

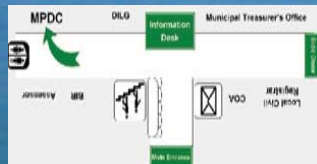


*Carrascal, Ato ini!*

# Citizen's Charter

*Office of the* **MPDC**

*Quick Quality Services  
to all Carrascalanons!*



Ground Floor, Municipal Hall,  
Barangay Embarcadero  
8318 Carrascal, Surigao del Sur  
For more information  
Please Contact:  
CRISLYNNE MAE A. SUGIAN-HUERTA, MPA  
Municipal Planning & Development Coordinator  
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## Securing Data from the Municipal Planning & Development Coordinators Office

### SERVICE DESCRIPTION:

All Information and development plans about the municipality

This includes:

- ◊Socio - Economic Profiles
- ◊Economic Development Data
- ◊Other Municipal Statistics
- ◊Land Use Plan

**REQUIREMENTS:** None

**FEES:** None

◊Procedures to avail the service ◊

Follow these steps	It will take you	Please Approach
<b>1. Inquiry</b> - Approach frontline personnel who will refer him to the person in-charge of the data being requested.	1 minute	Carmel L. Pingol <i>Planning Clerk</i>
<b>2. Verify Information Availability</b> - Person in-charge verifies if information required is available.	5 minutes	Elibeth R. Yparraguirre <i>Planning Clerk</i>
<b>3. Access Information</b> - If data is available, clients wait while the person in-charge accesses the information. Otherwise, the client is referred to other probable sources of information.	5 minutes	Crislynnne Mae A. Sugian-Huerta, MPA <i>MPDO/Zoning Officer</i>
<b>4. Review and Verification</b> - Person in-charge reviews and verifies the information to be given to the client.	5 minutes	
<b>5. Photocopy Documents</b> - If original documents may not be given, clients leaves an ID card with the person in-charge and is allowed to photocopy documents. If documents were photocopied, clients returns the original documents & retrieves his ID card.	2 minutes	
<b>6. Secure E-Copy of Documents</b> - Client provides his USB/CD while person in-charge copy requested documents.	1 minute	Elibeth R. Yparraguirre <i>Planning Clerk</i>

## Availing on Technical Assistance on Development Planning

### SERVICE DESCRIPTION:

The Office of the MPDC will provide assistance to all the developmental plans including trainings/project proposals.  
This includes:

- ◊Comprehensive Barangay Development Planning
- ◊Annual Investment Program
- ◊Local Development Investment Plan
- ◊Comprehensive Development Plan

**REQUIREMENTS:** None

**FEES:** None

◊ Procedures to avail the service ◊

Follow these steps	It will take you	Please Approach
<b>1. Inquiry</b> - approach frontline personnel who will refer him to the person in charge of the developmental planning activity being requested.	1 minute	Carmel L. Pingol <i>Planning Clerk</i>
<b>2. Request for availability of requested activity</b> - client presents request letter address to the LCE & MPDC for the conduct of the said activity and leaves contact number if request is granted or declined.	2 minutes	Elibeth R. Yparraguirre <i>Planning Clerk</i>
<b>3. Approval of Request</b> - client receives letter or formal call from the office for granting/decline of request.	2 days	Crislynnne Mae A. Sugian-Huerta, MPA <i>MPDO/Zoning Officer</i>
<b>4. Scheduling of activity</b> - client receives schedule of conduct of the activity.	5 minutes	

**Securing Certificate of  
Site Zoning Classification**

**SERVICE DESCRIPTION:**

SITE ZONING Classification is requested for record and reference purpose. The Municipal's Comprehensive Land Use Plan (CLUP) was last updated during the year 2000.

**REQUIREMENTS:**

- ◊ Application Form
- ◊ Tax Clearance
- ◊ Certification Fee (Official receipt of payment)
- ◊ Community Tax Certificate (Sedula)
- ◊ If lot is not owned:

**FEES:**

- ◊ Certification Fee - P100.00
- ◊ Affidavit Fee (if applicable) - P100.00

◊ Procedures to avail the service ◊

Follow these steps	It will take you	Please Approach
<b>1. Assessment of Application Form &amp; Other requirements</b> - Submit application form & other requirements	5 minutes	Crislynn Mae A. Sugian-Huerta, MPA MPDO/Zoning Officer
<b>2. Payment of Fees</b> - Proceed to Municipal Treasurer's Office; secure Tax Clearance, Certification Fee, Affidavit Fee (if applicable) with official receipts.	3 minutes	Rosalinda C. Diaz RCC - II  Daisy M. Orag RCC - II
<b>3. Review and Verification</b> - Officer In-charge reviews & verifies submitted requirements and prepares Certificate.	5 minutes	Crislynn Mae A. Sugian-Huerta, MPA MPDO/Zoning Officer
<b>4. Issuance of Certificate</b> - Officer In-charge secures the signature of the Zoning Administrator.	2 minutes	Crislynn Mae A. Sugian-Huerta, MPA MPDO/Zoning Officer

**Securing Computer-Generated Maps**

**SERVICE DESCRIPTION:**

Office of the MPDC produces computer-generated maps of Carrascal. The maps available range from those showing road networks up to those for land use and identifying flooding hazard maps.

**REQUIREMENTS:** None

**FEES:** Colored Maps A4 / Letter Size = P100.00

◊ Procedures to avail the service ◊

Follow these steps	It will take you	Please Approach
<b>1. Choose Maps needed</b> - Choose from available of maps and inform the person in-charge.	3 minutes	Elibeth R. Yparraguirre Planning Clerk
<b>2. Payment of fees</b> - Staff informs the client of fees to be paid and gives client direction to the MTO. - Clients proceeds to the Municipal Treasurer's Office to pay the required fees.	1 minute	Elibeth R. Yparraguirre Planning Clerk  All Revenue Collection Officers Municipal Treasurer's Office
<b>3. Printing of Maps</b> - Client presents Official Receipt and Planning Clerk prints the desired map. - If map requested is not available, Planning Clerk customizes the map as per required description.	5 minutes (Small Format)  1 day (Customized Map)	Elibeth R. Yparraguirre Planning Clerk
<b>4. Issuance of Maps</b> - Client presents the Official Receipt to the GIS Staff to claim the requested map. - Client signs the Monitoring Sheet for Acknowledgement purposes.	2 minutes	Elibeth R. Yparraguirre Planning Clerk

**Securing Locational Clearance**

**SERVICE DESCRIPTION:**

LOCATIONAL Clearance (LC) is a written authorization/permit granted by the Board allowing the development and/or use of areas or any parcel of land based on the approved zoning ordinance, general land use plan or development plan of the municipality.

The Municipal's Comprehensive Land Use Plan (CLUP) was last updated during the year 2000 and it's Zoning Ordinance was approved in 2002.

**REQUIREMENTS:**

- ◊ Application Form duly accomplished and notarized
- ◊ Proof of Ownership over the land to be used:
  - Certificate of Title in the name of the applicant or any of the following documents together with the owner's Certificate of Title or Tax Declaration in its absence:
    - a. Deed of Sale in the name of applicant
    - b. Deed of Donation
    - c. Contract of Lease
    - d. Authorization to use the land from the landowner
- ◊ Vicinity Map (or Location Plan)
- ◊ Site Development Plan (or Lot Plan) showing lot area boundaries and dimensions of proposed improvements within the project site;
- ◊ Floor Plan of the proposed/existing project
- ◊ Filing Fee, to be computed upon submission of complete documents
- ◊ DAR Conversion Clearance if project are is agricultural land
- ◊ For Industrial Projects:
  - a. Equity Participating Agreement/Lot Supply Contract (for sawmill)
  - b. Description of Industry/Feasibility Study and Engineer's Information Report
  - c. Flow of Manufacturing Process/Diagram/Chart
  - d. Certified True Copy of the Current Real Estate Tax Receipt
  - e. Clearance from DENR-EMB
  - f. Affidavit of Non-objection from Neighbors
  - g. Affidavit of Non-expansion
- ◊ For Special Projects:
  - a. Complete Engineering Plans and Designs
  - b. Affidavit of Non-objection from neighbors within one (1) kilometer radius (for Cockpit)
  - c. Site Inspection Report (if necessary)
- ◊ Environmental Compliance Certificate (ECC) by DENR-EMB

**FEES:**

◊ Filing Fee

- A. Residential Structure single attached/detached, the project cost of which is:
  - 1. P100,000.00 and below P100.00
  - 2. Over P100,000.00 P100.00 + 1/10 of 1% in excess of P100,000
- B. Apartments
  - 1. P500,000.00 and below P500.00
  - 2. Over P500,000.00 P500.00 + 1/10 of 1% in excess of P500,000
- C. Institutional
  - 1. P100,000.00 and below P400.00
  - 2. Over P100,000.00 P400.00 + 1/10 of 1% in excess of P100,000
- D. Commercial, Industrial, Agro-Industrial
  - 1. P100,000 and below P1,000.00
  - 2. Over P100,000 P1,000 + 1/10 of 1% of cost in excess of 100,000
- E. Special Use/Special Projects
  - 1. P100,000 and below P1,000.00
  - 2. Over P100,000 P1,000 + 1/10 of 1% of cost in excess of 100,000
- F. Alteration/Expansion (affected areas)
  - 1. Application cost of expansion same as original

◊ Procedures to avail the service ◊

Follow these steps	It will take you	Please Approach
<b>1. Assessment of Application Form &amp; other requirements</b> - Submit application form & other requirements	10 minutes	Crislyne Mae S. Huerta, MPA MPDO/Zoning Administrator
<b>2. Payment of Fees</b> - Proceed to Mun. Treasurer's Office; secure Filing Fees	5 minutes	Rosalinda C. Diaz RCC – II  Daisy M. Orag RCC – II
<b>3. Review &amp; verification</b> - Officer In-charge reviews & verifies submitted requirements and prepares Locational Clearance	10 minutes	Crislyne Mae S. Huerta, MPA MPDO/Zoning Administrator
<b>4. Issuance of Certificate</b> - Officer In-charge secures the signature of the Zoning Administrator	2 minutes	Crislyne Mae S. Huerta, MPA MPDO/Zoning Administrator