



Republic of the Philippines  
Province of Bohol  
**MUNICIPALITY OF LOON**



**VISION:** *A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance*

**MISSION:** *To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth*

## CITIZEN'S CHARTER

### MUNICIPAL ENGINEERING OFFICE

#### Frontline Service 1: BUILDING PERMIT FOR SIMPLE APPLICATION

STEP	Activities / Process		Duration	Requirements	Fees	Person Responsible	Location
	Clients	Services Provider					
1	Submission of the Application Forms & Complete Documentary Requirements.	Welcome client	4 hrs.	Application Forms & Complete Documentary Requirements.	None	Applicant	MEO
2	Payment of fees & charges.	Type details of application on Building Permit Form	2 hrs.	Filled- out Building Permit form	Building Fees	Building office staff	MTO
3	Receipt of the order of payments.	Accept OR and attach to filled- out Building Permit	2 hrs.	Filled- out Building Permit form, OR	None	Applicant	MEO
4	Claiming of Building Permit.	Present approved Building Permit to client	4 days	Approved Building Permit, OR	None	Applicant	MEO

**Frontline Service 2: CERTIFICATE OF OCCUPANCY**

STEP	Activities / Process		Duration	Requirements	Fees	Person Responsible	Location
	Clients	Services Provider					
1	Submission of the Application Forms & Complete Documentary Requirements.	Welcome client	4 hrs.	Application Forms & Complete Documentary Requirements.	None	Applicant	MEO
2	Payment of fees & charges.	Type details of application on Building Permit Form	2 hrs.	Filled- out Building Permit form	Occupancy Fees	Building office staff	MTO
3	Receipt of the order of payments.	Accept OR and attach to filled- out Building Permit	2 hrs.	Filled- out Building Permit form, OR	None	Applicant	MEO
4	Claiming of Building Permit.	Present approved Building Permit to client	4 days	Approved Building Permit, OR	None	Applicant	MEO

***For complaints, comments and suggestions please contact:***

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