

## VISION

A government entity that values and strengthens MORALE  
EFFICIENCY, RESPONSIVENESS, COURTESY AND INTEGRITY.

## MISSION

A government entity shall lead in:  
\*Observing and promoting ethical behavior, professionalism and accountability;  
\*Ensuring competence, productivity and performance based security of tenure;  
\* Strengthening the Mamamayan Muna Service Culture; and optimizing use of modern technologies and system of service delivery

## AVAILMENT OF THE ZONING CLASSIFICATION CERTIFICATE

### Who may avail: DAGITI MAKAGUN-OD

All residents / lot owners interested to construct a building or structure.

\* Amin a residente wenna agtagikua ti lote  
\* Amin nga mangayat nga agpatakder ti straktura

### Requirements: DAGITI MAKASAPULAN

\* Lot plan with vicinity map drawn to scale signed by a Geodotic Engineer  
\* Transfer Certificate of Title of Deed of Sale  
\* Real Property Tax Declaration

\* Certificate of Real Property Tax payment  
\* Special Power of Attorney of Lot Owner's Authorized Representative.

## SCHEDULE OF AVAILABILITY OF SERVICE: NAITUDING NGA PANNAKAALA DAYTOY A SERBISYO MONDAYS-FRIDAYS- 8:00 AM to 5:00 PM

### How to avail: KASAT'NO A MAGUN-OD

STEP	CLIENT	INQUIRE TO:	DURATION (Normal Situation)	PERSON-IN-CHARGE	FEES/CHARGES
1. Submission of request letter	Goes to the MPDC Office at the People's Hall	Roel B. Lachica	1 minute	Herminda L. Basbas	Application Fee- Php 150.00 Inspection Fee- Php 200.00 Certification- Pup 75.00
2. Submission of requirements, verification, assessment and reviewal	Keeps in touch with the Municipal Planning and Development Coordinator	Roel B. Lachica	1 day	Roel B. Lachica	

3. Payment of Fees and Charges	Proceeds to the Treasury Office	Emmanuel L. Ventenilla	5 minutes	Daisy D. Estoesta Evelyn S. Quesada
4. Processing and recording of certificate of site zoning classification	Goes back to the MPDC Office	Roel B. Lachica	10 minutes	Roel B. Lachica
5. Approval and Issuance of the certificate of site zoning classification	Receives the approved certificate of site zoning classification	Roel B. Lachica	10 minutes	Roel B. Lachica







