



1. Frontline Service (Municipal Statistical Data / Document/Map)

Research assistance on Municipal Data / Documents is provided to any individual / organization.

Office or Division	Office of the Municipal Planning and Development Coordinator			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Any individual /organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request (1 original copy)		Client		
Filled up request form		Office of the Municipal Planning and Development Coordinator		
Any valid identification card.		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill up visitor's logbook and submit letter of request or fill-up request form at the receiving area	1. Receive letter of request or filled-up request form and issues Order of Payment	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Planning and Development Coordinator
2. Pay corresponding fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	2. Issuance of Official Receipt	Please refer to Table of Fees below		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1. Prepare data/document requested	None	23 Minutes	<i>Administrative Aide II</i> Office of the Municipal Planning and Development Coordinator
3. Receive requested data/document and return borrowed documents thereafter, if any	3. Release requested data/document	None	1 Minute	<i>Administrative Aide II</i> Office of the Municipal Planning and Development Coordinator



	3.1 Receive borrowed documents, if any	None	1 Minute	<i>Administrative Aide II</i> Office of the Municipal Planning and Development Coordinator
	TOTAL:	Please refer to Table of Fees	30 Minutes	

Permit Fees for Other Transactions / Certifications

B. Other Certification and document fees:

a. Availability of records / public request	P 288.00
b. Certificate of no record on file	P 288.00
c. Certified true copy of documents (report size)	
*Document of 5 pages or less	P 43.20
*Every additional page	P 4.40
d. Photo copy of Documents	P 3.00
e. Other not listed above	P 216.00

UPLC Legal Research Fee

Computation of Legal Research Fee for the University of the Philippines Law (UPLR) remains at One Percent (1%) of every fee charged but shall in No Case Be Lower than P12.00 = Covered by MEMORANDUM CIRCULAR NO. 18 Series of 2013 (October 2, 2013)



C. Other Certifications

1. Zoning certificates	P 265.00/hectare
2. Certification of town plan / Zoning ordinance approval	85.00
3. Others, to include:	
> availability of records / public request of copies / research works / Certificate of Site Zoning Classification	85.00
> certification of no records on file	85.00
> certified true / xerox copy of documents:	3.00
- documents of five pages or more	43.20
- every additional page	4.40
e. Other not listed above	P 216.00