



OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR

EXTERNAL SERVICES



1. AVAILING OF MICRO-FINANCING LOAN AT THE ICTLDC

The LGU Iriga thru the Iriga City Technology & Livelihood Center (ICTLDC) provides financial assistance to the Micro-Small & Medium Enterprises (MSME's) & Government Employees engaged in business for their livelihood projects either for expansion of their business or as a start-up capital.

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| Office or Division: | IRIGA CITY TECHNOLOGY AND LIVELIHOOD DEVELOPMENT CENTER (ICTLDC) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. 4 copies 1x1 picture | | Applicant | | |
| 2. copies Application Form | | ICTLDC | | |
| 3. copies Kasunduan sa pag-utang | | ICTLDC | | |
| 4. 4 copies voucher | | ICTLDC | | |
| 5. 4 copies Credit Investigation Form | | ICTLDC | | |
| 6. 4 copies Certificate of Full Payment <i>(for Loan Renewal)</i> | | City Accountant's Office | | |
| 7. 4 copies photo copy of ID & CTC of Maker | | Applicant | | |
| 8. 4 copies photo copy of ID and Co-Maker | | Applicant | | |
| 9. 4 copies Barangay Clearance <i>(for New Applicants)</i> | | Barangays | | |
| 10. 4 copies JEV | | City Accountant's Office | | |
| 11. 4 copies of Pay Slip <i>(for LGU Employee Only)</i> | | Applicant's Offices | | |
| 12. 4 copies of Agreement (for Casual Employees) | | HRMO | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Orientation of applicant and release of Loan Forms | 1. Orient the applicants as to the list of loan requirements | None | 3 minutes | <i>Administrative Aide I (OCPDC)</i> |
| 2. Submit loan application with complete | 2. Check the completeness of loan requirements listed in the checklist | None | 4 minutes | <i>Administrative Aide I (OCPDC)</i> |
| 3. Undergo an Interview | 3. Interview the applicant regarding | None | 5 minutes | <i>PDO II /</i> |



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| | the information indicated in the business plan and other information in the Credit Investigation Form | | | <i>Administrative Aide I (OCPDC)</i> |
| 4. Wait for the processing of loan and Livelihood Project Evaluation | 4. Evaluate the applicant if he/she deserves to be given the loan amount desired and their ability to pay the loan | None | 5 minutes | <i>PDO II / Administrative Aide I (OCPDC)</i> |
| | 4.1 Review the completeness of documents and the capacity to pay by the applicant and Approval of Loan | None | 3 minutes | <i>Planning Officer IV (OCPDC)</i> |
| 5. Wait for the approval and release of the loan | 5. Approved Loan Application transmitted to the City Mayor's Office for Mayor's Approval | None | 5 minutes | <i>Administrative Aide I (OCPDC)</i> |
| | 5.1 Approve Loan Application transmitted to City Accountant's Office for recording, obligate and processing | None | 5 minutes | <i>Administrative Aide I (OCPDC)</i> |
| | 5.2 City Treasurer's Office for Check preparation and release of the same | None | | <i>City Treasurer's Office</i> |
| TOTAL | | None | 30 Minutes | |



2. COMMUNITY-BASED MONITORING SYSTEM (CBMS)

Researcher may request information / data derived from the result of Community Based Monitoring System (CBMS) about developments of Iriga City are available at the City Planning and Development Office. This information's include: demography, ecological profile, land use plan, socio-economic development, etc.

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| Office or Division: | COMMUNITY-BASED MONITORING SYSTEM (CBMS) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Letter Request if any | | Applicant | | |
| 2. ID | | Applicant | | |
| 3. Business Card | | Applicant | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inquiry for Data / Information Inquire from a frontline staff who refer the client to the person in-charge of CBMS data. Researcher shall register in the logbook for visitors. | Call the attention of the person in-charge of CBMS and/or other data available | None | 2 minutes | <i>Officer of the Day</i> (OCPDC) |
| 2. Verify availability of data / information Staff in-charge verifies whether data / information requested is available | Access CBMS Data Base If data is available tell client about research fee | None | 2 minutes | <i>Administrative Aide IV</i> (OCPDC) |
| 3. Access data / information If data / information is available customer / researcher will be requested to wait while concerned staff accesses the data. | Preparation of Data Sets | None | 3 minutes | <i>Administrative Aide IV</i> (OCPDC) |



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| <p>4. Review and verification</p> <p>Information / data is reviewed and confirmed to be given to the researcher / user.</p> | <p>Show the Client if the information or data is correct</p> | <p>None</p> | <p>2 minutes</p> | <p><i>Assistant CPDC for Special Concern (OCPDC)</i></p> |
| <p>5. Copy / photocopy documents</p> <p>Researcher shall photocopy the documents who may be assisted by a staff assistant.</p> | <p>Final Printing of Requested Data</p> | <p>PHP50 Per page/data</p> | <p>3 minutes</p> | <p><i>Staff Assistant (OCPDC)</i></p> |
| <p>TOTAL</p> | | <p>PHP50</p> | <p>12 Minutes</p> | |



3. HOUSING AND HOMESITE SECTION

Socialized Housing beneficiaries paying their monthly amortization.

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|---|---|-------------------------------------|------------------------|--|
| Office or Division: | HOUSING HOMESITE SECTION | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Official Receipt from the City Treasurer's Office | | City Treasurer's Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The Client will register in the logbook | 1. Give the logbook to the client. | None | 1 minute | <i>Administrative Aide I (OCPDC)</i> |
| 2. Ask the order of payment | 2. Issue order of payment | None | 3 minutes | <i>Administrative Aide I (OCPDC)</i> |
| 3. Pay the required payments at the City Treasurer's Office | 3. Accept the payment 3.1 Issue Official Receipt | | 5 minutes | <i>Cash Receipt Division (City Treasurer's Office)</i> |
| 4. Return to the OCPDC / Housing & Homesite Section for recording | 4. Receive / Check the Official Receipt 4.1 Record the payment | None | 2 minutes | <i>Administrative Aide I Project Development Officer III (OCPDC)</i> |
| TOTAL | | Depends on the monthly amortization | 11 Minutes | |

4. SECURING LOCATIONAL CLEARANCE & SITE ZONING CERTIFICATION



A Locational Clearance (LC) & Site Zoning Certification (ZC) is document issued by the Zoning Administrator based from the approved City Comprehensive Land Use Plan (CLUP), Zoning Ordinance and other related laws and issuances that serves as pre-requisite document in issuance of Building Permit/New Business Permit and other clearances/permits issued by different national government agencies/offices.

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| Office or Division: | ZONING ADMINISTRATION DIVISION | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. 1 set Building Plan with Location Plan & Site Development Plan | | | | Applicant |
| 2. 1 copy duly accomplished Application Form | | | | Applicant |
| 3. 1 copy Cost Estimates | | | | Applicant |
| 4. 1 copy Proof of ownership/Rights over the property | | | | Applicant |
| ➤ Deed of Sale | | | | Applicant |
| ➤ Lease Contract | | | | Owner of the Building |
| ➤ Tax Declaration | | | | City Assessor's Office |
| ➤ Title | | | | Registry of Deeds |
| ➤ Other documents as proof of authority over the project site | | | | |
| 5. ECC/CNC | | | | EMB, Legaspi City |
| 6. Affidavit of Non-Objection | | | | Barangay |
| 7. Zoning fee of Php80.00 | | | | City Treasurer's Office |
| 8. Locational Clearance and other fees | | | | City Treasurer's Office |
| 9. Other additional requirements upon evaluation | | | | Zoning Administration |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The client will register in the Logbook | 1. Issue Application Form and Checklist of Requirements | None | 2 minutes | <i>Administrative Aide III Draftsman II (OCPDC)</i> |
| 2. Submit application form and the required documents | 2. Check completeness of submitted documents 2.1. Logbook & number the application | None | 10 minutes | <i>Administrative Aide III Draftsman II (OCPDC)</i> |
| | 2.2 Review, evaluate & check conformity of the site/project 2.3 Schedule/Conduct site inspection (If necessary) | None | 20 minutes | <i>Administrative Aide III Zoning Administrator (OCPDC)</i> |



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| | 2.4 Compute required fees & Issue order of payment | | | |
| 3. Pay the required fees at the City Treasurer's Office | 3. Receives O.R. | None | | <i>Administrative Aide III Draftsman II Zoning Administrator (OCPDC)</i> |
| | 3.1 Prepare and issue Site Zoning Certificate/Locational Clearance to the Client | None | 5 minutes | <i>Zoning Administrator (OCPDC)</i> |
| TOTAL | | None | 37 Minutes | |