

EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF DOÑA REMEDIOS TRINIDAD, BULACAN



1. Issuance of Locational Clearance and Zoning Certificate

The Locational Clearance and Zoning Certificate is issued to all business establishments upon application for Business Permit or Building Permit to ensure that the business location is in accordance with the Land Use Plan and Zoning Ordinance of the Municipality.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Business Owners / Taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Site Development Plan (1 photocopy) 2. Location Map (1 photocopy) 3. Bill of Materials (1 photocopy) 4. Barangay Permit (1 photocopy) 5. Tax Declaration (1 photocopy) 6. Tax Clearance (1 photocopy) 7. Application Form (2 original copy) 		Private Engineer Private Engineer Private Engineer Barangay Hall Municipal Assessor's Office Municipal Treasurer's Office Municipal Planning and Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Zoning/Locational Clearance Application Form.	1.1 Provide the Zoning/Locational Clearance Application Form.	None	1 minute	AA I / PO I Office of the Municipal Planning and Development
2. Fill out Application Form for Zoning/Locational Clearance and submit all requirements.	2.1 Accept and verify submitted Application Form and requirements for Locational/Zoning Clearance.	None	3 minutes	AA I Office of the Municipal Planning and Development
	2.2 Verify the Location of the property thru Mapping System in accordance with the Land Use Plan and Zoning Ordinance of the Municipality.	None	5 minutes	PO I Office of the Municipal Planning and Development
	2.2 Compute amount to be paid and Issue Order of Payment upon completion of requirements.	None	3 minutes	MPDC Office of the Municipal Planning and Development
3. Accept order of payment and proceed to Municipal Treasurer's Office for payment	3.1 Issue Official Receipt based on the Order of Payment	<i>Locational Clearance Fee based on the Schedule fees of HLURB</i>	2 minutes	AA III (Window 2) / AA I (Window 1) Office of the Municipal Treasurer

		<i>computed from the bill of materials</i>		
4. Return to MPDC Office and present the Official Receipt	4.1 Accept the Official Receipt and Prepare the Locational / Zoning Clearance.	None	3 minutes	AA I Office of the Municipal Planning and Development
	4.2 Sign the Locational / Zoning Clearance.	None	1 minute	MPDC Office of the Municipal Planning and Development
5. Receive the Locational / Zoning Clearance	5.1 Release the Locational / Zoning Clearance and record it to Logbook.	None	2 minutes	AA I Office of the Municipal Planning and Development
	TOTAL	BASED ON THE SCHEDULE FEES OF HLURB	20 MINUTES	

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DOÑA REMEDIOS TRINIDAD, BULACAN**



2. Issuance of Yellow/Blue Booklet.

The Yellow/Blue Booklet is issued to all household to ensure that the services offered by the local government is updated is in accordance with the good governance of the Municipality.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Voter's Certification (1 original copy) 2. Barangay Clearance (1 photocopy) 3. Application Form (1 original copy)		Commission on Elections Office Barangay Hall Municipal Planning and Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Application Form for Yellow / Blue Booklet and submit all requirements.	1.1 Accept and verify submitted Application Form and requirements for Yellow / Blue Booklet	None	2 minutes	AA I / PO I / MPDC Office of the Municipal Planning and Development
	1.2 Encode the client's information to the database.	None	3 minutes	
	1.3 Fill out the Yellow / Blue Booklet provided by the client.	None	2 minutes	
2. Receive the Yellow/Blue booklet and sign the logbook	2.1 Release the Yellow / Blue Booklet and record it to the logbook.	None	2 minutes	
TOTAL		NONE	9 MINUTES	

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3. Request for Planning Documents for Research and other purposes.

The planning documents may issue for the purpose of research and other purposes that can be as basis or reference of their need.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Walk-in / Personal Inquiry <ol style="list-style-type: none"> 1. Letter Request addressed to the Municipal Mayor, attention to the Municipal Planning and Development Coordinator (<i>1 original copy</i>) 2. Request Slip (<i>1 original copy</i>) • Electronic Inquiry (E-mail) <ol style="list-style-type: none"> 1. Electronic Letter Request addressed to the Municipal Mayor, attention to the Municipal Planning and Development Coordinator (<i>1 electronic original copy</i>) 		Client		
		Municipal Planning and Development Office		
		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in / Personal Inquiry 1. Submit the Letter request.	1.1 Review letter request and prepare Request Slip.	None	2 minutes	AA I / PO I Office of the Municipal Planning and Development
	2. Fill out the request slip and submit it to the personnel.			
	2.1 Verify the request slip.	None	1 minute	AA I / PO I Office of the Municipal Planning and Development
	2.2 Approval of the request slip.	None	1 minute	MPDC Office of the Municipal Planning and Development
	2.2 Check the availability of the requested document based on the request letter.	None	5 minutes	AA I / PO I Office of the Municipal Planning and Development

3. Receive the requested document and sign on the logbook	3.1 Prepare and release the requested documents and record it to the logbook.	None	5 minutes	AA I / PO I Office of the Municipal Planning and Development
TOTAL		NONE	14 MINUTES	
Electronic Inquiry (E-mail) 1. Submit the Letter request to email of MPDO.	1.1 Review letter request. 1.2 Print the letter request and forward to MPDC for approval. 1.3 Check the availability of the requested document based on the request letter.	None None None	2 minutes 2 minutes 5 minutes	AA I / PO I Office of the Municipal Planning and Development
2. Receive the requested document and acknowledge the receipt of the email.	2.1 Prepare and send the requested documents and record it to the logbook.	None	5 minutes	AA I / PO I Office of the Municipal Planning and Development
TOTAL		NONE	14 MINUTES	