



# **CITIZEN'S CHARTER**

**MUNICIPAL ADMINISTRATOR'S OFFICE**

**LOCAL GOVERNMENT UNIT OF MALTA**



Republic of the Philippines  
Province of Davao Occidental  
**MUNICIPALITY OF MALITA**

**OFFICE OF THE MUNICIPAL ADMINISTRATOR**

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## **VISION:**

**TO PROMOTE AND UPHOLD THE MERIT  
PRINCIPLE IN THE LOCAL GOVERNMENT  
SERVICE.**



Republic of the Philippines  
Province of Davao Occidental  
**MUNICIPALITY OF MALITA**

**OFFICE OF THE MUNICIPAL ADMINISTRATOR**

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## **MISSION:**

**TO CONDUCT A CONTINUING ORGANIZATIONAL DEVELOPMENT OF THE LOCAL GOVERNMENT UNIT WITH THE END VIEW OF INSTITUTING EFFECTIVE ADMINISTRATIVE REFORMS.**



Republic of the Philippines  
 Province of Davao Occidental  
 Municipality of Malita  
 Office of the Municipal Administrator

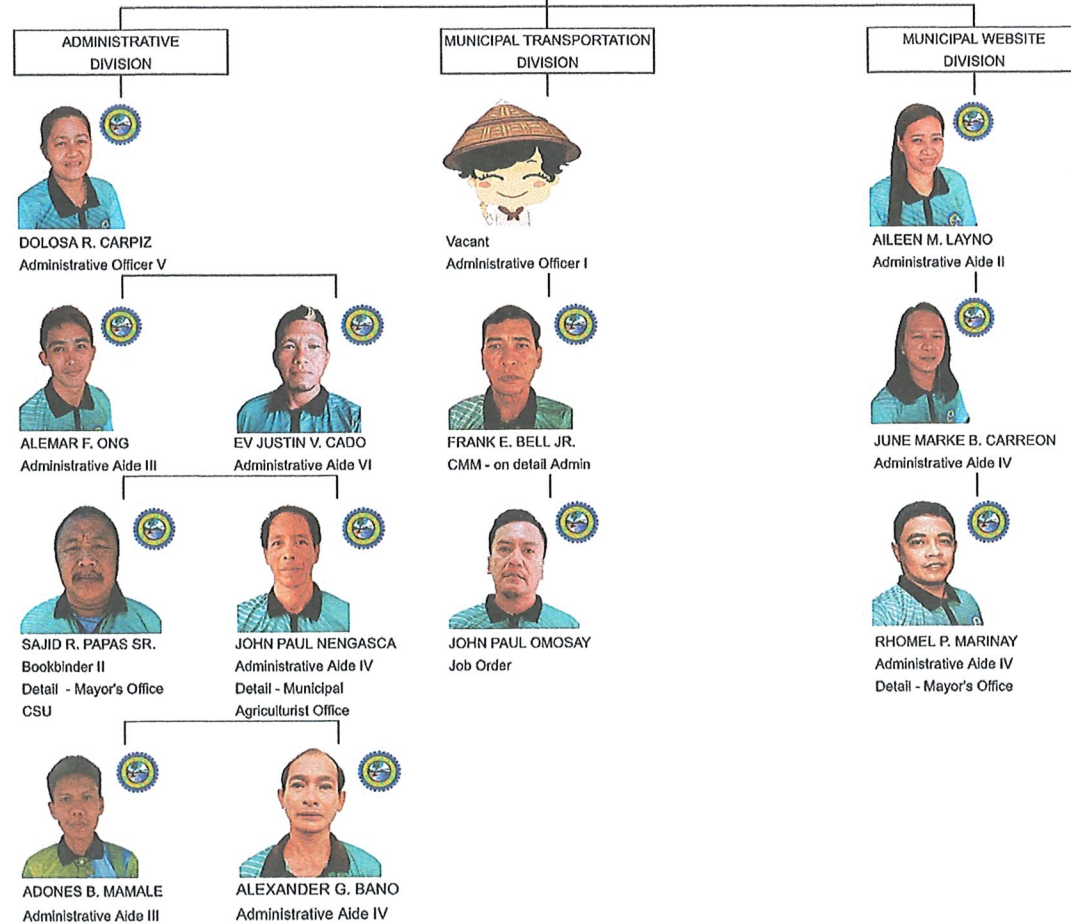
**ORGANIZATIONAL CHART**



**ENGR. BRYAN T. BAUTISTA**  
 Municipal Administrator



**PRISCILA Q. CABALLES**  
 Supervising Administrative Officer





Republic of the Philippines  
Province of Davao Occidental  
MUNICIPALITY OF MALITA

## OFFICE OF THE MUNICIPAL ADMINISTRATOR

# FUNCTIONAL CHART

### **MUNICIPAL ADMINISTRATOR**

- Develop plans and strategies and upon approval thereof by the Mayor as the case may be implement the same particularly those which have to do with the management and administration-related programs and projects which the Mayor is empowered to implement and which the Sanggunian is empowered to provide for under the Local Government Code of 1991;
- Assist in the coordination of the work of all the officials of the Local Government Unit, under the supervision, direction and control of the Mayor and for this purpose he may convene the chiefs of Offices and other officials of the local government unit;
- Conduct a continuing organizational development of the Local Government Unit with the end in view of instituting effective administrative reforms;
- Be in the frontline of the delivery of the administrative support services, particularly those related to the situations during and in the aftermath of the man-made and natural disasters and calamities;
- Recommend to the Sanggunian and advise the Mayor as the case may be on all other matters relative to the management and administration of the Local Government Unit; and
- Administratively reviews and approves for appropriateness and sufficiency all contract, obligating documents, payments and other documents requiring the Mayor's signature.
- Proposed Council orders and communication with the Municipal Council prior to the Mayor's signature.
- Signs and approves government documents.
- Attend meetings for and in behalf of the Local Chief Executive.



### **SUPERVISING ADMINISTRATIVE OFFICER**

- Responsible for planning, coordinating and supervising all administrative services functions, general services, supply/records management and budgeting;
- Oversee the functions of level staff;
- Supervise preparation & management of office budget.
- Monitor and review the outputs of subordinates against performance standards.
- Provide updates to the Municipal Administrator in rating the performance of subordinates and in proposing staff development needs;
- Prepare all office correspondence, Annual Accomplishment Reports, Office/Memo Orders, Project/Training Designs and Requests for Augmentation/Reversion of Budget.
- Prepare office financial work plan and the Project Procurement Management Plan (PPMP).
- Prepare all documents related to ARTA for submission to HRMO, such as Office Citizens Charter, Office Mission and Vision, Office Functional Chart and Department Hotlines.
- Check and review all incoming and outgoing documents.
- Monitor the status of the LGU Website particularly on web developments, updates and payments.
- Monitor the status of LGU Bus in line with the Municipality's Transportation Program

### ADMINISTRATIVE DIVISION

- Receive and record non-procurement and procurement docs from different offices for LCE OR Admin' signature
- Check and review all incoming and outgoing papers.
- Sign and approves documents.
- Assist in updating and archiving of Executive Orders, Memos and other contracts.
- Prepare and process office procurement and non-procurement documents
- Attend committee meetings, trainings and seminars.
- Attend virtual meetings and other tele video-conferencing
- Attend to clients' needs.
- Disseminate various letters for information and reference.
- Make email responses.

### MUN. TRANSPORTATION DIVISION

- Free bus rental services (LGU Big Bus)
- Supervise the status of the vehicle and the preparation of its Pre-Repair Inspection Report
- Implement the **'First Come, First Serve'** basis for bus booking.
- Provide Travel Order and Trip Tickets of driver and mechanic.
- Monitor the LTO Bus Registration renewal every first quarter of the year.

### MUNICIPAL WEBSITE DIVISION

- Assist in creating an LGU Website-*malita.gov*.
- Check the local directory showing therein its various information which are classified into:
  - ↓ Government (*Elected Officials, Department Heads, Government Offices, Ancillaries*)
  - ↓ Community (*People, Culture, Barangays*)
  - ↓ Programs (*Education, Agriculture, Livelihood*)
  - ↓ Social Services (*Civil Registry, Health and Welfare, Peace and Order*)
  - ↓ Investments (*Business Registration, Work Opportunities, Import/Export*)
  - ↓ Tourism (*Destinations, Guides, Tours*)
  - ↓ News and Updates
- Recommend actions for the web design and developments and monitor the web hosting & maintenance payment thru Kinstek CCTV and Computer Installation Services



Republic of the Philippines  
Province of Davao del Sur  
**MUNICIPALITY OF MALITA**

**OFFICE OF THE MUNICIPAL ADMINISTRATOR**

## CITIZEN'S CHARTER

Office / Division : **Municipal Administrator's Office**  
 Schedule of Availability of Service : **Mondays to Fridays 8:00am to 5:00pm**  
 Who may avail of the service : **Clients/ office staff or processing in charge**  
 Checklist of Requirements :  
   + Approved Letter of Request - signed by the LCE / Administrator  
   + Waiver

### 1. MUNICIPAL TRANSPORTATION SERVICES

No.	CLIENT STEPS	SERVICE PROVIDER	DURATION	PERSON INCHARGE	FEES
1	Inquire about the availability of LGU Bus on the selected date/s.	-Verify whether the desired schedule is available -Request a Letter that outlines the whole itinerary of travel. -Log in a new request for LGU bus booking	5-10 minutes  5-10minutes  5-10 minutes	JOHN PAUL D. OMOSAY – Job. Order	None
2	Submit the Letter of Request upon confirmation of bus availability	-Receive the Letter of Request and endorse the same to the LCE's office for approval - Provide a copy of the waiver	10 minutes	DOLOSA R. CARPIZ, Admin Officer V	None
3	Submit a copy of the waiver and a Manifesto signed by the client /passengers	-Get the client's important documents.	5 -10 minutes	DOLOSA R. CARPIZ, Admin Officer V	None



Republic of the Philippines  
Province of Davao Occidental  
**MUNICIPALITY OF MALITA**

**OFFICE OF THE MUNICIPAL ADMINISTRATOR**

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## **DEPARTMENT HOTLINE NUMBER**

Mobile :0935-3801-945 or 0955-3218-820  
E-mail :@ mado@ malita.gov.ph





Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita

# **HUMAN RESOURCE MANAGEMENT OFFICE**

# **CITIZEN'S CHARTER**

- Mandate** Plans and directs the personnel program of the Local Government Unit of Malita, Davao Occidental. Performs a variety of complete tasks involving Administration Management and Operation of Personnel Records Keeping and maintains liaison with the Civil Service Commission, GSIS, HMDF, PHIC and other National Agencies.
- Vision** The Human Resource Management Office of the Local Government Unit of Malita shall be the Davao Occidental Province's core of Excellence for Strategic Human Resource and Organizational Development
- Mission** To assist the Local Chief Executive achieve the administration's objectives of fostering harmonious relationship with the human resources; to hire/employ capable and competent people and provide them with opportunities with advancement and self-development; assist/advise the Local Chief Executive in formulating policies and programs that will serve the requirements of employee's discipline and recommends appropriate proper administrative action to the Local Chief Executive; to provide technical assistance and services to the different departments in relation to their personnel functions in promoting satisfactory work environment; and to ensure that all employees are treated equally and fairly in the application of policies, rules and regulations and in rendering services to them regardless of Gender, Religion, Ethnicity and Circumstances of Disability.



# HUMAN RESOURCE MANAGEMENT OFFICE

Organizational Structural



**HON. BRADLY L. BAUTISTA**  
Municipal Mayor



**MR. FERDINAND AMULET T. PARKER**  
Municipal Government Department Head  
Human Resource Management Officer



**MS. GRETCHIN M. BIRONDO**  
Administrative Officer IV  
Recruitment, Selection, and  
Placement System Head  
Grievance and Administrative  
Division Secretariat



**MS. LEONICE L. CARNECER**  
Administrative Aide IV  
Performance  
Management System  
Head



**MR. CONRAD FISCHER D. OMANDAC**  
Administrative Aide IV  
Learning & Development System and  
Rewards & Recognition System Head



**MS. MINDASUL L. MARIANO**  
Administrative Assistant IV  
Leave Administration  
Division Head



**MR. HAROLD F. MAHINAY**  
Administrative Aide IV  
Information and Technology  
Division Head  
HRMO Procurement and  
Supply Officer



**MS. ELVIRA S. CHAVEZ**  
Administrative Assistant I  
HRMO Records  
Management Division Head



**MR. ROY M. CARBAJOSA**  
Job Order  
ARTA Action Officer



**MS. MARY ANN N. LORONO**  
Administrative Aide II  
Messenger



**MR. REDEN JAY N. DESABILLE**  
Administrative Aide II  
Reproduction Machine Operator I

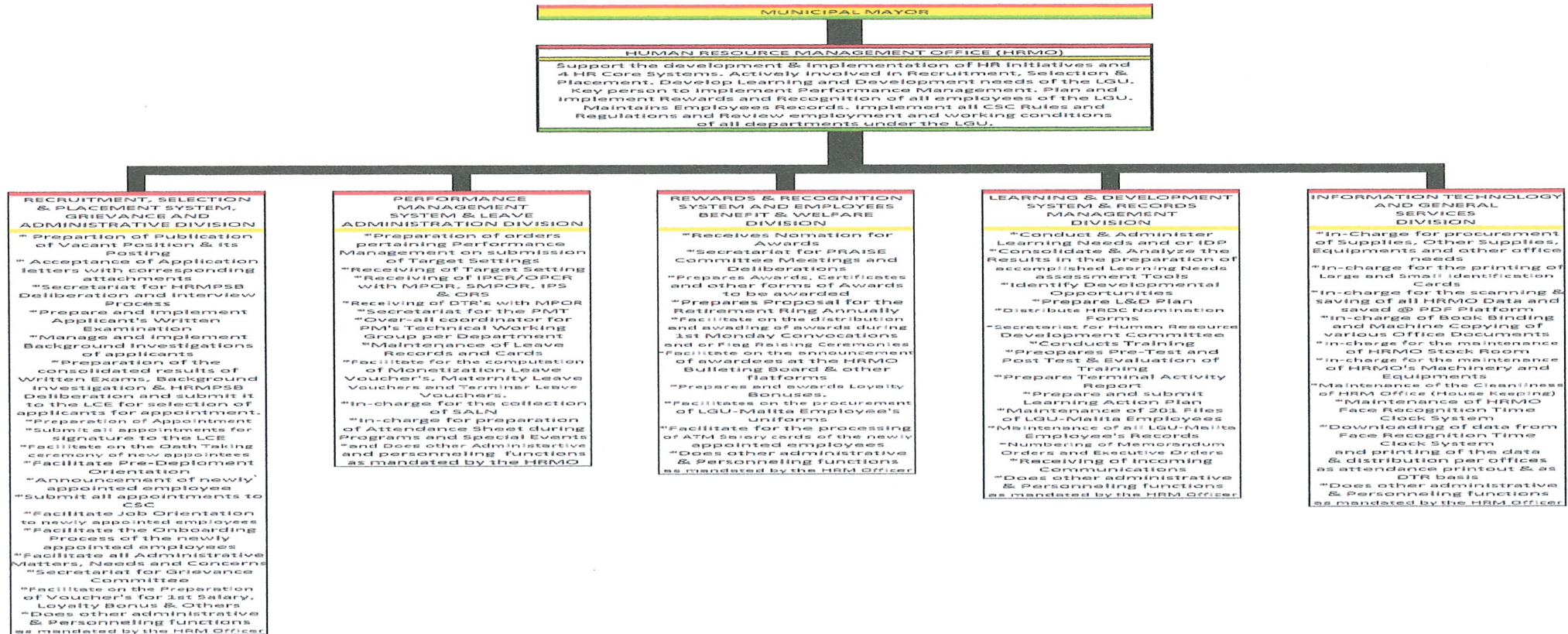


Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita



# HUMAN RESOURCE MANAGEMENT OFFICE

## FUNCTIONAL CHART





Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita



## HUMAN RESOURCE MANAGEMENT OFFICE

### SERVICE OFFERED

- **APPLYING FOR A VACANT POSITION AND SECURING APOINTMENT PAPER**

About the Service : Employment papers of persons who wish to enter the Municipal Government service are processed by the Human Resource Management Office. This include applying for a vacant position and securing appointment papers

Who may avail of the Service : Applicant/s

What are the Requirements? :

A. Applying for Vacant Position:

1. Application letter addressed to the Municipal Mayor specifying the position desired based on the list of vacancies at the Human Resource Management Office, Ground Floor, Municipal Hall Bldg., Premises.
2. School Records/Credentials
3. Civil Service Examination Rating Report, if applicable

4. Personal Data Sheet (Form 212)

5. License, if applicable

**B. Securing Appointment Papers**

1. Three (3) copies of duly accomplished Personal Data Sheet (Form 212)

2. NBI Clearance

3. Medical Certificate

a. Blood Test – Blood Type

b. Chest X-Ray

c. Urinalysis

d. Drug Test; and

e. Neuro – psychiatric Exam (For Drive and Security Guards)

Schedule of Availability

Of the Service

: Monday to Friday, 8:00 AM to 5:00 PM

NO NOONBREAK

Total Fees/Charges

: None

How to Avail of the Service:

**A. APPLYING FOR A VACANT POSITION**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Norman Circumstance)	PERSON IN CHARGE	FEES	FORM
1.	Submit application letter together with all the requirements to the Human Resource Management Office	Received, records the application letter together with all the requirements  Screen/evaluate all documents	5-10 minutes  10-15 minutes	Receiving Clerk  HRM Officer	NONE  NONE	
2.	Follow-up status of application at the Human Resource Management Office	Inform the status of the applicant to come for an interview during the schedule PSB deliberation  Inform the applicant through invitation letter/text message on the schedule PSB deliberation	Variable	HRM Officer 1	NONE	
3.	Go back to HRMO for interview during the schedule PSB deliberation	Interview the Applicant	Variable	Members of the PSB	NONE	
END OF TRANSACTION						

## B. SECURING APPOINTMENT PAPERS

1.	Submit all the required documents	<p>*Receive all the required documents</p> <p>*Scrutinize all the documents submitted</p> <p>*Prepare the appointment paper together with the supporting document</p> <p>*Final check/review the prepared appointment together with the supporting documents</p> <p>*Submit the reviewed/ checked documents to the Office of the Mayor for signature/approval</p>	<p>5-10 minutes</p> <p>10-20 minutes</p> <p>10-20 minutes</p> <p>10 minutes</p>	<p>Receiving Clerk</p> <p>HRM Officer</p> <p>Appointment Section</p> <p>HRM Officer</p>	<p>NONE</p> <p>NONE</p> <p>NONE</p> <p>NONE</p>	
2.	Receive original copy of the approved appointment by signing on the duplicates copies as proof of receipt	Release the approve appointment	5-10 minutes	HRM Officer/appointment section	NONE	
END OF TRANSACTION						



- **SECURING SERVICE RECORD, CERTIFICATION OF EMPLOYMENT, OTHER CERTIFICATION AND DOCUMENTS, SUCH AS CERTIFICATES OF NO PENDING CASE, AUTHORITY TO TRAVEL ABROAD, ETC.**

About the Service: Service records and other Certification may be secured the Human Resource Management Office by the Municipal Officials and employees for purpose of applying for membership to the GSIS, HDMF (Pag-ibig), and Philhealth for obtaining loan from banks and other government and financial lending institutions; and for purpose of transferring in other government agencies, etc.

Schedule of availability

Of Service: Monday to Friday, 8:00 AM to 5:00 PM, no noon break

Who May Avail of the Service:

Officials and Employees of the Municipal Government and other Government agencies

What are the Requirements?

None

Total Fees/Charges:

None

How to Avail of the Service:

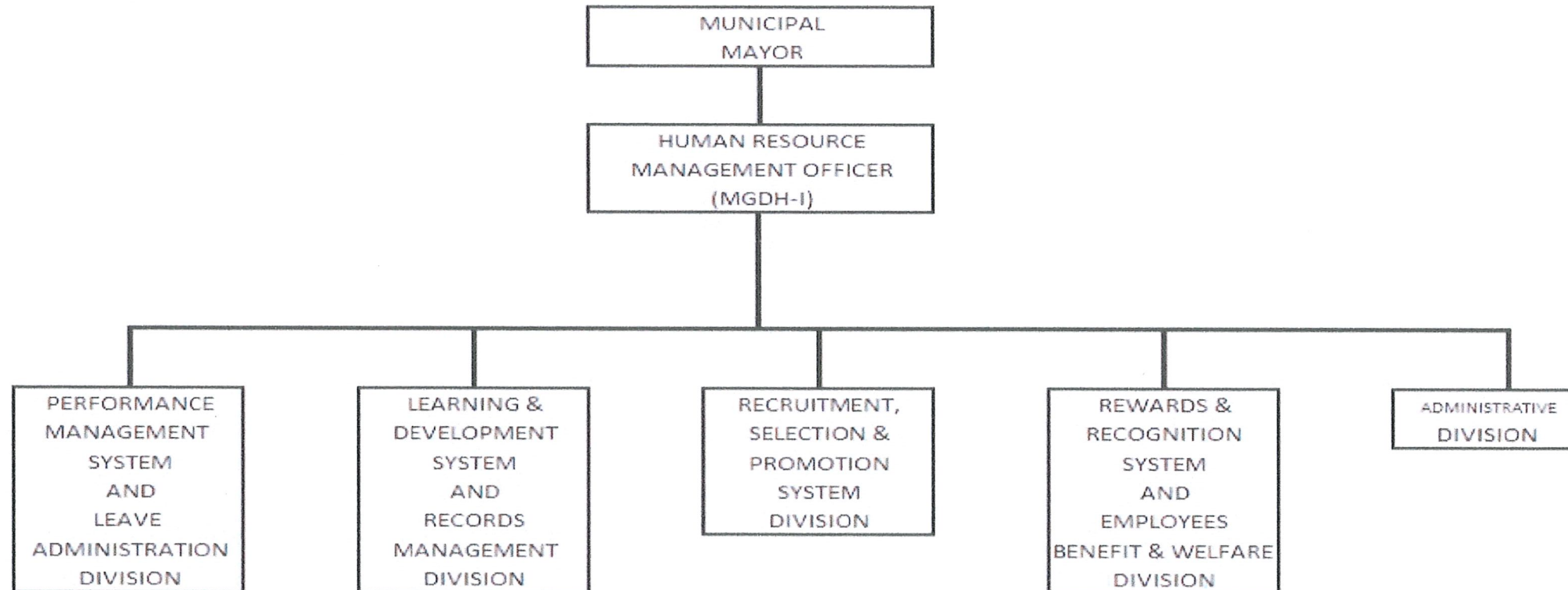
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSON IN CHARGE	FEES	FORM
1	Request at the HRM Office	Retrieved the 201 file and prepare the document needed	10-30 minutes	General service Division In-charge	NONE	
2	Wait while the requested documents are being retrieved	<p>*Retrieved/check/initial the papers/document requested</p> <p>*Sign the prepared document requested</p> <p>*If records are not available inform the client that the requested documents/records are not available</p>	<p>10-30 minutes</p> <p>5-10 minutes</p>	<p>HRM Officer</p> <p>HRM Officer</p>	NONE	
3	Claim the requested documents and sign the duplicate copy as proof of receipt	<ul style="list-style-type: none"> <li>Release the document requested</li> </ul>	5-10 minutes	HRM Officer	NONE	
END OF TRANSACTION						



Republic of the Philippines  
PROVINCE OF DAVAO OCCIDENTAL  
MUNICIPALITY OF MALITA



## HUMAN RESOURCE MANAGEMENT OFFICE





REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO OCCIDENTAL  
MUNICIPALITY OF MALITA

**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

# **CITIZEN'S CHARTER**

## **MANDATE**

The Planning and Development Office as stipulated under Article VI, Section 476 of the Local Government Code of 1991 shall formulate integrate economic, social, physical and all other development plans & policies for consideration of the local development council.

## **VISION**

An ever-active contributor and facilitator in the overall and infinite development, growth for municipality's progress.

## **MISSION**

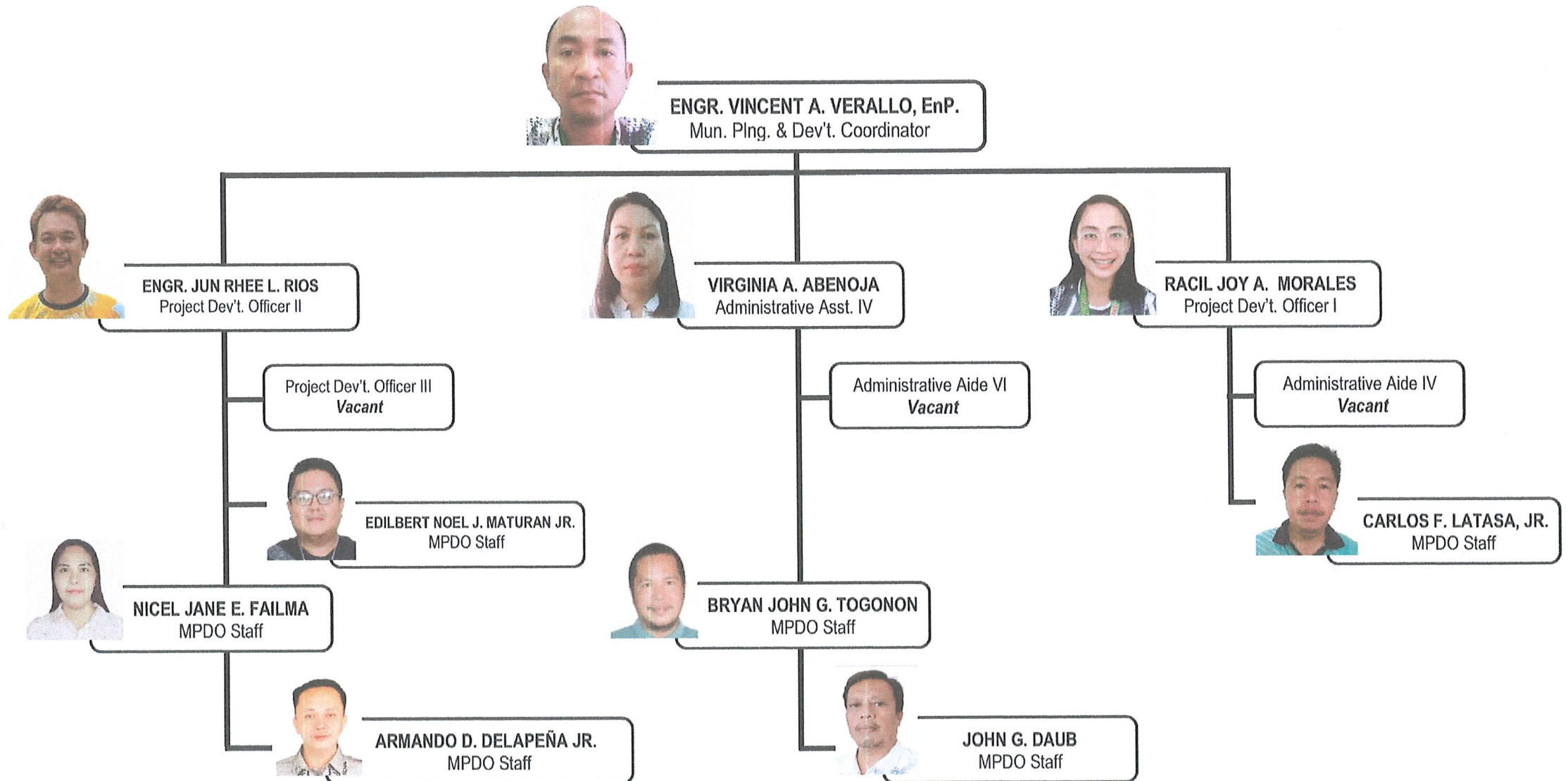
To help in the improvement of economic condition and maintain planning coordination linkages to all levels and contribute to the overall advancement and general welfare.



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO OCCIDENTAL  
MUNICIPALITY OF MALITA

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

**ORGANIZATIONAL STRUCTURE**





REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO OCCIDENTAL  
MUNICIPALITY OF MALITA

**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

**FUNCTIONAL CHART**

**OFFICE OF THE MPDC**

General administration and supervision over the Office of the Municipal Planning and Development Coordinator

**PLANNING & DEVELOPMENT  
INVESTMENT PROGRAMMING**

- Formulate, prepare comprehensive economic, social, physical, and other development plans and policies for consideration of the Local Government Development Council;
- Conducts continuing studies, researches necessary to evolve plans and programs implementation;
- Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
- Promote people's participation in development planning within the local government unit concerned.
- Provides technical assistance to the barangays in identifying and developing programs & projects.
- Analyzed the income and expenditure patterns and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned.

**LAND USE & ZONING  
REGULATION**

- Performing, review and process applications, administer and enforce zoning and subdivision regulations within the local government unit concerned;
- Update the Land Use Plan and projects related to the development
- Provide objective information to the residents and applicants on matters regarding land use.
- Conduct planning studies related to the traffic, parking, housing, urban design, mobility, resiliency economic development, etc. as directed or the legislative body.
- Serves as the back-up arm of other division in issuing citations, generating hazard and risk maps for ecological profile, zoning and land use planning or maps.
- Provide information guidance and administrative support to the Local Zoning Board of Appeals.

**ADMINISTRATIVE  
SUPPORT**

- Provide support services relating to personnel and staff development, records management, supplies and equipment, budgeting and accounting, security and general utility management of the office.
- Perform routinary preparation and processing of all claims, purchases, payables, and communications concerning to office operations.
- Office management, maintain minutes of meetings, develop and maintain a filing system.
- Coordinating meetings, book travel arrangements, scheduling tasks, assist visitors and other related.

**RESEARCH, INFORMATION  
& MANAGEMENT**

- Data management information generation, processing, banking, consolidation, updating of municipal profiles & other records related.
- Research management provides demographical, socio-economics stats data, & other related information.

**MONITORING & EVALUATION**

- Monitor and evaluate the implementation of the different development programs and projects of the local government unit concerned;
- Conducting field inspection, includes zoning permit inspections based on approved plans to ensure compliance with zoning codes and regulations.

# FRONT LINE SERVICES

## \*SECURING DATA FROM THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

### ABOUT THE SERVICE:

Information about the municipality and its development plans are available at the MPDO.

This includes:

- Socio-Economic Profile
- Land Use Plan
- Economic Development Data
- Maps
- Other Municipal Statistics

<b>Office of Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government			
<b>Who may avail:</b>	All			
<b>Service Schedule:</b>	Mondays-Fridays – (8:00am-12:00nn; 1:00pm-5:00pm; No Noon Break			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
>Valid ID >Letter Request address to the LCE thru the MPDC			Provided by Client	
<b>*PROCEDURES TO AVAIL THE SERVICE*</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. INQUIRY</b> - Present valid ID Sign in the Client Log Book in the Office	-Give the Log Book to the client	None	5-10 minutes	-Admin. Asst. -Proj. Dev't. Officer -Office Staff
-Filled-up CLIENT REQUEST FORM prescribed by office	-Give the Client Request Form			
<b>2. SUBMIT</b> -The required documents	-Verify & Access Availability of data. *In case requested data is not available, client is referred to other	None	10-30 minutes	-Admin. Asst. -Proj. Dev't. Officer -Office Staff



	probable source of data			
	-Process data requested by clients.			
-Received POF /Billing Assessment	-Prepare the issuance of Billing Assessment/Payment Order Form (POF) and Give to the client	Malita Revenue Code	5-10minutes	-MPDC -Admin. Asst. -Proj. Dev't. Officer
<b>3. PAYMENT</b>				
-Presents POF/Billing to the Cashier and PAY the prescribed fees	-Accept the payment based on the Order of Payment	Malita Revenue Code	variable	-MTO Personnel
*Make sure to secure Official Receipt from the Cashier upon payment	-Issue the Official Receipt			
<b>4. RELEASE</b>				
-Return to the Planning Office and Submit Official Receipt(s)	-Check the Official Receipts and Prepare the documents		5-10minutes	-Admin. Asst. -Proj. Dev't. Officer
-Sign the logbook for the record purposes	-Reviews and verify information to be given to the client	None		-Office Staff

## \*SECURING COMPUTER-GENERATED MAPS

### ABOUT THE SERVICE:

The Office produce computer-generated maps of Malita, the maps available range from those showing road network up to those for land use and identified flooding hazard maps.

This includes:

- Municipal & Barangay Base Maps
- Municipal & Barangay Land Use Zoning Maps
- Flooding Hazard maps
- Other related Land Use Maps

<b>Office of Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government			
<b>Who may avail:</b>	All			
<b>Service Schedule:</b>	Mondays-Fridays – (8:00am-12:00nn; 1:00pm-5:00pm; No Noon Break			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
>Valid ID >Letter Request address to the LCE thru the MPDC			Provided by Client	
<b>*PROCEDURES TO AVAIL THE SERVICE*</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. INQUIRY</b> - Present valid ID Sign in the Client Log Book in the Office	-Give the Log Book to the client	None	5-10 minutes	-Proj. Dev't. Officer -Office Staff/Mapper
-Filled-up CLIENT REQUEST FORM prescribed by office	-Give the Client Request Form			
<b>2. SUBMIT</b> -The required documents	-Verify & Access Availability of maps *In case requested data is not available, client is referred to other probable source of data -Process data requested by clients.	None	10-30 minutes	-Proj. Dev't. Officer -Office Staff/Mapper

-Received POF /Billing Assessment	-Prepare the issuance of Billing Assessment /Payment Order Form (POF) and Give to the client	Malita Revenue Code	5-10minutes	-MPDC -Proj. Dev't. Officer -Admin. Asst.
<b>3. PAYMENT</b> -Presents POF/Billing to the Cashier and PAY the prescribed fees	-Accept the payment based on the Order of Payment	Malita Revenue Code	variable	-MTO Personnel
*Make sure to secure Official Receipt from the Cashier upon payment	-Issue the Official Receipt			
<b>4. RELEASE</b> -Return to the Planning Office and Submit Official Receipt(s)	-Check the Official Receipts and Prepare the documents	None	5-10 minutes	-Proj. Dev't. Officer -Office Staff/Mapper
-Sign the logbook for the record purposes	-Review and verify the data to be given to the client			

## \*ISSUANCE OF SITE ZONING CLASSIFICATION/ZONING CERTIFICATE

### ABOUT THE SERVICE:

SITE ZONING Classification is requested to verify if a proposed project site complies with the approved Municipal Comprehensive Land Use Plan and Zoning Ordinance.

It is also required to support realty tax assessment, dead of sale or transfer of property rights and in determining the potential uses of land, among others. Individuals need to secure a Zoning Certificate before they can apply for building permits. People requesting for electrical installations are also required to secure the same.

<b>Office of Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple & Highly-Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government			
<b>Who may avail:</b>	All Land owners, Land Developers, Realtors, Land Assessors who wish to verify the Zoning/Land Use classification of their lots/parcels of land.			
<b>Service Schedule:</b>	Monday-Friday – (8:00am-12:00nn; 1:00pm-5:00pm); No Noon Break			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
➤ Application Form duly accomplished and notarized;			Municipal Planning and Dev't. Office	
➤ Vicinity/Location Map			Provided by client	
➤ Lot Plan Survey			Provided by property owner	
➤ Transfer Certificate of Title (TCT) or Deed of Sale			Provided by property owner	
➤ Real Property Tax (RPT) Tax Payment latest			Provided by property owner	
➤ Tax Declaration of Real Property			Provided by property owner	
➤ Certification from MARO-DAR (if area applied outside Poblacion/or within agricultural)			Municipal Agrarian Reform Office	
➤ Official Receipt			Municipal Treasurer's Office	
<b>*PROCEDURES TO AVAIL THE SERVICE*</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. INQUIRY</b>				
-Sign in the Client Log Book of the Office	-Give the Log Book to the client	None	5-10 minutes	-Admin. Asst. -Project Dev't. Officer -Office Staff
-Secure/Accomplished and notarized Application form	-Give the application Form to the client			

<b>2. SUBMIT</b> -The required documents for initial assessment and verification	-Assessment, review the requirements and verify if inspection is needed	None	10-30 minutes	-Admin. Asst. -Project Dev't. Officer
*Make sure to submit complete requirements	-Issue the Notice of Deficiency in requirements if there is lacking docs.			
	*For projects that needs reclassification and SB Resolutions.			
	-Prepare the Evaluation Report/ Recommendations to the Sangguniang Bayan		10-30 minutes	-MPDC -Project Dev't. Officer
	-Conduct of session for the recommendation of the MPDC and the issuance of reclassification certificate and SB Resolutions.		variable	-Office of the Sangguniang Bayan
-Received Order of Payment/POF	-Prepare the issuance of Billing Assessment /Payment Order Form (POF) and Give to the client	Malita Revenue Code	5-10 minute	-MPDC -Proj. Dev't. Officer -Admin. Asst.
<b>3. PAYMENT</b> -Presents POF to the Cashier and PAY the prescribed fees	-Accept the payment based on the Order of Payment	Malita Revenue Code	variable	-MTO Personnel
*Make sure to secure Official Receipt from the Cashier upon payment	-Issued the Official Receipt of client			
<b>4. RELEASE</b> -Return to the Planning Office and Submit Official Receipt(s) -Or with Sangguniang Bayan Resolution together with the complete requirements for the processing of the Zoning Certificate	-Check the Official Receipt, Assess and verify the SB Resolution and Prepare the Zoning Certificate	None	5-10 minute	-MPDC -Admin. Asst. -Project Dev't. Officer
	-Approved and sign the Zoning Certificates		variable	-MPDC
	-Issue Zoning Certificates to the client			
-Sign the logbook for the record purposes	-Review and verify the document to be given to the client		5-10 minute	-Admin. Asst. -Proj. Dev't. Officer -Office Staff

## \*ISSUANCE OF LOCATIONAL CLEARANCE FOR NEW BUSINESS PERMIT

### ABOUT THE SERVICE:

All enterprises are required to secure a Locational Clearance upon application for business permit to ensure that the enterprise is allowed in the chosen location as per Comprehensive Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

<b>Office of Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple and Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government			
<b>Who may avail:</b>	All residents, non-residents and companies who intended to open a new business is in the municipality			
<b>Service Schedule:</b>	Monday-Friday – (8:00am-12:00nn; 1:00pm-5:00pm); No Noon Break			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
➤ Application Form duly accomplished and notarized			Municipal Planning and Dev't. Office	
➤ Vicinity/Location Map			Provided by client	
➤ Transfer Certificate of Title (TCT) or Deed of Sale or Lease Contract between the Lessor and the Lessee if leased (Notarized)			Provided by property owner	
➤ Business Name Certificate (DTI Business Certificate)			DTI Negosyo Center	
➤ Real Property Tax Declaration			Provided by property owner	
➤ Real Property Tax (RPT) Tax Payment latest			Provided by property owner	
➤ Lot Plan Survey			Provided by property owner	
➤ Barangay Clearance to Operate Business			Barangay Hall	
➤ Site Development Plan or Picture of Business Establishment			Provided by property owner	
➤ Official Receipt			Municipal Treasurer's Office	
<b>*PROCEDURES TO AVAIL THE SERVICE*</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. INQUIRY</b>				
-Sign in the Client Log Book of the Office	-Give the Log Book to the client	None	5-10 minutes	-Admin. Asst. -Project Dev't. Officer -Office Staff
-Secure/Accomplished and notarized Application form	-Give the application Form to the client			
<b>2. SUBMIT</b>				
-The required documents for initial assessment and verification	-Assessment, review the requirements and verify if inspection is needed	None	10-30 minutes	-Admin. Asst. -Project Dev't. Officer

*Make sure to submit complete requirements	-Issue the Notice of Deficiency in requirements if there is lacking docs.				-MPDC -Admin. Asst. -Project Dev't. Officer
-Received Order of Payment/POF	-Prepare the issuance of Billing Assessment/Payment Order Form (POF) and Give to the client	Malita Code	Revenue	5-10 minute	
<b>3. INSPECTION</b> -Undergo the Inspection (if needed)	-Inspect the business site and road setback (if needed)	Malita Code	Revenue	variable	-Project Dev't. Officer
<b>4. PAYMENT</b> -Presents POF to the Cashier and PAY the prescribed fees	-Accept the payment based on the Order of Payment	Malita Code	Revenue	variable	-MTO Personnel
*Make sure to secure Official Receipt from the Cashier upon payment	-Issued the Official Receipts of client				
<b>5. RELEASE</b> -Return to the Planning Office and Submit Official Receipt(s)	-Check the Official Receipt			5-10 minutes	-Admin. Asst. -Proj. Dev't. Officer
	-Approved and sign the Locational Clearance	None		variable	-MPDC
	-Issue the Locational Clearance to the client			5-10 minute	-Admin. Asst. -Proj. Dev't. Officer
-Sign the logbook for the record purposes	-Review and verify the data to be given to the client				

## \*ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING/ELECTRICAL PERMIT

### ABOUT THE SERVICE:

This is done before the start of construction to ensure that the building/business is allowed in the chosen location as per the Land Use Plan (CLUP) and Zoning Ordinance.

<b>Office of Division:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Simple and Highly - Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government
<b>Who may avail:</b>	Any person, firm or corporation who will undergo construction activities regardless of size and cost of the project can avail this service
<b>Service Schedule:</b>	Monday-Friday – (8:00am-12:00nn; 1:00pm-5:00pm); No Noon Break
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
➤ Application Form for Locational Clearance duly accomplished and notarized	Municipal Planning and Dev't. Office
➤ Building Plan duly signed by an Architect	Provided by property owner
➤ Site Development Plan and Vicinity Map	Provided by property owner
➤ Lot Plan Survey	Provided by property owner
➤ Bills of Materials and Specifications	
➤ Transfer Certificate of Title (TCT) or Deed of Sale or Lease Contract between the Lessor and the Lessee if leased (Notarized) *If is not owned: - Contract of Lease (Authorization to Occupy Lot) - Neighbor Consent – when applicable	Provided by property owner
➤ Real Property Tax Declaration	Provided by property owner
➤ Real Property Tax (RPT) Tax Payment latest	Provided by property owner
➤ Approved SB Resolution for reclassification (if projects that fall under other classification)	Office of the Sangguniang Bayan
➤ Certificate of Non-Coverage (CNC)/Environmental Clearance Certificate (ECC), when applicable	DENR – Region XI
➤ Barangay Clearance	Barangay Hall
➤ Official Receipt	Municipal Treasurer's Office



**\*PROCEDURES TO AVAIL THE SERVICE\***

CLIENT STEPS	AGENCY ACTIONS	FEEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. INQUIRY</b> -Sign in the Client Log Book of the Office	-Give the Log Book to the client	None	5-10 minutes	-Admin. Asst. -Project Dev't. Officer -Office Staff
-Secure/Accomplished and notarized Application form	-Give the application Form to the client			
<b>2. SUBMIT</b> -The required documents for initial assessment and verification	-Assessment, review the requirements and verify if inspection is needed	None	10-30 minutes	-Admin. Asst. -Project Dev't. Officer
*Make sure to submit complete requirements	-Issue the Notice of Deficiency in requirements if there is lacking docs.			
-Received POF /Billing Assessment	-Issue of Order of Payment (POF) if all required documents were given complete and give to the client	Malita Revenue Code	5-10 minutes	-Admin. Asst.
<b>3. INSPECTION</b> -Undergo the Inspection (if needed)	-Inspect the business site and road setback (if needed)	Malita Revenue Code	variable	-Project Dev't. Officer
<b>4. PAYMENT</b> -Presents POF to the Cashier and PAY the prescribed fees	-Accept the payment based on the Order of Payment	Malita Revenue Code	variable	-MTO Personnel
*Make sure to secure Official Receipt from the Cashier upon payment	-Issued the Official Receipt			
<b>5. RELEASE</b> -Return to the Planning Office and Submit Official Receipt(s)	-Check the Official Receipt	None	5-10 minutes	-Admin. Asst. -Proj. Dev't. Officer
	-Approved and sign the Locational Clearance		variable	-MPDC
	-Issue the Locational Clearance to the client-Admin. Asst.IV -Proj. Dev't. Officer		5-10 minutes	-Admin. Asst. -Proj. Dev't. Officer
-Sign the logbook for the record purposes	-Review and verify the data to be given to the client			

## \*ISSUANCE OF DEVELOPMENT PERMIT

### ABOUT THE SERVICE:

A Development Permit is a permit recommended by the Sangguniang Bayan and issued and approved by the Municipal Mayor before any development is introduced to any parcel of land.

<b>Office of Division:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Highly - Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government
<b>Who may avail:</b>	All Land Owners or Developers who intended to alter or develop into a subdivision a parcel(s) of land situated in the Municipality of Malita
<b>Service Schedule:</b>	Mondays-Fridays – (8:00am-12:00nn; 1:00pm-5:00pm; No Noon Break
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
➤ Application Form for PSDP or Development Permit duly accomplished and notarized	Municipal Planning and Dev't. Office
➤ Topographic Map	
➤ Site Development Plan and Vicinity Map (one copy each for Mayor/MPDC, Mun. Engineer and SB)	Provided by property owner
➤ Road (Geometric & Structural Design Plan -Profile showing the vertical control design grade, curve elements and all information needed for construction -Typical road way sections showing relative dimensions and slopes of pavement, gutters, side-walks, shoulders, benching and others. -Detail of roadway showing the required thickness of pavement sub grade treatment and sub base course on the design analysis -Details of roadway miscellaneous structures such curb and gutter	
➤ Storm Drainage and Sewer Systems -Profiles showing the hydraulic gradients and properties of the main lines including structures in relation with to road grade -Details of drainage and miscellaneous structures such as various type of manholes, catch basin, inlets (curb, gutter and drop) culverts and channel linings.	Provided by property owner
➤ Water system layout and details	Provided by property owner
➤ Site Grading Plan	Provided by property owner

➤ Project Study -Statement of Assets and Liabilities -Income Tax and Return last three (3) years	Provided by property owner
➤ Application of Water Supply System (MARWASA or any local water system in the area)	Provided by property owner
➤ Application of Power Supply System (DASURECO or any local power supplier/generator)	Provided by property owner
➤ Specification, Bills of Materials and Cost Estimates	Provided by property owner
➤ Certified True Copy of Environmental Clearance Certificate (ECC) duly signed by the DENR	Provided by property owner
➤ Zoning Certificate from the MPDC/Zoning Officer	Municipal Planning and Development Office
➤ Sangguniang Bayan Resolution recommending the approval of the Development Permit	Office of the Sangguniang Bayan
➤ Official Receipt	Municipal Treasurer's Office

**\*PROCEDURES TO AVAIL THE SERVICE\***

CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. INQUIRY</b> -Sign in the Client Log Book of the Office -Secure/Accomplished and notarized Application form	-Give the Log Book to the client -Give the application Form to the client	None	5-10 minutes	-Admin. Asst. -Project Dev't. Officer -Office Staff
<b>2. SUBMIT</b> -The required documents for initial assessment and verification	-Evaluate the requirements and transmit the application to the Sangguniang Bayan and Schedule the Site Inspection.	None	10-30 minutes	-Admin. Asst. -Project Dev't. Officer
<b>3. INSPECTION</b> -Undergo the Inspection	-Conduct an Ocular Inspection of the Site	Malita Revenue Code	variable	-Project Dev't. Officer
	-Prepare the Evaluation Report of the Subdivision and submit to the Sangguniang Bayan		10-30 minutes	-MPDC
	-Conduct of hearing for the recommendation of issuance of Development Permit		variable	Office of the Sangguniang Bayan

<b>4. SUBMIT</b> -The Sangguniang Bayan Resolution *Make sure to submit complete requirements *Make sure to secure the Order of Payment that will be issued	-Assess and verify the SB Resolution	None	5-10 minutes	-MPDC -Admin. Asst. -Project Dev't. Officer
	-Issue the Notice of Deficiency in requirements if there is lacking docs.			
	-Issue the Order of Payment if all required documents were complete	Malita Revenue Code		
<b>5. PAYMENT</b> -Presents POF to the Cashier and PAY the prescribed fees *Make sure to secure Official Receipt from the Cashier upon payment	-Accept the payment based on the Order of Payment	Malita Revenue Code	variable	MTO Personnel
	-Issued the Official Receipt			
<b>6. RELEASE</b> -Return to the Planning Office and Submit Official Receipt(s) for the processing of the Development Permit  -Sign the logbook for the record purposes	-Check the Official Receipt and Prepare the Development Permit	None	5-10 minutes	-Admin. Asst. -Proj. Dev't. Officer
	-Approved and sign the Development Permit		variable	-Mayor
	-Issue the Development Permit to the client		5-10 minutes	-MPDC -Admin. Asst.
	-Review and verify the data to be given to the client			-Proj. Dev't. Officer