



**MUNICIPAL PLANNING AND DEVELOPMENT
OFFICE
FRONTLINE SERVICES**



1. IMMEDIATE RESPONSE TO EMERGENCY AND DISASTER TO SAVE LIVES AND PROPERTIES.

Office or Division:	Office of the Municipal Health Officer
Classification:	Simple
Type of Transaction:	Government to GOVERNMENT
Who may avail:	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Emergency Situation	None	NONE		MDRRMO ALERT PNP BFP
First Aide Administration	None			MDRRMO ALERT BERT
Hospital Transfer	None			MDRRMO ALERT
Typhoon and/or other Calamity Assistance	None			MSWDO MHO MDRRMO DA ME PNP BFP DILG BERT MSWDO MHO MDRRMO DA ME PNP BFP DILG BERT
TOTAL:				



2. ISSUANCE OF ZONING CERTIFICATE AND LOCATIONAL CLEARANCE

Office or Division:	Office of the Municipal Health Officer
Classification:	
Type of Transaction:	
Who may avail:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
----------------------------------	------------------------

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits application form and requirements	Receives application form, assesses requirements and issue payment order		3 minutes (1 day is allocated for inspection for new applicants) 5 minutes	Bepbep
Waits	Processing of documents			Bepbep
Receives	Approval and Releasing of Documents		2 minutes	Mr. Limos (Zoning Office)
TOTAL:				