

City Planning and Development Office



CITY PLANNING AND DEVELOPMENT OFFICE

I. MANDATE:

- I.1 Formulate integrated economic, social, physical, and other development plans and policies for consideration of the local government development council;
- I.2 Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation;
- I.3 Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
- I.4 Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved development plan;
- I.5 Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
- I.6 Analyze the income and expenditure patterns, formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned as provided under Title Five, Book II of this Code;
- I.7 Promote People participation in development planning within the local government unit concerned;
- I.8 Exercise supervision and control over the secretariat of the local development council.

II. VISON:

A highly competent, innovative and professionally oriented local planning institution which is development centered and staffed by highly skilled technical personnel who are strongly committed to effectively and efficiently address the challenges of attaining a sustainable-developed and livable Batangas City.

III. MISSION:

To formulate rational holistic, comprehensive and integrated development planning documents and initiate activities that will improve the quality of life of the city residents and will guide the attainment of the overall sustainable development of Batangas City.

IV. SERVICE PLEDGE:

- IV.1 Improve delivery of public services to the clientele.
- IV.2 Enhance provision and accommodate data base to the constituents.
- IV.3 Secure satisfaction among its clientele.

Administrative Division



1. REQUEST SLIP ISSUED TO CLIENTS

Description of the Service: Issuance of request slip to clients requesting for information/data,

maps and plans.

		r					
Office or Divisi	on: City Planning an	d Development C	Office - Administr	ative Division			
Classification:	Simple						
Types of Transaction:	Government to Go Business	nt to Government, Government to Client and Government To					
Who may avail	: General Public / S	General Public / Students / Investors / Entrepreneurs / Government Agencies					
Checklis	t of Requirements		Where to Sec	ure			
R	Request Slip	CPDO Administrative Division					
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible			
1.Secures and fills-out request slip	Receives the filled-out request slip.	none	1 minute	Administrative Aide III, Administrative Assistant 1 & 2 Administrative Officer I, II, & III			
2.Proceed to concerned division	Assists the client to concerned division of CPDO.	None	1 minute	Administrative Aide III, Administrative Assistant 1 & 2 Administrative Officer I, II, & III			
	Total	:	2 minutes	, , , , , , , , , , , , , , , , , , , ,			

Plans and Programs Division

2. INFORMATIONAL AND ORGANIZATIONAL MEETING OF THE RURAL WATERWORKS AND SANITATION ASSOCIATION (RWSA)

Description of the Service: Conduct of Informational and Organizational Meeting of the Rural

Waterworks and Sanitation Association (RWSA)

Office or Division:	City Planning Division	and Development Office - Plans and Programs			
Classification:	Complex				
Types of Transaction:	Government to	Government to Government and Government to Client			
Who may avail:	Potential benef	Potential beneficiaries of the waterworks system			
Checklist of Requ	iirements	Where to Secure			
Request Letter		Office of the City Mayor thru CPDO and CEO/CHO			



	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Inquiry regarding	8 ,			
Info/Organizationa				
1	Briefing/Orientatio			Planning Officer I, II, III,
Meeting	n	none	1 hour	IV, Sociologist, Economist
	Set of schedule of			
Request forwarded	info/orga meeting	none	5 minutes	Planning Officer IV
Attendance /				
Conduct of	Act as a Resource			Planning Officer I, II, III,
Info /	Speaker/Facilitator			IV, Economist, Sociologist
Organizational	/Moderator			IV, Economist, Sociologist
Meeting		none	6 hours	
			7 hours	
			and 5	
	Total:		minutes	

3. LEADERSHIP TRAINING for the officers and personnel of RWSA

Description of the Service: Conduct of Leadership Training for the Officers and Personnel of

RWSAs

Complex Government to officers and perquirements Letter	rsonnel of	the waterworks	re to Secure
Officers and perquirements	rsonnel of	the waterworks :	re to Secure
quirements		When	re to Secure
quirements		When	re to Secure
	Office of	the City Mayor	thru CPDO
	ı		
Client Steps Agency Action		Processing Time	Person Responsible
	none	30 minutes	Planning Officer I, II, III, IV, Sociologist, Economist
		, · ·	DI COCC HA
	none	5 minutes	Planning Officer IV
	Php/150		
	/pax	8 hrs	CPDC, Planning Officer I, II,
rtificate of		15 minutes	III, IV, Sociologist, Economist
		t schedule for dership training none source eaker/Facilitator/ oderator Php450 /pax	Agency Action be Processing Time defing/Orientation none 30 minutes t schedule for dership training none source eaker/Facilitator/ oderator Php450 / pax 8 hrs duance of original action of original actions and of original actions are also actions as a series of original action.



	8 hours	
	and 50	
Total:	minutes	

4. TURN-OVER OF THE WATERWORKS SYSTEM (MANAGEMENT)

Description of the Service: Turnover of Project (Management) to the officers of waterworks

system thru the Barangay Council

Office or Division:		City Plannin Division	g and Deve	lopment Office -	Plans and Programs	
Classification:		Complex				
Types of Transaction	n:	Government t	o Governme	ent and Governme	ent to Client	
Who may avail:		Barangay Cou beneficiaries	ıncil, office	rs of the waterwor	ks system and potential	
Checklist of I	Requi	rements		Where	to Secure	
Request Letter			Office of the City Mayor thru CPDO and CEO			
Client Steps Agency Action		Fees to be Paid	Processing Time	Person Responsible		
	Brie	efing/Orientat			Planning Officer I, II, III,	
Inquiry	ion		none	15 minutes	IV, Sociologist, Economist	
Submission of the proposed By-Law for approval		view the posed by-law	none	4 hours	Planning Officer I, II, III, IV, Sociologist, Economist	
Request for the schedule of Turnover forwarded Set schedule for the Turn over		none	5 minutes	Planning Officer IV		
Attendance to Turnover Ceremony of project	Fac	ilitator/Mode or	none	4 hours	Planning Officer I, II, III, IV, Sociologist, Economist	
or project	1	Total:	none	8 hours and 20 minutes		



5. ANNUAL GENERAL ASSEMBLY MEETING OF THE RURAL WATERWORKS AND SANITATION ASSOCIATION

Description of the Service: Conduct of the Annual General Assembly Meeting of RWSAs

0.00		City Planning and Development Office - Plans and							
Office or Division:			grams Divisi	ion					
Classification:		Complex							
Types of Transaction:					rnment to Client				
			<i>C S</i>		rs of the wate	erworks system and			
Who may avail:		pote	potential beneficiaries						
Checklist of Req	uireme	nts			Where t	to Secure			
Request Letter				Office and CE	•	Iayor thru CPDO			
Client Steps	A	genc	y Action	Fees to be Paid	Processin g Time	Person Responsible			
Inquiry	Briefing/Orientation			none	1 hour	Planning Officer I,II, III, IV, Sociologist, Economist			
Submitted copy of the proposed annual budget for approval and financial statements		osed	of the budget and statements	none	4 hours	Planning Officer I, II, III, IV, Sociologist, Economist			
Request for the schedule of General Assembly Meeting forwarded	Gene	ral	dule of the Meeting	none	5 minutes	Planning Officer IV			
	Atter Annu Gen Meet	ndanc ıal		none	4 hours	Planning Officer I, II, III, IV, Sociologist, Economist			
			Total:		hours and 5 minut es				

6. ANNUAL BARANGAY GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET

Description of the Service: Provision of technical assistance in the formulation of Annual

Barangay GAD Plan and Budget

Office or Division:	City Planning and Development Office - Plans and Programs Division
Classification:	Complex



Types of Transaction:		Government t	to Government and Government to Client				
Who may avail	:	Barangay GA	D Focal Point System				
Checklist o	f Req	uirements		Where	to Secure		
I	Request Letter						
Client Steps	Ag	gency Action	Fees to be Paid	Processing Time	Person Responsible		
Inquiry	Brie ion	efing/Orientat	none	1 hour	Planning Officer I, II,III, IV, Sociologist, Economist		
Request for the schedule	the train	schedule for ning- kshop	none	5 minutes	Planning Officer IV		
Attendance to the GAD Training- Workshop		ource aker/Facilitato	none	8 hours	Planning Officer I, II,III, IV, Sociologist, Economist		
	Total:			9 hours and 5 minutes			

7. ANNUAL CITY GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET

Description of the Service: Review and Consolidates the Batangas City Annual GAD Plan and Budget

	ing and D	evelopmen	t Office - Plans and			
Office or Division:		Programs	s Division			
Classification:		Complex				
Types of Transaction:		Government to Government				
Who may avail:		Batangas C	City GAD F	ocal Point S	System	
Checklist of Requiren	nents			Where	to Secure	
Annual GAD Plan and Budget			All members of the City GFPS			
Client Steps		Agency Action	Fees to be Paid	Processi ng Time	Person Responsible	
Submission of the Annual GAD					-	
Plan and Budget of different	Rev	view and			Planning Officer III,	
agencies	Cor	nsolidates	none	1 month	Planning Officer IV	
				1		
				mon		
		Total:		th		

8. Implementation of Livelihood Project



Sociologist I

Economist I

15 minutes

Description of the Service: Implementation of Cattle Fattening Project

Office or Division:	City Planning and De	City Planning and Development Office - Plans and Programs Division						
Classification:	Complex	Complex						
Types of Transaction:	Government to Govern	nment and Gove	rnment to Client					
Who may avail:	Residents of Batangas	City						
Checklist of I	Requirements		Where to Secu	ıre				
Reques	t Letter	Office of the O	City Mayor thru (CPDO				
		Fees to be	Processing	Person				
Client Steps	Agency Action	Paid	Time	Responsible				
				Planning Officer				
				IV				
				Planning Officer				
				II				
		none	15 minutes	Planning Officer				
Compliance with the				I				

Research, Evaluation and Statistics Division

Monitoring thru

Total:

visitation

yearly

monitoring activities

9. COPIES OF BATANGAS CITY SOCIO ECONOMIC PHYSICAL AND POLITICAL PROFILE AND/OR BATANGAS CITY MINI PROFILE, COMPREHENSIVE LAND USE PLAN, COMPREHENSIVE DEVELOPMENT PLAN AND OTHER BATANGAS CITY INFORMATION

Description of the Service: Providing Batangas City data to students, investors, researchers,

government and non-government agencies.

	City Planning and Development Office - Research, Evaluation and Statistics					
Office or Division:	Division					
Classification:	Simple					
Types of	Government to Governr	nent, Governmer	nt to Client and G	overnment To		
Transaction:	Business					
Who may avail:	General Public / Studen	ts / Investors /En	trepreneurs / Gov	ernment Agencies		
Checklist o	f Requirements	Where to Secure				
Req	uest Slip	Administrative Division				
	•					
		Fees to be	Processing	Person		
Client Steps	Agency Action	Paid	Time	Responsible		
Providing				Project		
Batangas City data	Provides available			Evaluation		
to students,	information / data /	Php5.00	4 minutes	Officers		
investors,	statistics / maps	1 Hp3.00	4 minutes	I,II,III,IV,		
researchers,	statistics / maps			Statistician,		
government and				Statistician Aide		



non-government agencies.			
	Total:	4 minutes	

10. ISSUANCE OF CERTIFICATION FOR RURAL WATERWORKS SYSTEM ASSOCIATION

Description of the Service: Issuance of Certification as requested by officers of Rural

Waterworks and Sanitation Association/Project.

Office or Division:	City Planning and Development Office - Research, Evaluation and Statistics Division						
Classification:	Simple						
Types of Transaction:	Government To Client						
Who may avail:	Rural Waterworks System	m Associations					
	of Requirements		Where to Secu	re			
	uest Form	Research, 1	Evaluation and Sta				
•							
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible			
Written request / Accomplished request slip for needed certification	Prepares the requested certification	Php2.00	2 minutes	Project Evaluation Officers I,II,III,IV, Statistician, Statistician Aide			
	Checked and Signed the requested certification		30 seconds	Project Evaluation Officers I,II,III,IV, Statistician, Statistician Aide			
	Issue the requested certification		30 seconds	Project Evaluation Officers I,II,III,IV, Statistician, Statistician Aide			
	Total:		3 minutes				

11. EVALUATIONS FOR RURAL WATERWORKS SYSTEM ASSOCIATION



Description of the Service: Conducts monitoring and evaluations of Rural Waterworks

and Sanitation Association/Project (RWSA/RWSP).

Office or	City Planning and Development Office - Research, Evaluation and Statistics					
Division:	Division					
Classification:	Simple					
Types of						
Transaction:	Government To Client					
Who may avail:	Rural Waterworks System Associations Board of Directors					
CI III (AD						

Checklist of Requirements	Where to Secure
Request Form	Research, Evaluation and Statistics Division

Agency				Person
Client Steps	Action	Fees to be Paid	Processing Time	Responsible
Set schedule for monitoring and evaluation / Set schedule for the submission of documents and accomplishment of the google response form for monitoring and evaluation.	Coordinate with Rural Waterwork s System officers for monitoring and evaluation schedule.	Php8.00	30 seconds	Project Evaluation Officers I,II,III,IV, Statistician, Statistician Aide
	Conducts monitoring and evaluation of RWSA / RWSP.	Php580.00 / not applicable	4 hours	Project Evaluation Officers I,II,III,IV, Statistician, Statistician Aide
Set schedule for the return of documents used in the monitoring and evaluation.	Prepare report and endorseme nt for proper action.	Php8.00	2 minutes	Project Evaluation Officers I,II,III,IV, Statistician, Statistician Aide
	Total:		4 hours, 2 minutes and 30 seconds	

Special Projects Division

12. APPLICATION FOR BID DOCUMENTS FOR INFRASTRUCTURE PROJECTS

Description of the Service: To act as the Technical Secretariat of Bids and Awards Committee

for Infrastructure Projects as mandated by RA 9184



Office or Division:	City Planning and Development Office - Special Projects Division, BAC Secretariat for Infrastructure and Consultancy					
Classification:	Simple					
Types of Transaction:	Government to Clients					
Who may avail:	Infrastructure Contractors v	with intent to pur	rchase Bidding Docum	nents		
Checklis	st of Requirements		Where to Secure			
Recei	ipt of Bidder Fee		City Treasurers Offic	e		
	•		•			
		Fees to be		Person		
Client Steps	Agency Action	Paid	Processing Time	Responsible		
				Project		
				Development		
				Officer IV,		
				Project		
				Development		
Present the				Officer III,		
Contractors	Receive Bidders Fee			BAC		
Bidders Fee	receipt	none	3 minutes	Secretariat		
				Project		
				Development		
				Officer IV,		
				Project Development		
	I					
CI I DI	Offic					
Claim the Bid	(D:1E		2	BAC		
Form Issuance of Bid Form none 2 minutes Secretariat						
Total: 5 minutes						

13. COPIES OF DIFFERENT KIND OF BATANGAS CITY MAPS.

Description of the Service: To attend/ entertain the need of Batangas City maps as requested by studend/s, investors, government and non-government agencies

Office or Division:	City Planning and Development Office – Special Projects Division		
Classification:	Simple		
Types of	Government to Government, Government to Client and Government To		
Transaction:	Business		



Who may avail:	General Public / Studen	nts / Investors /Entrepreneurs / Government Agencies			
Checklist of	Requirements	Where to Secure			
Requ	uest Slip	A	Administrative Div	ision	
	T		T = .	_	
Client Steps Agency Action		Fees to be Paid	Processing Time	Person Responsible	
Secure and Filled up Request slip form	Issue Request Slip Form	none	1 minute	PDO IV, PDO III, PDO II, PDO I	
Present the accomplished request slip form to the Special Projects Division	Received the request slip	none	1 minute	PDO IV, PDO III, PDO II, PDO I	
Received the requested Batangas City maps	Issue the requested Batangas City maps	none	3 minutes	PDO IV, PDO III, PDO II, PDO I	
	Total:		5 minute s		

14. GIS GENERATED INFORMATION/DATA/STATISTICS/MAPS AVAILABLE IN THE OFFICE

Description of the Service: To attend/ entertain the need of GIS generated information/ data/

statistics/ maps available in the office as requested by student/s,

investors, government and non-government agencies

Office or Division:	City Planning and Development Office – Special Projects Division					
Classification:	Simple					
Types of Transaction:	Government to Government, Government to Clients and Government To Business					
Who may avail:	General Public / Studen	ts / Investors /En	trepreneurs / Gov	ernment Agencies		
Checklist of	f Requirements		Where to Secu	re		
Requ	uest Slip	A	Administrative Div	vision		
Client Steps	Client Steps Agency Action		Processing Time	Person Responsible		
Secure and Filled up Request slip form	Issue Request Slip Form	none	1 minute	PDO IV, PDO III, PDO II, PDO I		
Present the accomplished request slip form to the Special Projects Division Received the request slip		none	1 minute	PDO IV, PDO III, PDO II, PDO I		
Received the requested information/ data/ maps		none	10 minutes	PDO IV, PDO III, PDO II, PDO I		



information/ data/ maps			
	Total:	12 minutes	

Zoning Division

1. CERTIFICATE OF ZONING COMPLIANCE FOR BUILDING

Description of the Service: Application for CZC for the construction/ repair/ renovation/

expansion of residential, apartment, pension house, lodging house,

hotel etc. / commercial, institutional, recreational, industrial

buildings/ structures/ projects

buildings/ structures/ projects					
Office or					
Division:	City Planning and Development Office- Zoning Division				
Classifica					
tion:	Simple Trans	saction			
Types of					
		nment to Client/ G2B - Government to Business Owners/G2G -			
		to Government			
	•	o will construct/repair/improve/renovate buildings, plants or any structure			
	in a certain a				
	Batangas City	y			
Check	list of				
Require		Where to Secure			
1. CZC App		where to Secure			
Form (1 orig		One Stop Shop for Construction Permit (OSCP)/ CPDO- Zoning			
notarized)	знаг сору	Division			
2. Barangay	Clearance	DIVIDION			
to Construct					
photocopy)	(-	Barangay Hall of stated barangay in their Tax Declaration			
3. Right Ove	er Land (1	Client/Land Owner/Lessor			
Photocopy)	,				
3.1 Tax Decl	laration/				
Title					
3.2 Notarized					
3.3 Notarize					
Contract/Sub	olease				
Contract					
if Lessee	1D1.6				
3.4 Notarized					
Sale/Deed of Conditional					
Sale/Extrajudicial					
Settlement/ Contract To					
Sell/Transfer of Rights/					
Usufruct					
3.5 Notarized					
Memorandum of					
Agreement					
3.6 Current	Tax Receipt				



3.7 Notariz SPA/Certif orization	ed ication/Auth					
4		OCCD/E	1.6 6'' 1			
4. Building/S:	anitary/Elect	OSCP/ Forms can be seco	ured from City E	Engineers Office (CEO)		
	anical Permit					
signed and						
licensed En						
(1 copy ea						
	Materials (1	au.				
photocopy)		Client				
6. Specific photocopy)		Client				
7. Two (2)		Chefit				
set of plans	_	Client				
Client	Agency		Processin			
Steps	Action	Fees to be Paid	g Time	Person Responsible		
1.	1.1	None	15			
Submits	Receives		minutes	Zoning Officers, Designated		
the notarized	the accomplish			Zoning Inspector/ CPDO		
accompli	ed			assigned at OSCP		
shed	application			ussighed at OBC1		
applicatio	form for					
n form	CZC,					
together	building					
with the	plans and					
requirem	supporting					
ents	documents					
	1.2					
	Reviews all					
	submitted					
	documents					
	for					
	checking					
	and verification					
	Verification					
	1.3 Issues					
	claim stub					
	for follow					
	up and					
	issuance of	1				



	Order of Payment			
	1.4 Encode the submitted documents and schedule for inspection the proposed project	None	30 minutes	Zoning Officers I,II,III, Designated Zoning Inspector, /CPDO assigned at OSCP
	1.5 Conducts ocular inspection on the project site of the project being applied 1.6 Prepares evaluation	None	1 day	Zoning Officers I, II, III, Designated Zoning Inspector/ CPDO
	report of the inspected/p roposed project and recommend s decision			
2. Follow up and secures order of payment for the project being applied	Issues order of payment for the release of CZC	Depending on the submitted construction cost/bill of materials (Batangas City Tax Code of 2009	15 minutes	Zoning Officers I, II, III, Designated Zoning Inspector, Admin Aide III/ CPDO



		-		
3.	3.1 City		15	Revenue Collection Clerk/
Proceeds	Treasurers	Depending on the	minutes	City Treasurer's Office Staff
to City				
Treasurer	Office	submitted construction		
	accepts	cost/bill of materials		
s Office	payments	(Batangas City Tax Code		
for	and issue	of 2009		
payment	official	01 2003		
1 3				
	receipts.		20	A 1 · A · 1 · YYY
	3.2	None	30	Admin Aide III,
	Prepares		minutes	Zoning Division/
	the CZC			CPDO
	upon			
	payment			
	for project			
				Zoning Officers I, II, III,IV/
	being			CPDO
	applied			CFDO
	3.3 Affixes			
	initials and			
	signature			
	on CZC			
	and			
	building			
	plans by			
	recommend			
	ing officers			
	ing officers	None	30	City Planning & Dayt
	3.4	None	30	City Planning &Devt.
	3.4 Approves	None	30 minutes	City Planning &Devt. Coordinator (CPDC)
	3.4 Approves and affixes	None		
	3.4 Approves and affixes signature	None		
	3.4 Approves and affixes	None		
	3.4 Approves and affixes signature of the	None		
	3.4 Approves and affixes signature of the approving	None		
	3.4 Approves and affixes signature of the approving officer on	None		
	3.4 Approves and affixes signature of the approving officer on CZC and	None		
	3.4 Approves and affixes signature of the approving officer on CZC and building	None		
	3.4 Approves and affixes signature of the approving officer on CZC and building plans		minutes	Coordinator (CPDC)
4.	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele	None	minutes	Coordinator (CPDC) Admin Aide III/
4. Presents	3.4 Approves and affixes signature of the approving officer on CZC and building plans		minutes	Coordinator (CPDC)
	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building		minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the issuance	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building plans	None	15 minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the issuance	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building	None Depending on the	15 minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the issuance	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building plans	None Depending on the submitted construction	15 minutes 1 day 2 hours 30	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the issuance	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building plans	None Depending on the submitted construction cost/bill of materials	15 minutes	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the issuance	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building plans	None Depending on the submitted construction cost/bill of materials (Batangas City Tax Code	15 minutes 1 day 2 hours 30	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the issuance	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building plans	None Depending on the submitted construction cost/bill of materials	15 minutes 1 day 2 hours 30	Coordinator (CPDC) Admin Aide III/
Presents the claim stub on the date and time indicated for the issuance	3.4 Approves and affixes signature of the approving officer on CZC and building plans Issues/Rele ase CZC and building plans	None Depending on the submitted construction cost/bill of materials (Batangas City Tax Code	15 minutes 1 day 2 hours 30	Coordinator (CPDC) Admin Aide III/



2. ZONING PERMIT FOR OCCUPANCY

(1 photocopy)

Description of the Service: Application for CZC for Zoning Permit for Occupancy of residential,

apartment, pension house, lodging house, hotel etc/ commercial, institutional, recreational, industrial buildings/ structures/ projects

Office or						
Division:	City Planning and Development Office- Zoning Division					
Classifica	Simple	Simple				
tion:	Transaction					
Types of						
Transacti	G2C - Gover	nment to Client/ G2B - Government to Business Owners/ G2G -				
on:	Government	to Government				
Who may						
avail:	Anybody wh	o have been issued building permits				
Checklist of						
	rements	Where to Secure				
	rements	Where to Secure				
Requi	rements oplication	Where to Secure				
Requi 1. ZPO Ap	rements oplication	Where to Secure BPOSS/ CPDO- Zoning Division				
Requi 1. ZPO Ap Form (1 or	rements oplication iginal copy					
Requi 1. ZPO Ap Form (1 or notarized)	rements oplication iginal copy ate of					
Requi 1. ZPO Ap Form (1 or notarized) 2. Certification	pplication iginal copy ate of 1 (1					
Requi 1. ZPO Ap Form (1 or notarized) 2. Certifica Completion	rements oplication iginal copy ate of a (1	BPOSS/ CPDO- Zoning Division				
Requi 1. ZPO Ap Form (1 or notarized) 2. Certifica Completion photocopy) 3. Approve	rements oplication iginal copy ate of a (1	BPOSS/ CPDO- Zoning Division Forms can be secured from City Engineers Office at BPOSS				
Requi 1. ZPO Ap Form (1 or notarized) 2. Certifica Completion photocopy) 3. Approve	rements oplication iginal copy ate of 1 (1) ed anitary/Elect	BPOSS/ CPDO- Zoning Division Forms can be secured from City Engineers Office at BPOSS				
Requi 1. ZPO Ap Form (1 or notarized) 2. Certifica Completion photocopy) 3. Approve Building/Sa	rements oplication iginal copy ate of 1 (1) ed anitary/Elect	BPOSS/ CPDO- Zoning Division Forms can be secured from City Engineers Office at BPOSS				

Client	Agency		Processin	
Steps	Action	Fees to be Paid	g Time	Person Responsible
1.	1.1	None	15	Zoning Officers, Designated
Submits	Receives		minutes	Zoning Inspector/
CEO	CEO			CPDO
endorsem	endorseme			assigned at OSCP
ent and	nt			
secures				
applicatio	1.2 Issues			
n form	application			
	form and			
	claim stub,			
	advises the			
	client to			
	have the			
	form			
	notarized			
	and			
	explains to			
	the client			
	how to			



	accomplish the form			
	1.3	None	20	Admin Aide I, III,
	Retrieves building plan on file	110110	minutes	Zoning Division/ CPDO
	1.4 Encode the submitted documents and schedule for inspection	None	30 minutes	Admin Aide I, III, Zoning Division/ CPDO
	1.5 Conducts ocular inspection	None	1 day	Zoning Officers I, II, III, Designated Zoning Inspector/ CPDO
	on the project site of the project being applied			Admin Aide I, III, Zoning Division/ CPDO
	1.6 Prepares evaluation report of the inspected/a pplied project and recommend s decision			
2. Secures order of payment for the project being applied	Issues order of payment for the release of ZPO	Depending on the submitted construction cost/bill of materials (Batangas City Tax Code of 2009	15 minutes	Zoning Officers I, II, III, Designated Zoning Inspector, Admin Aide III/ CPDO



	Τ .	T	1	
3.	3.1 City		15	Revenue Collection Clerk/
Proceeds	Treasurers	Depending on the	minutes	City Treasurer's Office Staff
to City	Office	submitted construction		
Treasurer	accepts	cost/bill of materials		
s Office	payments	(Batangas City Tax Code		
for	and issue	of 2009		
payment	official			
	receipts.			
	3.2	None	30	Zoning Officers I, II, III,
	Prepares		minutes	Designated Zoning Inspector,
	the ZPO			Admin Aide III/
	upon			CPDO
	_			CIDO
	payment			
	for project			
	being			
	applied			Zoning Officers I, II, III,IV
	• •			
	0.0 + 00			
	3.3 Affixes			
	initials and			
	signature			
	on ZPO by			
	recommend			
	ing officers			
	ing officers			
	3.4	None	30	City Planning &Dev't
	Approves	1,0110	minutes	Coordinator (CPDC)
	and affixes		minutes	Coordinator (Cr DC)
	signature of			
	the			
	approving			
	officer on			
	ZPO			
4.	Issues/Rele	None	15	Admin Aide I, III,
Presents	ases ZPO	T (SHE	minutes	Zoning Division/
the claim	ases ZI O		minutes	CPDO
				CrDO
stub on				
the date				
and time				
indicated				
for the				
issuance				
of ZPO				
	Total:	Depending on the	1 day 2	
	20001	submitted construction	hours 50	
		cost/bill of materials	minutes	
			minutes	
		(Batangas City Tax Code		
		of 2009		



3. CERTIFICATE OF ZONING COMPLIANCE FOR BUSINESS

Description of Service: Application for CZC for the establishment and operation of

commercial, business, institutional, recreational, industrial and other

projects/uses/activities

Office or Division:	City Planning and Development Office- Zoning Division
Simple	Division
Classification: Transaction	
Types of Transaction:	G2B - Government to Business Owners
Who may avail:	Anybody who will establish and operate a
	business in Batangas City
Checklist of Requirements	Where to Secure
1. CZC Application Form (1 original copy)	BPOSS/ CPDO- Zoning Division
	Barangay Hall of stated barangay in their Tax
2. Barangay Clearance to Operate Business	Declaration
3. Right Over Land (1 Photocopy)	Client/Land Owner/Lessor
3.1 Tax Declaration/ Title	
3.2 Notarized Consent	
3.3 Notarized Lease Contract/Sublease Contract	
if Lessee	
3.4 Notarized Deed of Sale/Deed of Conditional	
Sale/Extrajudicial Settlement/ Contract To	
Sell/Transfer of Rights/Usufruct	
3.5 Notarized Memorandum of Agreement	
3.6 Current Tax Receipt	
3.7 Notarized SPA/Certification/Authorization	
4. DTI/SEC	DTI or SEC office
sealed by licensed Engineer (1 copy each)	
5. Location/ Vicinity Map	Client

				Person
Client Steps	Agency Action	Fees to be Paid	Processing Time	Responsible
1. Submits	1.1 Receives the	None	15 minutes	Zoning Officers,
accomplished	accomplished			Designated
application form	application form			Zoning Inspector/
and complete list	together with the			CPDO
of requirements	supporting			assigned at OSCP
	documents			
	1.2			
	Checks/Verifies			
	if the			
	requirements are			
	complete and all			
	documents are			
	correct			
	1.3 Informs			
	applicant of			



	inspection schedule and issues claim stub for follow up and issuance of Order of Payment			
	1.4 Evaluates and encodes documents of the project applied for.	None	1 day	Zoning Officers I, II, III, Designated Zoning Inspector, Admin Aide III/ CPDO
	1.5 Conducts ocular inspection on the project site of the project being applied			Zoning Officers I, II, III, Designated Zoning Inspector/ CPDO
	1.6 Prepares evaluation report of the inspected/propos ed project and recommends decision			Zoning Officers I, II, III,IV/ CPDO
2. Secures order of payment for the project being applied	Issues order of payment for the release of CZC	Depending on the declared capitalization (Batangas City Tax Code of 2009	15 minutes	Zoning Officers I, II, III, Designated Zoning Inspector, Admin Aide III/ CPDO

3. Proceeds to		Depending on the	15 minutes	Revenue
City Treasurers		declared		Collection Clerk/
Office for	3.1 City	capitalization		City Treasurer's
payment	Treasurers Office	(Batangas City		Office Staff
	accepts payments	Tax Code of		
	and issue official	2009		
	receipts.			



	CZ0	Prepares the C upon ment for ect being lied	No	one	30 minutes	S	Zoning Officers I, II, III, Designated Zoning Inspector, Admin Aide III/ CPDO
	initi sign by	Affixes als and nature on CZC ommending cers					Zoning Officers I, II, III,IV/ CPDO
	affi of th	Approves and xes signature ne approving cer on CZC	No	one	30 minutes	S	City Planning &Dev't Coordinator (CPDC)
4. Presents the claim stub on the date and time indicated for the issuance of CZC	Issu CZ0	es/Release	No	one	15 minutes	S	Zoning Division Staff
Te	otal:	Depending on submitted con cost/bill of ma (Batangas City Code of 2009	struction iterials		day and 2 hours		

4. CERTIFICATION AS TO LAND USE CLASSIFICATION

Description of Service : Application for Zoning Certification as to Land Use classification

Office or	Cir. N	1 . 000 7	D			
Division:	City Planning and Development Office- Zoning Division					
Classification:	Simple Transaction					
Types of						
Transaction:	G2C - Government to	Client/ G2G - Governmen	t to Governme	nt		
Who may avail:	Landowners, investors, realtors, students and researchers in general who want					
	to know the land use classification					
Checklist of	Requirements	Wher	e to Secure			
1. Application For	m (1 original copy)	CPDO- Zoning Division				
2. Transfer Certific	cate of Title or Tax					
Declaration (1 phot	cocopy)	Land owner/ Lessor				
3. Lot Plan/ Survey	y Plan	Land owner/ Lessor				
4. Vicinity Map		Land owner/ Lessor				
5. Zoning Certifica	nte filing fee	CPDO- Zoning Division				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible		



1. Submits the accomplished application form together with the requirement and official receipt	1.1 Receives the accomplished application form, requirement and records OR No. 1.2 Prepares Zoning Certification as to land use classification 1.3 Affixes initials on Zoning Certification	Php 200.00 (Batangas City Tax Code of 2009	30 minutes	Zoning Division Staff
	1.4 Approves and affixes signature of the approving officer on Zoning Certificate	None	15 minutes	City Planning & Dev't. Coordinator (CPDC)
2. Claims Zoning Certificate	1.5 Releases Zoning Certification	None	5 minutes	Admin Aide I, III, Zoning Division/ CPDO
Total:		Php200.00 (Batangas City Tax Code of 2009)	50 mi nut es	

5. ISSUANCE SIGNAGE PERMIT

Description of Service : Application for Signage Permit

		City Planning and Development Office- Zoning	
Office or Division:		Division	
	Simple		
Classification:	Transaction		
		G2C - Government to Client/ G2G -	
Types of Transacti	on:	Government to Government	
Who may avail:		Anybody who will post their streamers/ banners	
		for advertisement and information	
Checklist of Requirements		Where to Secure	
1. Application Form (1 original copy)		CPDO- Zoning Division	
2. Sworn Statement (1 original copy)		Client	
3. Consent of private building/structure owners		Lot Owner/Client	
(1 original copy)			
4. Sign Permit Fee		CPDO- Zoning Division	



CIL 4 G4		E 4 1 D 11	D ' (T)	Person
Client Steps 1. Submits the notarized accomplished application form and requirements	Agency Action 1.1 Receives the accomplished application form together with the supporting documents 1.2 Checks/ Verifies if the requirements are complete and all documents are correct 1.3 Issues order of payment	Fees to be Paid Php 30.00 per tarp/streamer/ banner (Batangas City Tax Code of 2009	Processing Time 15 minutes	Responsible Admin Aide I, III, Zoning Division/ CPDO Zoning Officers I, II, III,IV/ CPDO Admin Aide I, III, Zoning Division/ CPDO
2. Proceeds to City Treasurers Office for payment	2.1 City Treasurers Office accepts paymentsand issue official receipts.	Php 30.00 per tarp/streamer/ banner (Batangas City Tax Code of 2009	15 minutes	Revenue Collection Clerk/ City Treasurer's Office Staff
	2.2 Prepares the sign permit upon payment of the sign permit fee 2.3 Affixes initials on sign permit by the recommending officer	None	30 minutes	Zoning Officers I, II, III, Designated Zoning Inspector, Admin Aide III/ CPDO Zoning Officers I, II, III,IV/ CPDO
	2.4 Approves and affixes signature of the approving officer on sign permit	None	30 minutes	City Planing&Dev't. Coordinator (CPDC)
3. Claims Sign Permit	Releases Sign Permits	None	5 minutes	Admin Aide I, III, Zoning Division/ CPDO
To	otal: Php 30.00 per tarp/streamer/		nd 35 minutes	



	banner (Batangas City Tax Code of 2009		
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V. FEEDBACK AND COMPLAINTS

The Feedback System of the CPDO

In order to continuously provide and improve the delivery of basic services to the public, the CPDO is committed to hear feedbacks from its client.

- V.1 A Client complaint/ feedback form Drop Box designated at the lobby of the office.
- V.2 Every two (2) weeks, the admin officer opens the drop box and compiles/ records all feedbacks submitted.
- V.3 All feedbacks and complains will be endorsed to the City Planning and Development Coordinator for proper action.
- V.4 Client will be informed of the action that will be undertaken.
- V.5 The inquiries and follow-ups, clients may contact telephone no. **723-4146.**