



City Planning and Development Coordinator's Office External Services



1. Assistance to Researchers (Face-to-Face or E-mail)

The office division concerned with the provision of statistical data is the Research and Statistics Division that files and maintains pertinent statistical data that are primarily socio-economic in nature. Request letters must be endorsed by the immediate supervisor of the Requesting Client.

Office or Division:	City Planning and Development Coordinator's Office – Research & Statistics Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to the head of CPDCO (1 Original/Electronic Copy, 1 Receiving Copy)		Requesting Client		
2. External storage device for soft copies of files (USB, external hard drive) or email address		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Face-to-Face Transactions:				
1. Submit request letter to the front desk	1. Receive request letter.	None	1 minute	<i>Clerk (Job Order)</i> CPDCO
	1.1 Endorse request to the City Administrator's Office for approval.	None	2 minutes	<i>Clerk (Job Order)</i> CPDCO
	1.2 Approve the request and endorse the same to the CPDCO	None	1 day	<i>City Administrator</i> City Administrator's Office
2. Claim the requested data in hard copy or provide the external device for soft copy.	1. Receive endorsement from the City Administrator's Office.	None	1 minute	<i>Clerk (Job Order)</i> CPDCO
	1.1 Endorse request to the department head for assignment.	None	1 minute	<i>Clerk (Job Order)</i> CPDCO



	1.2 Assign request to staff concerned.	None	2 minutes	<i>Planning Officer IV</i>
	1.3 Process the request.	None	10 minutes	<i>Planning Officer III or Planning Assistant CPDCO</i>
	1.4 Release request.	None	2 minutes	<i>Planning Officer III Or Planning Assistant Or Clerk (Job Order) CPDCO</i>
TOTAL:		None	1 Day and 20 Minutes	
For e-mail transactions:				
1. Send the request letter to the e-mail of the CPDCO (cityplanningspl@gmail.com)	1. Print out the request letter.	None	1 minute	<i>Planning Officer III CPDCO</i>
	1.1 Endorse the request to the City Administrator's Office for approval.	None	2 minutes	<i>Clerk (Job Order) CPDCO</i>
	1.2 Approve the request and endorse the same to CPDCO.	None	1 day	<i>City Administrator City Administrator's Office</i>
2. Receive the requested data via e-mail.	2. Process the request.	None	10 minutes	<i>Planning Officer III Or Planning Assistant CPDCO</i>
	2.1 Release the requested data via e-mail.	None	10 minutes	<i>Planning Officer III CPDCO</i>
	TOTAL:	None	1 Day and 23 Minutes	



2. Endorsement of Application for Accreditation of Civil Society Organizations (CSOs)/Non-Government Organizations (NGOs)

In order to become a member of special bodies under the local government units, one of the requirements is for Civil Society Organizations (CSOs)/Non-Government Organizations (NGOs) to be accredited to be recognized by the City Government. A template of the requirements can be secured from the City Planning and Development Coordinator's Office.

Office or Division:	City Planning and Development Coordinator's Office – Sectoral Coordination and People's Participation Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity			
Who may avail:	CSOs and NGOs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Photocopy)		Requesting Client		
2. Duly accomplished application for accreditation of NGO (1 Original Copy)		Requesting Client		
3. Duly accomplished CSO Profile Sheet (1 Original Copy)		Requesting Client		
4. Duly approved Board Resolution signifying intention for accreditation (1 Original Copy)		Requesting Client		
5. Duly notarized Sworn Statement (1 Original Copy, 1 Photocopy)		Requesting Client		
5. List of Current Officers and Members (1 Original Copy)		Requesting Client		
6. Latest Minutes of the Meeting (1 Original Copy)		Requesting Client		
7. Latest Accomplishment Report (1 Original Copy)		Requesting Client		
8. Latest Financial Statement (1 Original Copy)		Requesting Client		
9. Certificate of Registration (1 Original Copy)		Registering or Accrediting Agency (i.e. SEC, HLURB, etc.)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Check the completeness of the requirements.	None	30 minutes	<i>Planning Officer III</i> CPDCO
	1.1 Receive requirements if complete. Otherwise, return it to the client.	None	2 minutes	<i>Clerk (Job Order)</i> CPDCO



2. Be advised when to pick up Certificate of Accreditation.	2. Advise client when to pick up Certificate of Accreditation	None	1 minute	<i>Planning Officer III</i> CPDCO
	2.1 Prepare endorsement letter to the Office of the Vice-Mayor and scan the submitted documents for filing purposes.	None	1 hour	<i>Planning Officer III</i> CPDCO
	2.2 Endorse submitted requirements to the Officer-in-Charge.	None	5 minutes	<i>Planning Officer III</i> CPDCO
	2.3 Sign the endorsement letter.	None	1 day	<i>Planning Officer IV</i> CPDCO
	2.4 Forward endorsement letter and requirements to the Office of the Vice-Mayor.	None	5 minutes	<i>Planning Officer III</i> CPDCO
	TOTAL:	None	1 Day, 1 Hour and 43 Minutes	



3. Endorsement of Barangay Development Plan (BDP)

A Certificate of Endorsement will be issued to the barangays for their development projects chargeable against the 20% component of the National Tax Allotment (NTA), in accordance with the Joint Memorandum Circular issued by the Department of Budget and Management (DBM)-Department of Finance (DOF)-Department of Interior and Local Government (DILG) No. 01 dated November 04, 2020 entitled “Revised Guidelines on the Appropriation and Utilization of the Twenty Percent (20%) of the Annual Internal Revenue Allotment (IRA) for Development Projects.

Office or Division:	City Planning and Development Coordinator’s Office – Sectoral Coordination and People’s Participation Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	City Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Development Plan (1 Original Copy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the BDP to CPDCO	1. Review the BDP.	None	30 minutes	<i>Planning Officer III</i> CPDCO
	1.1 Receive the BDP. Otherwise, return the BDP to the client.	None	2 minutes	<i>Planning Officer III</i> CPDCO
2. Receive the Certificate of Endorsement.	2. Sign the Certificate of Endorsement.	None	30 minutes	<i>Planning Officer IV</i> CPDCO
	2.1 Release the Certificate of Endorsement.	None	1 minute	<i>Planning Officer III</i> CPDCO
	TOTAL:	None	1 Hour and 3 Minutes	



4. Endorsement of Gender and Development (GAD) Plan and Budget (GPB)

The barangays submit their respective GAD Plan and Budget to the GAD Focal Person of the City Government, who checks the said plan if it is in compliance with the mandates of GAD.

Office or Division:	City Planning and Development Coordinator's Office – Sectoral Coordination and People's Participation Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	City Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Gender and Development (GAD) Plan and Budget (1 Original Copy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Gender and Development (GAD) Plan and Budget to the GAD Focal Person.	1. Review GPB.	None	30 minutes	<i>GAD Focal Person</i>
	1.1 Endorse the GAD Plan and Budget to the CPDCO	None	2 minutes	<i>Clerk (Job Order) GAD Office</i>
2. Pick-up the Certificate of Endorsement from the City DILG	2.1 Review the GAD Plan and Budget if it is aligned with the City's Programs/Projects /Activities	None	30 minutes	<i>Planning Officer III CPDCO</i>
	2.2 Endorse the GAD Plan and Budget to the City DILG.	None	1 minute	<i>Planning Officer III CPDCO</i>
	TOTAL:	None	1 Hour and 2 Minutes	