

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> <i>City Administrator's Office</i>
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	Planning Officer IV
	1.3 Process the request.	None	10 minutes	Planning Officer III or Planning Assistant CPDCO
	1.4 Release request.	None	2 minutes	Planning Officer III Or Planning Assistant Or Clerk (Job Order) CPDCO
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	Planning Officer III CPDCO
	1.1 Endorse the request to the City Administrator's Office for approval.	None	2 minutes	Clerk (Job Order) CPDCO
	1.2 Approve the request and endorse the same to CPDCO.	None	1 day	City Administrator City Administrator's Office
2. Receive the requested data via e-mail.	2. Process the request.	None	10 minutes	Planning Officer III Or Planning Assistant CPDCO
	2.1 Release the requested data via e-mail.	None	10 minutes	Planning Officer III CPDCO
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	Planning Officer III CPDCO
	1.1 Receive requirements if complete. Otherwise, return it to the client.	None	2 minutes	Clerk (Job Order) CPDCO

2. Be advised when to pick up Certificate of Accreditation.	2. Advise client when to pick up Certificate of Accreditation	None	1 minute	Planning Officer III CPDCO
	2.1 Prepare endorsement letter to the Office of the Vice-Mayor and scan the submitted documents for filing purposes.	None	1 hour	Planning Officer III CPDCO
	2.2 Endorse submitted requirements to the Officer-in-Charge.	None	5 minutes	Planning Officer III CPDCO
	2.3 Sign the endorsement letter.	None	1 day	Planning Officer IV CPDCO
	2.4 Forward endorsement letter and requirements to the Office of the Vice-Mayor.	None	5 minutes	Planning Officer III 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	Planning Officer III CPDCO
	1.1 Receive the BDP. Otherwise, return the BDP to the client.	None	2 minutes	Planning Officer III CPDCO
2. Receive the Certificate of Endorsement.	2. Sign the Certificate of Endorsement.	None	30 minutes	Planning Officer IV CPDCO
	2.1 Release the Certificate of Endorsement.	None	1 minute	Planning Officer III 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)</i> GAD Office
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</i> CPDCO
	2.2 Endorse the GAD Plan and Budget to the City DILG.	None	1 minute	<i>Planning Officer III</i> CPDCO
	TOTAL:	None	1 Hour and 2 Minutes	

General Services Office Internal Services

1. Issuance of Property Acknowledgement Receipt

To identify the public officer responsible and accountable for a particular government-owned equipment or property, all Property, Plant and Equipment (PPE) issued to officials and government employees shall be covered by Property Acknowledgement Receipt (PAR) for equipment amounting to Php15,000.00 and above and an Inventory Custodian Slip (ICS) shall be used to issue tangible items amounting to less than Php15,000.00 to also establish accountability. As a general rule, the End User identified in the Requisition and Issue Slip shall be the Accountable Officer for the property concerned. In case of transfer of property accountability, the approval of the department head concerned or the City Mayor must be secured first by the employee requesting for such transfer and thereafter present the letter bearing the said approval to the GSO.

Office or Division:	General Services Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Authorized end user identified in the Requisition and Issue Slip who may be from a government office or private sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition and Issue Slip for newly-acquired PPE (3 Original Copies)		To be provided by the City Procurement Office to the GSO, or department head concerned in case the request for transfer of property accountability will only affect the department concerned or City Mayor in case the transfer of accountability involves two offices.		
2. Approved letter request for transfer of property accountability (1 Original Copy)		<ul style="list-style-type: none"> • Department Head (if the request for transfer of property accountability will only affect the department concerned) • Office of the Mayor (if the request for transfer of property accountability is from one office to another) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>FOR ISSUANCE OF PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR) FOR NEWLY ACQUIRED PROPERTY, PLANT AND EQUIPMENT (PPE):</u>				
1. Submit a letter request to the Office of the Mayor for provision of PPE	1. Procure the requested item/s and provide three (3) original copies of the Requisition and Issue Slip to the GSO upon approval of the request.	None	30 minutes	Office Staff Procurement Office
2. None	2. Prepare the Property	None	15 minutes	Office Staff General

	Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS) and present the same to the identified Accountable Officer for his/her signature upon receipt of newly-acquired PPE.			Services Office
3. Sign the PAR or ICS	3. Update Property Card (PC) of the equipment and the property accountability of the accountable officer.	None	5 minutes	Office Staff General Services Office
TOTAL:		None	50 Minutes	
<u>FOR REQUEST FOR TRANSFER OF PROPERTY ACCOUNTABILITY:</u>				
1. Submit to the GSO a letter request for transfer of property accountability duly approved by the department head, if the requested transfer is within the department concerned, or the City Mayor, if the request involves transfer of property accountability from one office to another.	1. Prepare the updated PAR based on the approved letter request together with the Property Transfer Report (PTR). The newly identified accountable officer must sign the PAR or ICS as proof of accountability for the property concerned	None	15 minutes	Office Staff General Services Office
2. None	2. Update the Property Card of the equipment and Property Accountability of	None	5 minutes	Office Staff General Services Office

	the transferor and transferee of PPE			
	TOTAL:	None	20 Minutes	

2. Property Clearance

Property Clearance is a document that shows whether an employee or former employee has property accountability or none. It is part of the official clearance form emanating from the Human Resources Management Office (HRMO). It is issued by the General Services Office (GSO) to applicants which may include an employee who is about to resign, retire or separate from the service, former city government employee/officials or any city government employee/officials who intends to use such clearance for any purpose. An applicant for Property Clearance who has existing property accountability shall not be cleared.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen			
Who may avail:	Any current city government employee or former employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly-accomplished clearance form emanating from the HRMO (1 Original Copy)		CHRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a duly-accomplished clearance form issued by the HRMO	1. Check property accountability records of the client. If there is none, the client will be cleared from any property accountability. Otherwise, a list of property issued to the client will be provided.	None	30 minutes	<i>General Services Officer</i> General Services Office
2. Present copy of Property Return Slip or other proof of extinguishment of property accountability, if there is any.	2. Verification of the records submitted	None	30 minutes	<i>General Services Officer</i> General Services Office
3. Receive duly signed Property Clearance from the GSO	3. Issue Property Clearance.	None	5 minutes	<i>General Services Officer</i> General Services Office
	TOTAL:	None	1 Hour and 5 Minutes	

3. Request for Building Maintenance Work

Building Maintenance work is a service provided by the GSO to any government office occupying a space in a city government owned building or facility wherein the maintenance of which is covered by the functions of the GSO.

Office or Division:	General Services Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen			
Who may avail:	Authorized end user identified in the Requisition and Issue Slip who may be from a government office or private sector.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Maintenance Request and Work Order Form (1 Original Copy)		GSO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a duly accomplished Maintenance Request and Work Order Form.	1. Verify the information indicated in the RIS, check the stock cards based on the approved Project Procurement Management Plan (PPMP) and prepare the item/s to be issued.	None	30 minutes	
	1.1 Assess the needed job to be done. If it requires major maintenance work, endorse to the Engineering Department or recommend for outsourcing. If it requires minor works, estimate the needed materials to be needed for the job.	None	30 minutes	
	1.2 If the maintenance work	None	5 minutes (for	

	requires procurement of goods, make the appropriate procurement request. Upon availability of needed materials, perform the requested maintenance job.		procurement request) 2 hours (for simple scope of works) 7 days (for complex scope of works)	
2. Acknowledge work accomplishment of building maintenance	2. Building maintenance personnel shall provide the Maintenance Request and Work Order Form to the client for his/her acknowledgement of the accomplished job.	None	1 minute	<i>Building Maintenance Personnel General Services Office</i>
	TOTAL:	None	2 Hours and 6 Minutes for simple scope of works; 7 Days, 1 Hour, and 6 Minutes for complex scope of works	

4. Processing of Property Return Slip for Unserviceable Equipment

Acceptance of unserviceable equipment through a duly accomplished Property Return Slip Form is a service provided by the GSO to any city government employee with property accountability whose equipment issued to them are beyond repair and due for disposal.

Office or Division:	General Services Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen			
Who may avail:	Authorized end user identified in the Requisition and Issue Slip who may be from a government office or private sector.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Properly Filled out Property Return Slip (2 original)		GSO		
2. Properly Filled out Inventory and Inspection Report of Unserviceable Property (1 original)		GSO		
3. Property Acknowledgement Receipt (1 copy)		GSO		
4. Unserviceable Equipment		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Property Return Slip (PRS), Inventory and Inspection Report of Unserviceable Property (IIRUP) together with a copy of Property Acknowledgement Receipt (PAR) and the unserviceable equipment subject for return.	1. Check the details provided in the PRS, IIRUP and PAR forms and ensure that the specifications are the same with the unserviceable equipment to be returned. Upon verification of the details, a photo will be taken on the subject unserviceable equipment. The printout of the photograph shall be attached to the PRS, IIRUP and PAR.	None	30 minutes	Office Staff General Services Office
2. Receive a copy of the PRS Form	2. The GSO personnel who	None	5 minutes	Office Staff General

from the GSO.	received the unserviceable equipment shall sign the PRS form and provide a copy to the accountable officer.			Services Office
TOTAL:		None	35 Minutes	

5. Request for Repair of Property, Plant and Equipment

This service is provided by the General Services Office to maintain the working condition of Property, Plant and Equipment (PPE).

Office or Division:	General Services Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen			
Who may avail:	Authorized end user identified in the Requisition and Issue Slip who may be from a government office or private sector.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For ICT Equipment:				
1. Request Letter (1 Original, 1 Photocopy)	Requesting Client			
2. MIS Recommendation Form	MISD			
For Non-ICT Equipment:				
1. Request Letter (1 Original, 1 Photocopy)	Requesting Client			
2. PPE that needs to be repaired	Requesting Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For ICT Equipment:				
1. Submit the letter requesting for repair of ICT Equipment together with MIS Recommendation Form and the equipment that needs to be repaired.	1. Receive the letter requesting for repair of ICT Equipment, MIS Recommendation Form and the equipment that needs to be repaired.	None	5 minutes	Office Staff General Services Office
TOTAL:		None	5 Minutes	
For Non-ICT Equipment:				
1. Submit the letter requesting for repair of PPE, and the subject equipment that needs to be repaired.	1. Receive the letter requesting for repair of PPE and the subject equipment that needs to be repaired.	None	5 minutes	Office Staff General Services Office
2. None	2. Submit a letter to the Office of the Mayor requesting for procurement of parts and labor for the repair of equipment.	None	5 minutes	

3. None	3. Process the purchase of parts and labor for the repair of equipment and provide a Notice of Delivery to the GSO.	None	1 month	Staff of Procurement Office
4. None	4. Acceptance of services to be rendered or parts to be delivered	None	30 minutes	
5. Client shall receive the equipment that has been repaired	5. The GSO shall forward to the client the equipment that has been repaired.	None	15 minutes	
TOTAL:		None	1 Month and 55 Minutes	