



## PROVINCE OF MISAMIS OCCIDENTAL

### OFFICE OF THE PROVINCIAL PLANNING & DEVELOPMENT COORDINATOR



# CITIZEN'S CHARTER

- FRONTLINE SERVICE** : **REVIEW OF PROJECT PROPOSALS UNDER THE 20% DEVELOPMENT FUND**
- Schedule of Availability of Service** : MONDAY TO FRIDAY  
8:00 AM to 5:00 PM without noon break
- Who May Avail of the Service** : Proponents of Project Proposals under 20% PDF
- What are the Requirements:**
1. Copy of Project Proposal (1 original copy and 2 photocopies)
  2. Copy of the following documents (1 original and 2 photocopies)
  3. For Infra Projects:
    - A. Roads & Bridges (Rehabilitation/Concreting)**
      1. Sangguniang Bayan/Sangguniang Panlungsod Resolution approving the project
      2. Program of Works containing the following:
        - Detailed Cost Estimates; Area; Scope of Works
        - Project Description; Diagram/Drawing with dimension
    - B. For Roads & Bridges (New Construction)**
      - The same requirements above-mentioned with additional donation papers from the owners of private lands
    - C. For Rehabilitation of Buildings:**
      1. Sangguniang Bayan/Sangguniang Panlungsod Resolution approving the project
      2. Program of Works containing the following:
        - Detailed Cost Estimates;
        - Plan of the specific part of the building to be rehabilitated;
        - Scope of works;
        - Diagrams/drawing of dimension

**D. For New Building Construction:**

1. Sangguniang Bayan/Sangguniang Panlungsod Resolution
2. Program of Works
3. Donation papers/Certification from Municipal/City Assessor that Land is public

**Duration** : 22 minutes

**HOW TO AVAIL OF THE SERVICE:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Persons in Charge</b>	<b>Fees</b>	<b>Forms</b>
1	Go to the Project Development Division and sign the 'client logbook'	Guide the client in signing the logbook	1 minute	Lydia B. Lamorin	None	None
2	Present the project proposal together with the required documents at the Project Development Division for review	Check the documents as to its completeness as required in the above list of requirements	5 minutes	Lydia B. Lamorin	None	None
3	Wait for the result of the review of the project proposal and its attachments	Review the project proposal if the same is within the guidelines set by the DILG-DBM JMC No. 2011-1 and Provincial E.O. No. 02 s. 2011	15 minutes	Virginia D. Bade	None	None
4	Receive the result of the review of the project proposal	Give the result of the review of the project proposal.	1 minute	Virginia D. Bade	None	None
<b>END OF TRANSACTION</b>						

**FRONTLINE SERVICE** : **PROVISION/RELEASE OF SOCIO-ECONOMIC DATA, DEVELOPMENT PLANS, MAPS AND OTHER DOCUMENTS**

**Schedule of Availability of Service** : MONDAY TO FRIDAY  
8:00 AM to 5:00 PM without noon break

**Who May Avail of the Service** : Any person

**What are the Requirements** :

- Submission of a written request (1 original and 1 photocopy) specifying the needed data, maps, plans or documents and the purpose of requesting the same
- For electronically generated data, USB is required.

**Duration** : 21 minutes

**HOW TO AVAIL OF THE SERVICE:**

Step	Applicant/Client	Service Provider	Duration of Activity	Persons in Charge	Fees	Forms
1	Submit a letter request at the Administrative Division	Receive the letter request by stamping "received" indicating the date and time of receipt	2 minutes	Aida M. Bunao	None	None
2	Fill-up the endorsement form/slip by checking the specific name and number of copies of the data, plans and maps needed at the Administrative Division	Provide the endorsement form/slip and guide the client in filling-up the form	3 minutes	Aida M. Bunao	None	Endorsement Form/Slip
3	Wait for the production of the requested data, maps or documents	Produce the needed data, maps or documents	15 minutes	Solomon Abella	None	None
4	Receive the copy of the requested data, documents or maps	Release the requested data, documents or maps and let the client received the same	1 minute	Solomon Abella	None	None
<b>END OF TRANSACTION</b>						