



Republic of the Philippines Province of Bohol

Municipality of Loon



Document Title MUNICIPAL PLANNING AND Office/Department

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

DEVELOPMENT OFFICE

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	Веопремение	Erre	PERSON	LOCATION
	CLIENT	MPDO	DURATION	REQUIREMENTS	FEES	RESPONSIBLE	LUCATION
1	Ask for requirements	■ Interview applicant	1 min			R. Crodua	MPDO
						L. Longos	
2	Receive application form	 Provide application form and list of 	1 min			R. Crodua	MPDO
	and list of requirements	requirements				L. Longos	
3	Listen and interact	 Explain how to accomplish the form and the 	2 min			R. Crodua	MPDO
		importance of other supporting documents				L. Longos	
		 Tell client to come back with complete 					
		documents					
4	 Submit filled-out 	Receive and review the submitted	5 min	Filled-out		R. Crodua	MPDO
	application form and	documents		application form		L. Longos	
	complete documents			and supporting		A. Relator	
			200	documents		D 0 1	14000
5	 Propose schedule of site 	• Confirm schedule of site inspection	Minimum of 30	Site plan		R. Crodua	MPDO
	inspection	 Conduct site inspection 	min depending on distance	Vicinity map		A. Relator	
6	■ Wait	 Prepare inspection/evaluation report 	5 min	Inspection		R. Crodua	MPDO
				/Report form		A. Relator	
7	■ Wait	 Prepare and sign decision on application 	15 min			R. Crodua	MPDO
						A. Relator	
8	 Receive copy of clearance/certification 	Release decision	1 min			A. Relator	MPDO
	cicai diice/ cei tilicatioii		1 hr				



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Doc. Code:	
Effectivity:	
Revision No.:	
Section No.:	
Page: 2	

Document Title

CITIZEN'S CHARTER

Office/Department | MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

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

STEP	ACTIVITIES / PROCESS		Duration	DECHIDEMENTS	Erre	Person	Location
	CLIENT	MPDO	DURATION	REQUIREMENTS	FEES	RESPONSIBLE	LUCATION
1	 Ask for requirements 	Interview applicant	1 min			R. Crodua	MPDO
						A. Relator	
2	 Receive application form 	 Provide application form and list 	1 min	List of requirements		R. Crodua	MPDO
	and list of requirements	of requirements				A. Relator	
3	Listen and interact	Explain how to accomplish the	3 min	List of requirements		R. Crodua	MPDO
		form and the importance of				A. Relator	
		other supporting documents					
		Tell client to come back with					
		complete documents					
4	Submit filled-out	 Receive and review the 	5 min	Filled-out application		Rey Crodua	MPDO
	application form and	submitted documents		form and supporting		L. Longos	
	complete documents			documents		A. Relator	
5	 Propose schedule of site 	Confirm schedule of site	Minimum of 30	Site plan		R. Crodua	MPDO
	inspection	inspection	min depending	Vicinity map		A. Relator	
		 Conduct site inspection 	on distance				
6	 Tell client to make follow- 	Prepare inspection/evaluation	20 min	Inspection		R. Crodua	MPDO
	up on SB resolution after	report & certification		/Report form		A. Relator	
	3 session days						
7		 Indorse/Submit to SB the 	5 min			R. Crodua	MPDO
		application for simple subdivision				A. Relator	
			65 min				