

# Issuance of Planning Data

## ABOUT THE SERVICE

Information about the municipality and its development plans are available at the MPDO.

This includes:

- Socio-Economic Profiles
- Land Use Plan
- Economic Development Data
- Other municipal Statistics

## FEE

(The client shoulders the reproduction fee)

## Requirement(S)

- Letter request

## HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1.	Present a letter, requesting for copy of the document containing the planning data		
2.	Interview the client for the purpose in securing the data	3 minutes	MPDO Staff Engr. Gerry Araneta
3.	Production of data	10-15 minutes	Engr. Gerry Araneta MPDC
4.	Certify/attest that the document is a machine copy from the original	10 minutes	Engr. Gerry Araneta MPDC
5	Pay required fee to Rizean Olivar and present the O.R.		Rizean Olivar
6.	Issuance of planning data	5 minutes	Engr. Gerry Araneta MPDC

**Total**

**33 minutes**