



OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

FUNCTIONAL CHART

Municipal Planning and Development Office

1. Formulates development policies, plans and objectives for approval of the Sangguniang Bayan and the Municipal Mayor
2. Prepares municipal comprehensive plans and other development planning documents.
3. Monitors and evaluates the implementation of the different development programs, projects and activities in the municipality.
4. Conducts continuing studies, researches and relevant trainings necessary to evolve plans and programs for implementation.
5. Provides technical assistance and service to other offices relative to development planning.
6. Maintains contact or liaison with other agencies engaged in development.
7. Promotes citizen participation through development planning at the barangay level.
8. Exercises general supervision and control of the activities of the MPDO personnel; exercise such other duties and functions as maybe prescribed by law or ordinances.

Zoning Section

1. Accepts application and issues approved Locational Clearances, recommends to the Sangguniang Bayan the approval of subdivisions.
2. Keeps systematic filing system and records of all applications/communications.
3. Conducts regular research work on matters pertaining to zoning in order to provide the administration with updated data, techniques and important matters.
4. Assists in the project studies of the MPDC on physical research and other related matters.
5. Coordinates with barangay officials regarding implementation.

Plans and Programs Section

1. Assists in the preparation of AIP and Medium Term Plan and other development policies and plans of the municipality.
2. Monitors infrastructure projects particularly under the 20% MDF and BDF.
3. Conducts pre-inspection of proposed infrastructure projects.
4. Coordinates with barangay officials regarding infrastructure and other development projects.
5. Assists in the implementation of the Ecological Solid Waste Management Plan.
6. Prepares Programs of Work funded under the MDF and BDF.
7. Conducts pre and post-inspection of projects funded under the 20% MDF and BDF.
8. Assists barangay officials in the preparation of development plans
9. Does other related works.

Administrative Section

1. Performs filing and recording of all records and documents and other correspondences.
2. Prepares simple communications.
3. Operates and maintains the mimeographing machine.
4. Clean the mimeographing machine and typewriters.
5. Does minor repair and replacement of damaged office equipment.
6. Delivers messages and other communications to different offices/agencies.
7. Types/encodes official communication and other pertinent documents.
8. Does other related works.

Research, Evaluation & Statistics Section

1. Gathers useful statistical data.
2. Keeps statistical records.
3. Assists barangay officials in the preparation of development plans.
4. Prepares project proposals for development programs.
5. Does other related works.

**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE (MPDO)
Internal Services**

- 1. Municipal Development Council (MDC) Resolutions Endorsing Barangay Resolutions Requesting for Funding of Projects to the Sangguniang Bayan Office (SBO)**

External Services

- 1. Inquiry for the Issuance of Locational Clearance/Zoning Certification**
- 2. Issuance of Geographic Information System (GIS) Map/s**
- 3. Issuance of Locational Clearance (LC) for Building Construction**
- 4. Issuance of Locational Clearance (LC) for Cell site**
- 5. Issuance of Preliminary Approval of Subdivision Development Plan/Locational Clearance for PD 957 & BP 220 Residential, Subdivisions, Farm lot, Industrial, Memorial Parks & Cemetery Projects**
- 6. Issuance of Subdivision Development Permit for PD 957 & BP 220 Residential Subdivisions, Farm lot, Industrial, Memorial Park & Cemetery Project**
- 7. Issuance of Locational Clearance for Poultry and Piggery**
- 8. Issuance of Land Use Zoning Certification**
- 9. Provision of Technical Information**
- 10. Request for Technical Assistance on the preparation of Program of Work (POW)**