



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

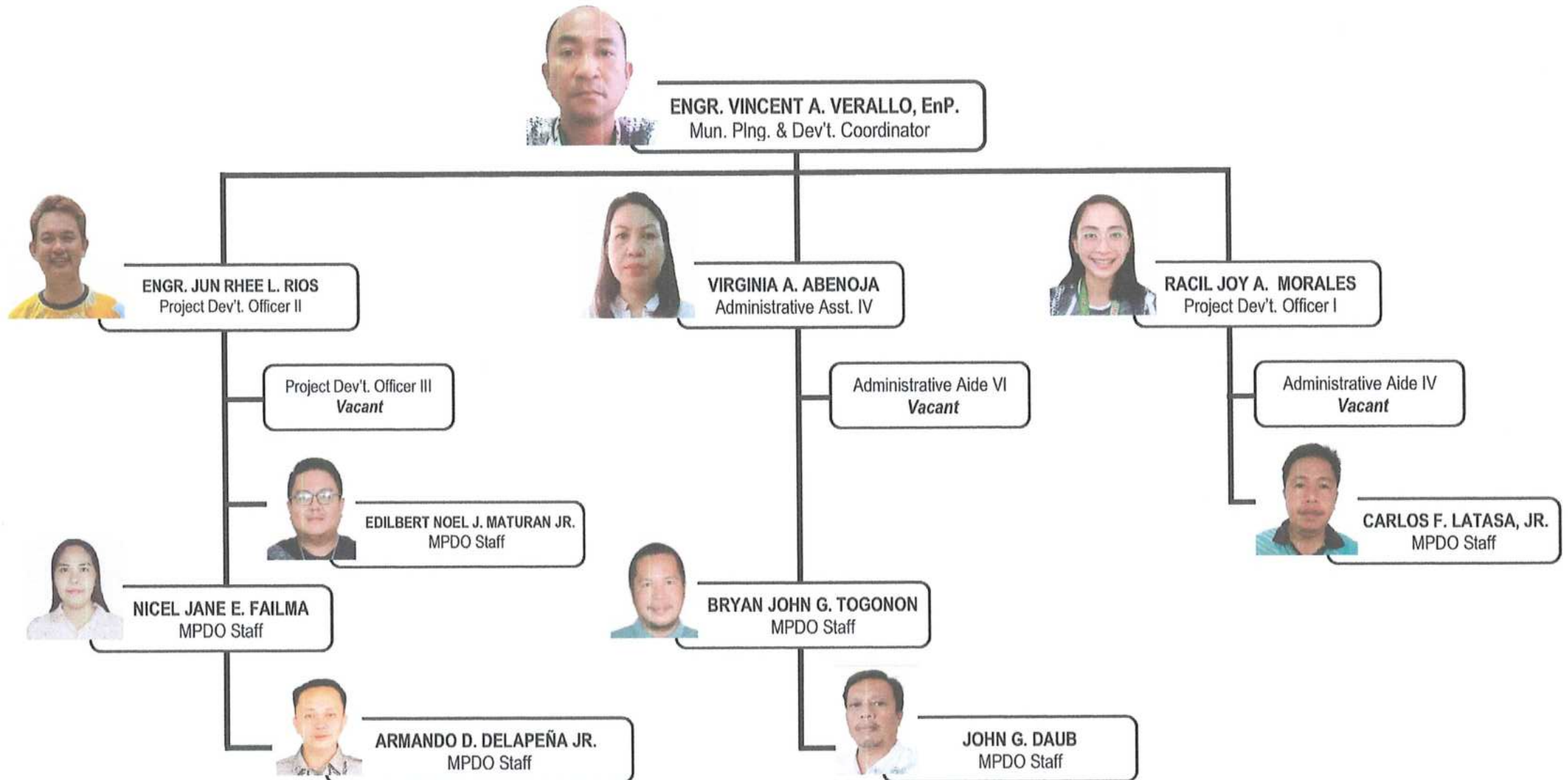
To help in the improvement of economic condition and maintain planning coordination linkages to all levels and contribute to the overall advancement and general welfare.



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

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|--|---|---------------------|------------------------|---|
| Office of Division: | Municipal Planning and Development Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government | | | |
| Who may avail: | All | | | |
| Service Schedule: | Mondays-Fridays – (8:00am-12:00nn; 1:00pm-5:00pm; No Noon Break | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| >Valid ID | | | Provided by Client | |
| >Letter Request address to the LCE thru the MPDC | | | | |
| *PROCEDURES TO AVAIL THE SERVICE* | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. INQUIRY - 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 | | | |
| 2. SUBMIT -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 |

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| | 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 |
| 3. PAYMENT | | | | |
| -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 | | | |
| 4. RELEASE | | | | |
| -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

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|--|---|---------------------|------------------------|---|
| Office of Division: | Municipal Planning and Development Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government | | | |
| Who may avail: | All | | | |
| Service Schedule: | Mondays-Fridays – (8:00am-12:00nn; 1:00pm-5:00pm; No Noon Break | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| >Valid ID >Letter Request address to the LCE thru the MPDC | | | Provided by Client | |
| *PROCEDURES TO AVAIL THE SERVICE* | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. INQUIRY - 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 | | | |
| 2. SUBMIT -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 |
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|---|--|---------------------|--------------|---|
| -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. |
| 3. PAYMENT -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 | | | |
| 4. RELEASE -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.

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| Office of Division: | Municipal Planning and Development Office | | | |
| Classification: | Simple & Highly-Technical | | | |
| Type of Transaction: | G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government | | | |
| Who may avail: | All Land owners, Land Developers, Realtors, Land Assessors who wish to verify the Zoning/Land Use classification of their lots/parcels of land. | | | |
| Service Schedule: | Monday-Friday – (8:00am-12:00nn; 1:00pm-5:00pm); No Noon Break | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| ➤ 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 | |
| *PROCEDURES TO AVAIL THE SERVICE* | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. INQUIRY | | | | |
| -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 | | | |
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| 2. SUBMIT -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. |
| 3. PAYMENT -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 | | | |
| 4. RELEASE -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.

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| Office of Division: | Municipal Planning and Development Office | | | |
| Classification: | Simple and Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government | | | |
| Who may avail: | All residents, non-residents and companies who intended to open a new business is in the municipality | | | |
| Service Schedule: | Monday-Friday – (8:00am-12:00nn; 1:00pm-5:00pm); No Noon Break | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| ➤ 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 | |
| *PROCEDURES TO AVAIL THE SERVICE* | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. INQUIRY | | | | |
| -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 | | | |
| 2. SUBMIT | | | | |
| -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 |
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| *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 | |
| 3. INSPECTION -Undergo the Inspection (if needed) | -Inspect the business site and road setback (if needed) | Malita Code | Revenue | variable | -Project Dev't. Officer |
| 4. PAYMENT -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 | | | | |
| 5. RELEASE -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.

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| Office of Division: | Municipal Planning and Development Office |
| Classification: | Simple and Highly - Technical |
| Type of Transaction: | G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government |
| Who may avail: | Any person, firm or corporation who will undergo construction activities regardless of size and cost of the project can avail this service |
| Service Schedule: | Monday-Friday – (8:00am-12:00nn; 1:00pm-5:00pm); No Noon Break |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| ➤ 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 |
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PROCEDURES TO AVAIL THE SERVICE

| CLIENT STEPS | AGENCY ACTIONS | FEEES TO PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|---------------------|-----------------|--|
| 1. INQUIRY -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 |
| 2. SUBMIT -The required documents for initial assessment and verification *Make sure to submit complete requirements | -Assessment, review the requirements and verify if inspection is needed -Issue the Notice of Deficiency in requirements if there is lacking docs. | None | 10-30 minutes | -Admin. Asst. -Project Dev't. Officer -MPDC -Proj. Dev't. Officer |
| -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. |
| 3. INSPECTION -Undergo the Inspection (if needed) | -Inspect the business site and road setback (if needed) | Malita Revenue Code | variable | -Project Dev't. Officer |
| 4. PAYMENT -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 -Issued the Official Receipt | Malita Revenue Code | variable | -MTO Personnel |
| 5. RELEASE -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.

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| Office of Division: | Municipal Planning and Development Office |
| Classification: | Highly - Technical |
| Type of Transaction: | G2B – Government to Business, G2C – Government to Citizen, G2G-Government to Government |
| Who may avail: | 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 |
| Service Schedule: | Mondays-Fridays – (8:00am-12:00nn; 1:00pm-5:00pm; No Noon Break |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| ➤ 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 |

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| ➤ 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 |
|--|--|---------------------|-----------------|---|
| 1. INQUIRY -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 |
| 2. SUBMIT -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 |
| 3. INSPECTION -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 |
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|--|---|---------------------|--------------|---|
| 4. SUBMIT -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 | | |
| 5. PAYMENT -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 | | | |
| 6. RELEASE -Return to the Planning Office and Submit Official Receipt(s) for the processing of the Development Permit | -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. |
| -Sign the logbook for the record purposes | -Review and verify the data to be given to the client | | | -Proj. Dev't. Officer |