

**FRONT LINE SERVICE: MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO)**

**BRIEF DESCRIPTION :MPDC A. 1 PROVISION OF TECHNICAL INFORMATION**

**PROVISION OF TECHNICAL INFORMATION SUCH AS Socio-economic profile, Comprehensive Land Use plan, Accomplishment Reports, Municipal Maps and other vital documents to researchers, businessmen and others.**

STEPS / PROCESSES		PERSON RESPONSIBLE	DURATION	FEES & CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED			
1. Sign in client log book	Valid identification card (ID)	Engr. Reynaldo Fernandez Project devt. Officer II Venus V. Vidal Statistician Genna P. Palma Administrative Asst. I	5-10 miutes	None
		Engr. Reynaldo Fernandez Project devt. Officer II Venus V. Vidal Statistician Genna P. Palma Administrative Asst. I	1 hour (depends on the volume of data requested)	

**FRONT LINE SERVICE: MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO)**

**BRIEF DESCRIPTION :MCR A. 2PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION OF ANNUAL INVESTMENT PROGRAM OF VARIOUS BARANGAYS**

STEPS / PROCESSES		PERSON RESPONSIBLE	DURATION	FEES & CHARGES
CLIENT	REQUIREMENTS/ DOCUMENTS NEEDED			
1. Sign in client log book	Valid identification card (ID)	Engr. Reynaldo Fernandez Project devt. Officer II Venus V. Vidal Statistician Genna P. Palma Administrative Asst. I	10 minutes	None
		Venus V. Vidal Statistician  Genna P. Palma Administrative Asst. I	1 week	None
	Document shall be in 17 copies each	Engr. Evelyn C. Siapno MPDC	1 hour	None
	Documents must be reviewed by the MPDC	Engr. Evelyn C. Siapno MPDC	15 minutes	

		Engr. Reynaldo Fernandez Project Devt. Officer II	5 minutes	
	All projects under 20 % Development fund must be from the office of the Municipal Mayor in Conformity with the Memo Circular No. 2010-1	Engr. Evelyn C. Siapno MPDC		
	Documents must be Reviewed by the MPDC Documents shall be in 28 copies	Engr. Evelyn C. Siapno MPDC	1 Month	
	Documents shall be in 28 copies	Genna P. Palma Adm. Asst. II	10 minutes	
	Documents must be reviewed by the MPDC	Engr. Evelyn C. Siapno MPDC	5 minutes	
	Documents must be reviewed by the MPDC	Engr. Evelyn C. Siapno MPDC	5 minutes	