

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO)

VISION

A responsive support service department of the local government with empowered and committed staff possessing capabilities and knowledge to generate and utilize data and information for socio-economic, physical, cultural and environmental development framework while harmoniously works efficiently and effectively together with other local government functionaries to achieve its development goals.

MISSION

Initiate and cause the participatory formulation, coordination and integration of effective and comprehensive development plans, analyze income and expenditure patterns, provide sufficient and reliable information, conduct researches and continuing studies for project planning; and monitor and evaluate the implementation of programs and projects with feedback mechanism in support to the LGU vision.

Office Head : **ROY CZAR E. LUMACAD, Lic. Agr., EnP**
Municipal Planning Development Coordinator
Office Address : Annex Building, Municipal Town Hall
Poblacion, Salay, Misamis Oriental
Email Address : mpdcsalay@gmail.com
mpdcsalay2@gmail.com

External Services:

1. Securing of Certificate of Compliance/Locational Clearance for Building Permit
2. Securing Zoning Certification/Clearance for New Business Permit Application
3. Securing Zoning Certification/Clearance for Business Permit Renewal Application
4. Provision of Data/Information (Statistical & Non – Statistical Data)
5. Securing Vicinity Map
6. Securing MENRO Certification For Pre-Marriage License Applicants
7. Securing MENRO Certification For Business Permit Application
8. Securing MENRO Certification For Motorized *Sikad* Permit Application
9. Securing MENRO Certification For Multi-Purpose Application

1. SECURING OF CERTIFICATE OF COMPLIANCE/LOCATIONAL CLEARANCE FOR BUILDING PERMIT

OFFICE	Municipal Planning and Development Office																				
CLASSIFICATION	Simple																				
TYPE OF TRANSACTION	G2C – Government to Citizen																				
WHO MAY AVAIL	Property Owners: Developers, Subdivision Applicants/Owners Enterprise/ Business Owners																				
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE																				
<ul style="list-style-type: none"> Application Form (Duly Accomplished) Lot Plan with vicinity map drawn to scale Transfer Certificate of Title (TCT) or Deed of Sale (if not the Lot Owner) Real Property Tax Declaration current year Certificate of Real Property Tax Payment current year One Complete set of Plan Special Power of Attorney of Land Owner's authorized representative, if any Barangay Clearance Bills of Materials 	MPDO																				
FEEES																					
<p>The Rate shall be the following:</p> <p>A) Single Residential Structure Attached or Detached:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">1. P100,000.00 and below</td> <td style="text-align: right;">-P 200.00</td> </tr> <tr> <td>2. Over P100,000.00 to 200,000.00</td> <td style="text-align: right;">-P 400.00</td> </tr> <tr> <td>3. Over P200,000.00</td> <td style="text-align: right;">-P 500.00 + 1/10 of 1% cost in excess of P 200,000.00</td> </tr> </table> <p>B) Apartment/Townhouses</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">1. P 500,000.00 and below</td> <td style="text-align: right;">-P 1,000.00</td> </tr> <tr> <td>2. Over P 500,000.00 to P 2,000,000.00</td> <td style="text-align: right;">-P 1,500.00</td> </tr> <tr> <td>3. Over P 2,000,000.00</td> <td style="text-align: right;">-P 2,500.00 + 1/10 of 1% cost in excess of P 2 Million regardless of the number of doors.</td> </tr> </table> <p>C) Dormitories/Boarding Houses</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">1. P 2,000,000.00 and below</td> <td style="text-align: right;">-P 2,500.00</td> </tr> <tr> <td>2. Over P 2,000,000.00</td> <td style="text-align: right;">-P 2,500.00 + 1/10 of 1% cost in excess of P 2 Million regardless of the number of doors.</td> </tr> </table> <p>D) Institutional</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">1. P 2,000,000.00 and below</td> <td style="text-align: right;">-P 2,000.00</td> </tr> <tr> <td>2. Over P 2,000,000.00</td> <td style="text-align: right;">-P 2,000.00 + 1/10 of 1% of cost in excess of</td> </tr> </table>		1. P100,000.00 and below	-P 200.00	2. Over P100,000.00 to 200,000.00	-P 400.00	3. Over P200,000.00	-P 500.00 + 1/10 of 1% cost in excess of P 200,000.00	1. P 500,000.00 and below	-P 1,000.00	2. Over P 500,000.00 to P 2,000,000.00	-P 1,500.00	3. Over P 2,000,000.00	-P 2,500.00 + 1/10 of 1% cost in excess of P 2 Million regardless of the number of doors.	1. P 2,000,000.00 and below	-P 2,500.00	2. Over P 2,000,000.00	-P 2,500.00 + 1/10 of 1% cost in excess of P 2 Million regardless of the number of doors.	1. P 2,000,000.00 and below	-P 2,000.00	2. Over P 2,000,000.00	-P 2,000.00 + 1/10 of 1% of cost in excess of
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	P 2,000,000.00
E) Commercial, Industrial and Agro-industrial	
1. P 100,000.00 and Below	-P 1,000.00
2. Over P 100,000.00 to P 500,000.00	-P 1,500.00
3. Over P 500,000.00 to P 1,000,000.00	-P 2,000.00
4. Over P 1,000,000.00 to P 2,000,000.00	-P 3,000.00
5. Over P 2,000,000.00	-P 5,000.00 + 1/10 of 1% of cost in excess of P 2,000,000.00

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit Accomplished Form and Required Documents	*Verification as to approved zoning/land use map		10 minutes	Roselyn D. Cadeliña Admin Assistant II Gabriel D. Zagado MPDO Staff
	Area Site Inspection		30 minutes	Roy Czar E. Lumacad, EnP MPDC Val Kenneth S. Jamero Admin Aide I
	Preparation of Zoning/Locational Clearance		10 Minutes	Gabriel D. Zagado MPDO Staff
	Signing of Documents		5 Minutes	Roy Czar E. Lumacad, EnP MPDC
Received Locational Clearance	Record and Release of Locational Clearance		5 minutes	Gabriel D. Zagado MPDO Staff
Total			1 hour	
END OF TRANSACTION				

2. SECURING ZONING CERTIFICATION/CLEARANCE FOR NEW BUSINESS PERMIT APPLICATION

OFFICE	Municipal Planning and Development Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Property Owners: Developers, Subdivision Applicants/Owners Enterprise/ Business Owners

CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Application Form (Duly Accomplished) • Real Property Tax Declaration current year (1 copy) • Certificate of Real Property Tax Clearance (1 copy) • Barangay Clearance (1 copy) • SEEDO Certificate (1 copy) • DTI for new business (1 copy) • Title/Deed of Sale (1 copy) 		MPDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit Accomplished Form and Required Documents	*Verification as to approved zoning/land use map	200.00	10 minutes	Roselyn D. Cadeliña Admin Assistant II Gabriel D. Zagado MPDO Staff
	Area Site Inspection		30 minutes	Roy Czar E. Lumacad, EnP MPDC Val Kenneth S. Jamero Admin Aide I
	Preparation of Zoning Certification		10 Minutes	Gabriel D. Zagado MPDO Staff
	Signing of Documents		5 Minutes	Roy Czar E. Lumacad, EnP MPDC
Received Zoning Certification	Record and Release of Zoning Certification		5 minutes	Gabriel D. Zagado MPDO Staff
Total			1 hour	
END OF TRANSACTION				

3. SECURING ZONING CERTIFICATION/CLEARANCE FOR BUSINESS PERMIT RENEWAL APPLICATION

OFFICE	Municipal Planning and Development Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Property Owners: Developers, Subdivision Applicants/Owners Enterprise/ Business Owners

CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Application Form (Duly Accomplished) • Old Zoning Certificate / Clearance • Old Business Permit 		MPDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit Accomplished Form and Required Documents	*Verification as to approved zoning/land use map	200.00	10 minutes	Roselyn D. Cadeliña Admin Assistant II Gabriel D. Zagado MPDO Staff
	Preparation of Zoning Certification		10 Minutes	Gabriel D. Zagado MPDO Staff
	Signing of Documents		5 Minutes	Roy Czar E. Lumacad, EnP MPDC
Received Zoning Certification	Record and Release of Zoning Certification		5 minutes	Gabriel D. Zagado MPDO Staff
Total			30 minutes	
END OF TRANSACTION				

4. PROVISION OF DATA / INFORMATION (STATISTICAL & NON - STATISTICAL)

OFFICE	Municipal Planning and Development Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Property Owners: Developers, Subdivision Applicants/Owners Enterprise/ Business Owners
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Letter request (addressed to Roy Czar E. Lumacad, EnP/MPDC) • Valid Identification Card • Blank Recordable CD (Large Files) or USB 	Client Client Client
Data Available includes:	
<ul style="list-style-type: none"> • Socio-Economic Profile 	

- Comprehensive Land Use Plan
- AIP
- Barangay Development Plan

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit request and requirements	Check and evaluate submitted requirements	None	5 minutes	Roselyn D. Cadeliña Admin Assistant II Kathleen Mae Joy Gentallan MPDO Staff
	Preparation of Data Requested		15 Minutes	Roselyn D. Cadeliña Admin Assistant II Kathleen Mae Joy Gentallan MPDO Staff Val Kenneth S. Jamero Admin Aide I
	Record and Release of Data Requested		5 Minutes	Kathleen Mae Joy Gentallan MPDO Staff
Total			25 minutes	
END OF TRANSACTION				

5. SECURING VICINITY MAP

OFFICE		Municipal Planning and Development Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Property Owners: Developers, Subdivision Applicants/Owners Enterprise/ Business Owners		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Real Property Tax Declaration		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit required documents	Check and evaluate submitted requirements	None	5 minutes	Val Kenneth S. Jamero Admin Aide I
	Preparation of Map			

	Record and Release of Vicinity Map			
Total			5 minutes	
END OF TRANSACTION				

6. SECURING MENRO CERTIFICATION FOR PRE-MARRIAGE LICENSED APPLICANTS

OFFICE		Municipal Planning and Development Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Marriage License Applicant, Business Owners, Owners Enterprise, Motorized Sikad/Operators		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Coordinate with their respective Barangays to plant 10 seedlings in designated areas Submit Tree planting Photo-Documentation Submit Tree Planting Certification from the Barangay 		Client Client Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit required documents	Check and evaluate submitted requirements	None	1 minute	Daisy Y. Galla MENRO Designate Greg D. Zulita Admin Aide I/Landfill Manager
	Log Necessary Information to the Logbook		2 minutes	Daisy Y. Galla MENRO Designate Greg D. Zulita Admin Aide I/Landfill Manager
	Orientation to the Couple (Importance of Tree, Solid Waste Management, Role of Family in the Environment)		5 minutes	Greg D. Zulita Admin Aide I/Landfill Manager
	Preparation of MENRO Certification		2 minutes	Daisy Y. Galla MENRO Designate

	Signing of Certificate		1 minute	Daisy Y. Galla MENRO Designate
	Release of Certificate		1 minute	Daisy Y. Galla MENRO Designate
Total			12 minutes	
END OF TRANSACTION				

7. SECURING MENRO CERTIFICATION FOR BUSINESS PERMIT APPLICATION

OFFICE		Municipal Planning and Development Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Business Permit Applicants		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Application Form (Duly Accomplished) • SEEDO Certificate • DTI for new business • Provision of 3 Garbage Bins with label 		MPDO SEEDO Client Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit accomplished form and required documents	Check and evaluate submitted requirements	None	1 minute	Daisy Y. Galla MENRO Designate Greg D. Zulita Admin Aide I/Landfill Manager
	Log Necessary Information to the Logbook		2 minutes	Daisy Y. Galla MENRO Designate Greg D. Zulita Admin Aide I/Landfill Manager
	Solid Waste Management Orientation		5 minutes	Greg D. Zulita Admin Aide I/Landfill Manager
	Preparation of MENRO Certification		2 minutes	Daisy Y. Galla MENRO Designate

	Signing of Certificate		1 minute	Daisy Y. Galla MENRO Designate
	Release of Certificate		1 minute	Daisy Y. Galla MENRO Designate
Total			12 minutes	
END OF TRANSACTION				

8. SECURING MENRO CERTIFICATION FOR MOTORIZED SIKAD PERMIT APPLICATION

OFFICE		Municipal Planning and Development Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Motorized Sikad Operators		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Application Form (Duly Accomplished) SALTODA Certification Police Clearance Provision of 3 Garbage Bins with label 		MPDO MTO PNP Salay Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit accomplished form and required documents	Check and evaluate submitted requirements	None	1 minute	Daisy Y. Galla MENRO Designate Greg D. Zulita Admin Aide I/Landfill Manager
	Log Necessary Information to the Logbook		2 minutes	Daisy Y. Galla MENRO Designate Greg D. Zulita Admin Aide I/Landfill Manager
	Solid Waste Management Orientation		5 minutes	Greg D. Zulita Admin Aide I/Landfill Manager
	Preparation of MENRO Certification		2 minutes	Daisy Y. Galla MENRO Designate

	Signing of Certificate		1 minute Daisy Y. Galla MENRO Designate
	Release of Certificate		1 minute Daisy Y. Galla MENRO Designate
Total		12 minutes	
END OF TRANSACTION			

9. SECURING MENRO CERTIFICATION FOR MULTI-PURPOSE APPLICATION

OFFICE		Municipal Planning and Development Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Motorized Sikad Operators		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Approved Letter Request (Address to Hon. Angelo G. Capistrano, Jr. – Municipal Mayor) Valid Identification Card 		Mayor's Office		
		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Submit accomplished form and required documents	Check and evaluate submitted requirements	None	1 minute	Daisy Y. Galla MENRO Designate
	Preparation of MENRO Certification requested		2 minutes	Greg D. Zulita Admin Aide I/Landfill Manager
	Signing of Certificate		1 minute	Greg D. Zulita Admin Aide I/Landfill Manager
	Release of Certificate		1 minute	Daisy Y. Galla MENRO Designate
Total		5 minutes		
END OF TRANSACTION				