
 Over P500,000 to 2 Million
 P 1,440
 P 2,160

3. Over 2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M

regardless of the number of floors)

C. Dormitories

1. P2 Million and below P 3,600

2. Over P2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M

regardless of the number of floors)

D. Institutional:

1. Below P2 Million P 2.880

2. Over P2 Million P 2,880 + (1/10 of 1% of cost in excess of P2 M)

E. Commercial, Industrial, Agro-Industrial Project Cost of which is:

 1. Below P100,000
 P 1,440

 2. Over P100,000 – P500,00
 P 2,160

 3. Over P500,00
 P 2,880

 4. Over P1 Million – P2 Million
 P 4,320

5. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)

F. Special Uses/Special Projects:

(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)

1. Below P2 Million P 7,200

2. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)

G. Alteration/Expansion

(affected areas/cost of expansion only) same as original application



3. REQUEST FOR DATA (SOCIO-ECONOMIC PROFILE/STATISTICAL DATA/MAPS/OTHERS)

Research service provided to any individuals needed data about City of Meycauayan.

| Office or Division: | Office of the City Plan | Office of the City Planning and Development Coordinator | | | |
|--|--|--|---------------------|--|--|
| Classification: | Simple | | • | | |
| Type of Transaction: | G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government | | | | |
| Who may avail: | All | | | | |
| CHECKLIST | OF REQUIREMENTS | | WHE | RE TO SECURE | |
| Letter Request (Original copy) ✓ Addressed to the City Mayor, attention to the City Administration ✓ Stating extent and purpose of the research ✓ Printed in letterhead and noted by authorized signatories Endorsement slip | | To be provided by client Office of the City Administrator | | | |
| If requesting via E-mail | | | | | |
| Letter Request (scanned | copy) | | To be provide | d by client | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSI NG TIME | PERSON RESPONSIBLE | |
| Submit endorsed letter of request and Sign in the logbook. | 1.1 Review letter request and refer to the Office / division concern | None | 5 minutes | Jose Mari B. Trinidad Economic Researcher EnP. Isagani S. Rubio, Jr. Acting CPDC | |
| Receive requested data. | 2.1 Prepare and release requested data. | None | 30 minutes | City Urban Planning & Dev't. Office | |
| | TOTAL | None | 35 minutes | | |
| If requesting via E-Mail | I | I | l | L | |
| Send scanned copy of letter request thru e-mail address: meycauayan@yaho o.com | 1.1 Review letter request and refer to the Office / division concern | None | 5 minutes | Jose Mari B. Trinidad Economic Researcher EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office | |
| Received requested data via personal email. | 1.2 Prepare and send soft copy of requested data via e-mail. | None | 30 minutes | Dev t. Office | |
| | TOTAL | None | 35 minutes | | |



4. ISSUANCE OF CERTIFICATE/ENDORSEMENT OF BARANGAY ANNUAL INVESTMENT PROGRAM (AIP)

A Certificate issued to barangays for the endorsement of their respective AIP to the City Sangguniang Panlungsod.

| Office or Division: | Office of the City Plan | ning and Deve | elopment Coordin | ator |
|-------------------------|---------------------------|---------------|------------------|---------------------------------------|
| Classification: | Simple | | | |
| Type of | G2G / Government to | Government | | |
| Transaction: | | | | |
| Who may avail: | Barangay Secretary / | | asurer | |
| CHECKLIS | ST OF REQUIREMENT | S | WHE | RE TO SECURE |
| Endorsement Letter – | 1 original copy | | | |
| Barangay Developme | nt Council (BDC) Annua | al Investment | | |
| Plan (AIP) – 1 original | copy | | | |
| | rsing AIP – 1 original co | | | |
| | ay (SB) Resolution adop | oting AIP – 1 | | |
| original copy | | | Ва | arangay Hall |
| | ndatory Fund – 1 origin | | | |
| _ | ects and Activities (PPA | s) per | | |
| Mandatory Fund – 1 o | | | | |
| Transmittal Letter – 1 | original copy | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO | PROCESSING | PERSON |
| 4 0 1 2 | | BE PAID | TIME | RESPONSIBLE |
| 1. Submit all | | None | 10 minutes | Jeraldyn DLS. Ignacio |
| required | review documents | | | Planning Officer I Alvin D. Chavas |
| documents | | | | Planning Officer II |
| | 40.5 | . | | EnP. Isagani S. Rubio, Jr. |
| | 1.2 Prepare | None | 5 minutes | Acting CPDC |
| | Certificate/ | | | City Urban Planning & |
| | Endorsement | | | Dev't. Office |
| 2. Receive | 2.1 Issue | None | | |
| Certificate | Certificate. | 140110 | | |
| | TOTAL | None | 15 minutes | |



5. PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC)

Issued to every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project

| Office or Division: | Office of the City Plan | ning and Dev | elopment Coordi | nator |
|---|--|---|--------------------|-----------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B / Government to | Business | | |
| Who may avail: | Real Estate Develope | ers | | |
| CHECKLIST OF R | EQUIREMENTS | | WHERE TO | SECURE |
| Application form – 3 copies Complete Subdivision Plan - 15 sets Site Development Plan Road Network Plan Topographic Map Site Grading Plan Water System Layout Site Drainage Layout Electrical Post Layout | | | | ppment Office (CUPDO) |
| Vicinity map indicating the adjoining land uses – 15 photocopies | | To be provided by client/Geodetic Engineer | | |
| Transfer Certificate of Tit | le - 15 photocopies | To be provided by client/Registry of Deeds | | |
| Tax Declaration – 15 pho | tocopies | To be provided by client/City Assessor's Office | | |
| Department of Agrarian F Clearance, if applicable - | , , | To be provided by client/DAR | | |
| Site zoning certification for Administrator – 15 photo- | • | To be provided by client/ CUPDO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Submit duly accomplished and notarized form together with documentary requirements. | 1.1 Receive the accomplished form and the required documents and evaluate the application /schematic plan and inform the client on the | | | |



| | | | | 14 200 |
|--|---|------|-----------|---|
| | scheduled site | | | |
| | inspection | | | |
| Assist in the scheduled site inspection | 2.1 Conduct site inspection, inform the client to wait for the scheduled committee hearing and prepare Inspection Report | None | 1 hour | Rowena A. Dela Pierre |
| | endorsement letter to the office of the Sangguniang Panlungsod together with all the required documents | | | Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| 3. Attend to the scheduled committee hearing | 3.1 Attend to the committee hearing for the approval of the subdivision project 3.2 Inform the client on the schedule of ocular inspection if needed | None | 1 day | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| Assist in the scheduled ocular inspection | 4.1 Conduct ocular inspection on the scheduled | None | 1 day | Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I |
| | 4.2 Approve the subdivision project, issue resolution and forward to the CUPDO | None | 2 weeks | EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office Michael A. Resurreccion |
| | | None | 5 minutes | Draftsman I |



| | | | | 7AN 2006 |
|---|--|---|-------------------------------------|--|
| 5. Proceed to CUPDO, 3rd Floor and wait for | 4.3 Inform the client on the approval upon receipt of SP Resolution and proceed to CUPDO for order of payment 5.1 Issue order of payment | Refer to Zoning | 2 minutes | Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas |
| the Order of Payment | | Schedule of Fees | | Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| 6. Proceed to the Cashier Window at the City Treasurer's Office, 1st Floor and present the order of payment | 4.1 Issue official receipt. | Refer to Schedule of Zoning Fees | 5 minutes | Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer |
| 7. Proceed to CUPDO, 3 rd Floor and present original & photocopy of the official receipt | 4.1 Prepare PALC and stamp the schematic plan with PALC Seal, forward to the City Mayor's Office for signature of the City Mayor and inform the client to wait for the release of PALC | None | 3 hours | Rowena A. Dela Pierre Project Dev't. Officer II Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office |
| 8. Receive the approved PALC and Schematic Plan | 5.1 Release the approved PALC and schematic plan | None | 2 minutes | Rowena A. Dela Pierre Project Dev't. Officer II Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I City Urban Planning & Dev't. Office |
| | TOTAL | Refer to Zoning Schedule of Fees | 2 weeks, 4 hours & 57 minutes | |



6. SITE ZONING CLASSIFICATION CERTIFICATE

Real property owners/representative, students (for academic research purposes), may secure a certificate of zoning classification for various purposes that such may serve them.

| Office or Division: | Division: Office of the City Planning and Development Coordinator | | | |
|-------------------------|---|---|---------------------|--|
| Classification: | Simple | | • | |
| Type of Transaction | | | | |
| Who may avail: | | elopers / Business Owners / Prospective Buyers / Students | | |
| CHECKLIST OF F | | WHERE TO SECURE | | |
| Application form -1 or | iginal copy | CUPDO | | |
| Letter Request indicat | | | | |
| - 1 original copy | | To be provided | by client | |
| Location/Vicinity Map | -1 original copy | | by client /Geodetic | c Engineer |
| Transfer Certificate of | Title - 1 Photocopy | To be provided | by client/ Registry | of Deeds |
| Tax Declaration -1 Ph | notocopy | To be provided | by client /City Ass | essor's Office |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE | PROCESSING | PERSON |
| CLIENT STEPS | AGENCT ACTIONS | PAID | TIME | RESPONSIBLE |
| 1 | 1.1 Receive and | None | 2 minutes | Michael A. Resurreccion |
| | evaluate the | | | Draftsman I |
| | accomplished form | | | Roy G. Orlanda |
| | and the required documents | | | Project Dev't. Officer I |
| | 2.1 Issue order of | Refer to Zoning | 2 minutes | Dennis V. Castro |
| | payment | Schedule of | 2 minutes | CUPDO Staff |
| or r aymont | paymont | Fees | | EnP. Isagani S. Rubio, Jr. |
| | | . 000 | | Acting CPDC |
| | | | | City Urban Planning & Dev't. Office |
| 3. Proceed to the | 3.1 Issue official | Refer to | 5 minutes | Michelle A. Lanozo |
| | receipt. | Schedule of | J minutes | Senior Admin. Asst. I |
| at the City | . 000 .р | Zoning Fees | | Ethel B. Zuniga |
| Treasurer's | | · · | | Admin. Assistant I |
| Office, 1st Floor | | | | Dominica I. Lagpao |
| and present the | | | | Administrative Aide V |
| order of payment | | | | Office of the City |
| | | | | Treasurer |
| | 4.1 Prepare Site | None | 15 minutes | Michael A. Resurreccion |
| | Zoning Certification | | | Draftsman I |
| • | and forward to the | | | Roy G. Orlanda |
| | Zoning Administrator for signature | | | Project Dev't. Officer I |
| | 5.1 Release Site | None | 5 minutes | Dennis V. Castro |
| | Zoning Classification | 140110 | o minutos | CUPDO Staff |
| Classification | Zormig Glacomoanom | | | EnP. Isagani S. Rubio, Jr. Acting CPDC |
| Certificate | | | | City Urban Planning & |
| | | Dev't. Office | | |
| | TOTAL | Refer to | 24 minutes | 201 (1 011100 |
| | | Zoning | | |
| | | Schedule of | | |
| | | Fees | | |