

Republic of the Philippines Province of Bohol <b>Municipality of Loon</b>	Doc. Code:
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<b>Document Title</b>	<b>CITIZEN'S CHARTER</b>
<b>Office/Department</b>	<b>MUNICIPAL PLANNING AND DEVELOPMENT OFFICE</b>

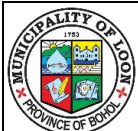


**VISION :** A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance  
**MISSION:** To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

## MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

**Frontline Service 1: Issuance of Zoning Clearance or Zoning Certification.** These clearances are made especially when the clients are applying for building permits at the Office of the Municipal Engineer.

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MPDO					
1	▪ Ask for requirements	▪ Interview applicant	1 min			R. Crodua L. Longos	MPDO
2	▪ Receive application form and list of requirements	▪ Provide application form and list of requirements	1 min			R. Crodua L. Longos	MPDO
3	▪ Listen and interact	▪ Explain how to accomplish the form and the importance of other supporting documents ▪ Tell client to come back with complete documents	2 min			R. Crodua L. Longos	MPDO
4	▪ Submit filled-out application form and complete documents	▪ Receive and review the submitted documents	5 min	Filled-out application form and supporting documents		R. Crodua L. Longos A. Relator	MPDO
5	▪ Propose schedule of site inspection	▪ Confirm schedule of site inspection ▪ Conduct site inspection	Minimum of 30 min depending on distance	Site plan Vicinity map		R. Crodua A. Relator	MPDO
6	▪ Wait	▪ Prepare inspection/evaluation report	5 min	Inspection /Report form		R. Crodua A. Relator	MPDO
7	▪ Wait	▪ Prepare and sign decision on application	15 min			R. Crodua A. Relator	MPDO
8	▪ Receive copy of clearance/certification	▪ Release decision	1 min			A. Relator	MPDO
			1 hr				



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**Frontline Service 2: Review of Simple Subdivision Plan for SB Approval**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MPDO					
1	<ul style="list-style-type: none"> <li>Ask for requirements</li> </ul>	<ul style="list-style-type: none"> <li>Interview applicant</li> </ul>	1 min			R. Crodua A. Relator	MPDO
2	<ul style="list-style-type: none"> <li>Receive application form and list of requirements</li> </ul>	<ul style="list-style-type: none"> <li>Provide application form and list of requirements</li> </ul>	1 min	List of requirements		R. Crodua A. Relator	MPDO
3	<ul style="list-style-type: none"> <li>Listen and interact</li> </ul>	<ul style="list-style-type: none"> <li>Explain how to accomplish the form and the importance of other supporting documents</li> <li>Tell client to come back with complete documents</li> </ul>	3 min	List of requirements		R. Crodua A. Relator	MPDO
4	<ul style="list-style-type: none"> <li>Submit filled-out application form and complete documents</li> </ul>	<ul style="list-style-type: none"> <li>Receive and review the submitted documents</li> </ul>	5 min	Filled-out application form and supporting documents		Rey Crodua L. Longos A. Relator	MPDO
5	<ul style="list-style-type: none"> <li>Propose schedule of site inspection</li> </ul>	<ul style="list-style-type: none"> <li>Confirm schedule of site inspection</li> <li>Conduct site inspection</li> </ul>	Minimum of 30 min depending on distance	Site plan Vicinity map		R. Crodua A. Relator	MPDO
6	<ul style="list-style-type: none"> <li>Tell client to make follow-up on SB resolution after 3 session days</li> </ul>	<ul style="list-style-type: none"> <li>Prepare inspection/evaluation report &amp; certification</li> </ul>	20 min	Inspection /Report form		R. Crodua A. Relator	MPDO
7		<ul style="list-style-type: none"> <li>Indorse/Submit to SB the application for simple subdivision</li> </ul>	5 min			R. Crodua A. Relator	MPDO
			65 min				