



Planning and Development Services

Mandate:

1. Formulate integrated economic, social, physical, and other development plans and policies for consideration of the local government development council;
2. Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation;
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
4. Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government;
5. Prepare comprehensive and other development planning documents for the consideration of the local development council;
6. Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned as provided;
7. Promote people participation in development planning within local government unit concerned;
8. Exercise supervision and control over the secretariat of the local development council; and
9. Performs other duties as may be directed by the Municipal Chief Executive from time to time in connection with the implementation of the different projects and programs in the municipality and as may be prescribed by law or ordinance.

VISION:

Comprehensive, Integrated, Environmental, Socio-economic development plans cum policies for an ecologically balanced resilient and sustainable development.

MISION:

Continuous research studies risk assessment monitoring and evaluation mobilizing people's participation in the formulation of plans cum policies for the consideration of the Local Development Council.

1. Verification and Recording of Liquidations of LGU Implemented Programs/Projects/Activities (Development Infra Projects)

Verification and recording of liquidation documents is a part of the monitoring activities on the status of implementation of development projects versus the program of Works with detailed estimate and plan with the corresponding allocation

Office or Division:	Municipal Planning And Development Office	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may Avail:	Office and agencies with projects under the Municipal Development Fund	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. PAYMENT OF CONTRACT <ol style="list-style-type: none"> 1. Program of Work with Detailed Estimate 2. Detailed Plan of the project (plan specification) 3. Variation/ Change Order (If any) 4. Statement of Work Accomplished (SWA) 5. Statement of time elapsed 6. Request for inspection 7. Inspection Report (Municipal Inspection Team) 8. Certificate of project Completion 9. Certificate of Acceptance of End User 10. Documentation/ Pictures of the Project <ol style="list-style-type: none"> a. Before or When the project did not yet start b. During (phases) or when the project started about 5 to 15 percent completed and 40 to 60 percent completed 		

c. After or when the project is completed according to program of work/plan				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the frontline person in-charge and submit documents to be recorded	Accepts and stamp RECEIVED on submitted documents		2 minutes	Sunshine N. Geron Admin. Aide VI Annie D. Agcaoili Admin. Assistant II Grace T. Waclin Planning Assistant Jessica C. Paggi Assistant Statistician
	Checks the completeness of documents If not Complete: Return the documents and advise the client to complete the lacking requirements Verify the compliance of the documents to the approved Development Investment Program Counter checked and		5-10 minutes	Angelyn M. Dingcog Planning Officer I William B.Mumog Project Development Officer I Alicia A. Bilayan, EnP PDO III

	If Complete: Record in the logbook		2 minutes	
2. Retrieved recorded documents and sign on the liquidation logbook	Ensured Released Document is correct		2 minutes	Jessica C. Paggi Assistant Statistician Annie D. Agcaoili Admin. Assistant II Grace T. Waclin Planning Assistant Sunshine N. Geron Admin. Aide VI
TOTAL:		None	16 minutes	

2. Issuance of Certificate of Inclusion and Non-inclusion of programs and projects to approved plans

Certification issued is one of the requirements in requesting/ sourcing out funds from other funding agencies.

Office or Division:	Municipal Planning And Development Office		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may Avail:	Offices, Barangays and Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

a. Request Resolution			Stakeholders / proponent	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the frontline person in-charge and submit Request Resolution	Accepts and checks resolution request if signatories have quorum.		1-3 minutes	Sunshine N. Geron Admin. Aide VI Annie D. Agcaoili Admin. Assistant II Grace T. Waclin Planning Assistant Jessica C. Paggi Assistant Statistician
	Verify if PPA's stated in the resolution is included / not included in the approved development plans		1 minute	Ernesto B. Dagan MPDC Alicia A. Bilayan, EnP. PDO III
2. Received the certificate of Inclusion or Non-inclusion of PPA's in the approved development plan	Issue certification to client and file receiving copy with resolution request.		1 minute	Sunshine N. Geron Admin. Aide VI Annie D. Agcaoili Admin. Assistant II Grace T. Waclin Planning Assistant Jessica C. Paggi Admin. Aide VI
TOTAL:		None	3-5 minutes	

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?	<p>Answer the client feedback form and drop it at the designated drop box in front of the lobby of Municipal Building 2.</p> <p>Contact info: Public Assistance and Complaints Desk: 0975-565-8265 HRMO: 0915-251-3852 Administrative Officer: 0997-325-8807 Email: mlgukasibu@gmail.com</p>
How feedbacks are processed?	<p>Every Friday, the Designated Personnel manning the Public Assistance and Complaint Desk opens the drop box and compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to relevant offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, the client may contact the following: Public Assistance and Complaints Desk: 0975-565-8265 HRMO: 0915-251-3852 Administrative Officer: 0997-325-8807 Email: mlgukasibu@gmail.com</p>
How to complain?	<p>Answer the client Complaint Form and drop it at the designated drop box in front of the lobby of Municipal Building 2.</p> <p>Complaints can be also filed via telephone. Make sure to provide the following information: Name of person being complained</p>

	<p>Incident Evidence For inquiries and follow-ups client may contact the following: Public Assistance and Complaints Desk: 0975-565-8265 HRMO: 0915-251-3852 Administrative Officer: 0997-325-8807 Email: mlgukasibu@gmail.com</p>
<p>How complaints are processed</p>	<p>The Designated Personnel manning the Public Assistance and Complaint Desk opens the complaint drop box on the daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The Designated Personnel manning the public Assistance and Complaint Desk will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.</p> <p>The Designated Personnel manning the public Assistance and Complaint Desk will give feedback to the client.</p> <p>For inquiries and follow-ups, the client may contact the following: Public Assistance and Complaints Desk: 0975-565-8265 HRMO: 0915-251-3852 Administrative Officer: 0997-325-8807 Email: mlgukasibu@gmail.com</p>
<p>Contact Information: Public Assistance and Complaints Desk: Human Resource Management Office: Office of the Municipal Mayor:</p>	<p>0975-565-8265 0916-831-4804 0997-325-8807</p>

Anti-Red Tape Authority (ARTA):
Presidential Complaints Center (PCC):
CSC Contact Center ng Bayan:

(02) 8478-5091 / (02) 8478-5093 / (02) 8478-5099
8-2498310 / 8-736-8645 / 8-736-8603 / 8-736-8606 / 8-736-8629 / 8-736-8621
09088816565 / 1-6565*