



Securing Data from the City Planning and Development Office

ABOUT THE SERVICE

Information about the city and its development plans are available at the CPDO.
Information available includes:

- Socio-Economic Profile
- Land Use Plan
- Economic Development Data
- Other City Statistics

Department / Office:		CITY PLANNING AND DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Any Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
none				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry Approach a frontline staff who will refer you to the person in charge of the data being requested.			1 minute	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator ROSEMARIE I. CIUDADANO Planning Officer II CECILLE S. DAPLIN Planning Officer IV NORMAN PAUL C. POSUGAC Planning Officer III ODILO G. NATE Project Development Officer II HERLYN L. DELOS REYES Engineer I MA.TERESA S. VILLADARES Assistant



				<p>Statistician</p> <p>NESSY P. SALES Statistician II</p> <p>ARNOLD V. APUADA Administrative Aide IV / Bookbinder II</p>
	<p>2. Verify Information Availability</p> <p>Person-in-charge verifies if information required is available</p>		3 minutes	
	<p>3. Access information</p> <p>If data is available, you will be requested to wait while the person-in-charge accesses the information. Otherwise, you will be referred to other probable sources of information</p>		5 minutes	
	<p>4. Review and Verification</p> <p>Person-in-charge reviews and verifies the information to be given.</p>		5 minutes	
	<p>5. Photocopy Documents</p> <p>If you need to photocopy documents, you will be asked to leave an ID card before you can take the documents out of the office.</p>		5 minutes	
<p>6. Register in the Logbook</p> <p>Sign a logbook for record purposes. If documents were photocopied, return the original documents and retrieve your ID card.</p>			1 minute	



	TOTAL	P	20 minutes	
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CITY PLANNING AND DEVELOPMENT OFFICE

Room 208, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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