



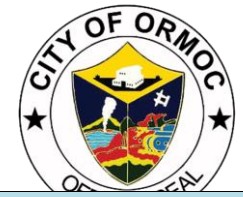
ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

NAME OF DEPARTMENT/AGENCY/LGU: CITY PLANNING AND DEVELOPMENT OFFICE – LGU ORMOC CITY

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes [] No

LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

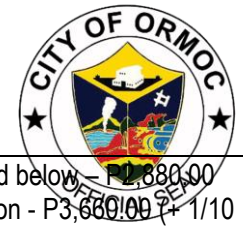
GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
1. Locational Clearance / Zoning Certificate	Zoning Ordinance Article IX -Administration and Enforcement	Section 33 – Locational Clearance	May 25, 2021	May 25, 2021	Zoning Ordinance 2000
2. Subdivision Permit (PD 957 and BP 220)	Zoning Ordinance Article IX -Administration and Enforcement	Section 33 – Locational Clearance	May 25, 2021	May 25, 2021	Zoning Ordinance 2000
3. Zoning Certificate (Land Use Classification)	Zoning Ordinance Article IX -Administration and Enforcement	Section 33 – Locational Clearance	May 25, 2021	May 25, 2021	Zoning Ordinance 2000
4. Request for Data	An Ordinance Operationalizing the Freedom of Information in the City Government of Ormoc and Providing Guidelines Thereof	Section 4. Access to Information	February 2, 2021	February 23, 2021	None



SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: LOCATIONAL CLEARANCE / ZONING CERTIFICATE

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Blue print or white print copy of Architectural Plans (i.e. Perspective, Floor Plan/s & Elevation Plan/s) signed and sealed by a licensed Architect / Civil Engineer with the conformity of the owner/applicant (5 sets)	Zoning Ordinance	1. Receive complete documents from the Office of the Building Official	Zoning Ordinance	5 minutes	None
2. Blue print / white print copy of location plan duly signed and sealed by a Licensed Geodetic Engineer (not applicable to tenants/lessee) (5 sets)		2. Submit lacking documents		1 day & 1 hr.	a. Residential Structure (Single detached): P100,000 and below – P228.00 P100,000 to P200,000 - P576.00 Over P200,000 – P720.00 P720.00 (+ 1/10 of 1% in excess of P200,000) b. Apartment / Townhouse - P500,000 and below – P1,440.00 P500,000 to P2 Million – P2,160.00 Over P2 Million – P3,600.00 (+ 1/10 of 1% of cost in excess of P2M regardless of the number of floors) c. Dormitories P2 Million and below – P3,600.00 Over P2 Million - P3,600.00 (+ 1/10 of 1% of cost in excess of P2M regardless of the number of floors) d. Institutional:



					<p>P2 Million and below - P1,680.00 Over P2 Million - P3,680.00 (+ 1/10 of the amount in excess of P2M)</p> <p>Commercial, Industrial, Agri-Industrial: P100,000 and below - P1,440.00 P100,000 to P500,000 - P2,160.00 P500,000 to P2Million - P4,320.00 Over P2 Million - P7,200.00 (+1/10 of 1% in excess of P2M)</p> <p>Special Uses/ Special Projects (gasoline station, cell site, slaughterhouse, treatment plant, etc.): P2 Million and below - P7,200.00 Over P2 Million - P7,200.00 (+ 1/10 of 1% in excess of P2M)</p>
3. Transfer Certificate of Title (1 Certified True Copy, 4 photocopies)				1 hour	
4. Latest Real Property Tax receipt (1 photocopy)					
5. Tax Declaration (1 Certified True Copy)					
6. Bill of Materials and Plan's Specification duly signed and sealed by a Licensed Civil Engineer or Architect (1 photocopy)					
7. Barangay Clearance (for construction) (1 original copy)					
8. Other Supporting Documents					



<p>If applicant is not the property owner, 1 original copy of any of the following is required:</p> <ul style="list-style-type: none"> 8.1. Special Power of Attorney 8.2. Notarized Affidavit of Lot Owner's Consent 8.3. Notarized Deed of Absolute Sale 8.4. Deed of Donation 8.5. Notarized Contract of Lease (with Affidavit of Lot Owner's Consent) 8.6. Contract to Sell (Lease (with Affidavit of Lot Owner's Consent) 8.7. Notice of Award / Offer Sheet 8.8. For corporations and other Juridical Entities, a Secretary's Certificate or Board Resolution authorizing the applicant as representative 					
<p>9. Homeowner's Clearance (if applicable)</p>					
TOTAL				1 day 2 hours and 5 minutes	Variable



GOVERNMENT SERVICE: SUBDIVISION PERMIT (PD 957 AND BP 220)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1.Application form	Zoning Ordinance	Submit complete documents	Zoning Ordinance	3 days and 50 minutes	None
2.Transfer Certificate of Title (1 original, 3 photocopies)		Pay the required fees at the City Treasurer's Office (Make sure to secure the Official Receipt upon payment)		1 hr & 10 minutes	PSDP - has. or a fraction thereof x P90.00 / ha. DP - has. or a fraction thereof x P600.00/ha. Inspection Fee (PSDP & DP) has. or a fraction thereof x P1,500.00/ha.
3.Tax Declaration (1 original, 3 photocopies)		Submit OR to CPDO		5 minutes	None
4.Zoning Certification (1 original, 3 photocopies)		Sign at office log book			
5.Site Development Plan (1 original, 3 photocopies)		Receive the document			
6.Topographic Plan (1 original, 3 photocopies)					
7.Water Treatment Facility Details and Computation (1 original, 3 photocopies)					
8.Water Treatment Facility Process Flow (1 original, 3 photocopies)					
9.Drainage Plan and Blow-Up Drainage Outfall					
10.Blow-Up Road Section Detail (1 original, 3 photocopies)					



11.Parking Area Design					
12.Perimeter Fence Layout					
13.Environmental Compliance Certificate (ECC) (for Development Permit (DP))					
14.Certification Permit to Drill (for DP)					
15.CDRRMO Certificate (for DP)					
16.Geo-Hazard Certification (DP)					
17.Earthquake Hazard Assessment (for DP)					
TOTAL				3 days 2 hours and 5 minutes	Variable

GOVERNMENT SERVICE: Zoning Certification (Land Use Classification)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Application form (1 copy)	Zoning Ordinance	Submit the complete documents	Zoning Ordinance	25 minutes	None
Transfer Certificate of Title (1 photocopy)		Pay the required fees at the City Treasurer's Office window (Make sure to secure Official Receipt upon payment)		5 minutes	P720.00 / ha.
Tax Declaration (1 photocopy)		Return to CPDO and present the Official Receipt		15 minutes	None
Sketch Plan (1 photocopy)		Sign at office log book		10 minutes	None
TOTAL				55 minutes	P720.00 / ha.



GOVERNMENT SERVICE: REQUEST FOR DATA (INTERNAL)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Request Letter (2 copies)	An Ordinance Operationalizing the Freedom of Information in the City Government of Ormoc and Providing Guidelines Therefor	Submit request letter at front desk (2 Copies)	All Sections	10 minutes	None
		Wait for the requested document (may leave if agreed to be sent through electronic mail)			
		Sign in the office log book (if hard copy)		5 minutes	
		Receive the requested document			
TOTAL				15 minutes	None

GOVERNMENT SERVICE: Request for Data (EXTERNAL)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Request Letter (2 copies)	An Ordinance Operationalizing the Freedom of Information in the City Government of Ormoc and Providing Guidelines Therefor	Letter stamped "received" at front desk	All Sections	10 minutes	None
		Record the letter at office log book			



		Letter forwarded to employee concerned			
		Take action			None
		Pay the required fees at the City Treasurer's Office			Printed – P10.00 Photocopied: Long – P5.00 / page Short – P3.00 / page
		Present the Official Receipt at the CPDO		5 minutes	
		Sign at the office log book and receive the document			None
TOTAL				15 minutes	Variable