



CITY GOVERNMENT OF MUNTINLUPA
CITY PLANNING AND DEVELOPMENT OFFICE



City Planning and Development Office
External Services

1. Assistance to Clients on Data Gathering (Population, Maps, etc.)

As a custodian of accurate and comprehensive data, the City Planning and Development Office (CPDO) provides assistance to clients on data gathering (i.e. population, literacy rate, maps, etc.) for research, planning, or any purpose/s deemed appropriate.

Office or Division:	Plan Formulation and Research Division or Land Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government / G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter – addressed to the Department Head (1 original, 1 photocopy - optional)			Client	
Government Issued or Valid Identification Card (1 original)			School or University (if student), BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Receiving and Information Area	1. Give the Log Book to the client	None	2 minutes	<i>Administrative Aide IV</i> Administrative Division
2. Submit request letter addressed to the Department Head to Receiving and Information Area for initial assessment and verification	2. Receive the document and record in the logbook 2.1 Endorse client to person-in-charge 2.2 Person-in-charge assists client to his/her request	None	25 minutes	<i>Administrative Aide IV</i> Administrative Division <i>Administrative Assistant II</i> Plan Formulation Division Or <i>Planning Officer I, III IV, Project Development Officer II</i> Plan Formulation and Research Division Or <i>Planning Officer I</i> Land Management Division

3. Fill-out feedback form and drop at the drop box; Sign out researchers log book in the Receiving and Information Area	3. Give the feedback form and Researcher's Logbook to client	None	3 minutes	<i>Administrative Assistant II</i> Plan Formulation and Research Division Or <i>Planning Officer I, III IV, Project Development Officer II</i> Plan Formulation and Research Division Or <i>Planning Officer I</i> Land Management Division
TOTAL:		None	30 Minutes	

The indicated time is for under normal circumstances. Time may extend depending on how complex the requested data is. Original request letter should be kept by the receiving agency while its photocopy is optional depending on client's discretion.

2. Issuance of Flood Overlay Certificate

The Flood Overlay Certificate is issued to individuals needing this document as one of their basis for structure development where regulations are applied – determined in the Comprehensive Land Use Plan as flood-prone area certified by the City Planning and Development Office and concurred by the Disaster Risk Reduction and Management Officer. The flood overlay zone is based on the 200-Year Return Period Flood Hazard Map as per Risk Analysis Project (RAP) as enforced by City Ordinance 17-098 “Revised Zoning Ordinance of City of Muntinlupa.” The objective of the Flood Overlay Zone is to protect lives and properties from the harmful effects of flood.

Office or Division:	Land Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen / G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Filled-up form Application for Locational Clearance		Zoning Office – One Stop Shop at 2 nd Floor. Main Building		
Certificate of Title		Registry of Deeds – Tunasan, Muntinlupa City		
Tax Declaration		Assessor's Office – Ground floor, Main Building		
Vicinity Map		Client		
Representative				
Authorization letter from the owner		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Receiving and Information Area	1. Give the Log Book to the client 1.1 Endorse client to person-in-charge	None	2 minutes	<i>Administrative Aide IV</i> Administrative Division
2. Submit all necessary requirements for verification	2. Review the document for verification 2.1 Encode details and print the certificate	None	8 minutes	<i>Administrative Assistant II</i> Plan Formulation and Research Division Or <i>Project Development IV</i> Land Management Division

3. Wait for the request to be processed	<p>3. Forward certificate to the office of department head for signature</p> <p>3.1 Photocopy the signed certificate (for receiving and filing copy)</p> <p>3.2 Release the Flood Overlay Zone Certificate to client</p> <p>3.3 Refer client to Disaster Risk Reduction and Management Office (DRRMO) to concur document</p>	None	5 minutes	<p><i>Acting Head</i> City Planning and Development Office</p> <p><i>Administrative Assistant II</i> Plan Formulation and Research Division</p> <p>Or</p> <p><i>Project Development IV</i> Land Management Division</p>
	TOTAL:	None	15 Minutes	

The indicated time is for under normal circumstances. Time may extend depending on accuracy of the required documents and availability of the signatory.



City Planning and Development Office
Internal Services

3. Assistance to Annual Investment Plan/Program Formulation

The City Planning and Development Office, as mandated, provides assistance to offices in formulating their Annual Investment Plan/Program (AIP) usually during the second (2nd) quarter of the year. AIP is an annual plan that serves as an implementing tool for programs and projects that were planned for the City.

Office or Division:	Plan Formulation and Research Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Offices of City Government of Muntinlupa			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplishment Report of previous year/s			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Participation to planning activities	1. Release memorandum requesting for attendance of representatives from all offices 1.1 Discuss data and/or current issues in the city 1.2 Identify and prioritize Programs, Projects, and/or Activities (PPAs)	None	2 days	<i>Administrative Officer II, Planning Officer I, III IV</i> Plan Formulation and Research Division Or <i>Project Development Officer II</i> Plan Formulation and Research Division
2. Submit document for review, validation and approval	2. Receive the document and record in the logbook 2.1 Endorse document to person-in-charge 2.2 Person-in-charge reviews the document and deliberate with the client for clarifications or possible revisions.	None	1 hour	<i>Administrative Aide IV</i> Administrative Division Or <i>Planning Officer I, III IV, Project Development Officer II</i> Plan Formulation and Research Division

Without Revision				
	2.3 Person-in-charge approves document thru Budget Monitoring and Management System (BMMS)	None	3 minutes	<i>Administrative Officer II, Planning Officer I, III IV, Project Development Officer II</i> Plan Formulation and Research Division
With Revision				
3. Submit revised document for review, validation and approval	3.1 Receive the document and record in the logbook 3.2 Endorse document to person-in-charge 3.3 Person-in-charge reviews and validate document 3.4 Person-in-charge approves document thru Budget Monitoring and Management System (BMMS)	None	1 hour	<i>Administrative Aide IV</i> Administrative Division Or <i>Administrative Officer II, Planning Officer I, III IV, Project Development Officer II</i> Plan Formulation and Research Division
	TOTAL:	None	2 Days, 2 Hours. 3 Minutes	

The indicated time is for one office being served at one time under normal circumstances.

4. Review of Accomplishment Report

Accomplishment Report (AR) is a document that mirrors the Annual Investment Program (AIP) which includes the actual accomplishments of offices from implementing their programs, projects and activities (PPAs) and is submitted quarterly. This document functions as a monitoring tool to assess and evaluate the impact of PPAs to the city and as a reference to planning activities.

Office or Division:	Plan Formulation and Research Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Offices of City Government of Muntinlupa			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplishment Report (AR)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit document for review and validation	1. Receive the document and record in the logbook	None	1 day	<i>Administrative Aide IV</i> Administrative Division
	1.1 Endorse document to person-in-charge			Or
	1.2 Person-in-charge reviews the document and deliberate with the client for clarifications or possible revisions			<i>Planning Officer I, Statistician I, Administrative Assistant I</i> Monitoring and Evaluation Division

With Revision				
2. Submit revised document for review, validation and approval	2.1 Receive the document and record in the logbook	None	1 day	<i>Administrative Aide IV</i> Administrative Division
	2.2 Endorse document to person-in-charge 2.3 Person-in-charge reviews and validate document			Or <i>Planning Officer I, Statistician I, Administrative Assistant I</i> Monitoring and Evaluation Division
	TOTAL:	None	2 Days	

The indicated time is for one office being served at one time under normal circumstances.