



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 PLANNING AND DEVELOPMENT OFFICE

ISSUANCE OF ZONING CLEARANCE OR ZONING CERTIFICATION

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MPDO					
1	Ask for requirements	Interview applicant	1 min	None	None	Rey Crodua/L. Longos	MPDO
2	Receive application form and list of requirements	Provide application form and list of requirements	1 min	None	None	Rey Crodua/L. Longos	MPDO
3	Listen and interact	Explain how to accomplish the form and the importance of other supporting documents and tell client to come back with complete documents	2 min	None	None	Rey Crodua/L. Longos	MPDO
			4 min				
1	Submit filled-out application form and complete documents	Receive and review the submitted documents	5 min	Filled-out application form and supporting documents	None	Rey Crodua/L. Longos/ A. Relator	MPDO
2	Propose schedule of site inspection	Confirm schedule of site inspection & conduct site inspection	30 mins. minimum depending on the distance of the site	Site plan, vicinity map	None	Rey Crodua/A. Relator	MPDO
3	Wait	Prepare inspection / evaluation report	5 min	inspection/report form	None	Rey Crodua/A. Relator	MPDO
4	Wait	Prepare and sign decision on application	15 min		None	A. Relator/R. Crodua	MPDO
5	Receive copy of Clearance/Certification	Release decision	1 min		None	A. Relator	MPDO

56 mins

REVIEW OF SIMPLE SUBDIVISION PLAN FOR SB APPROVAL

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MPDO					
1	Ask for requirements	Interview applicant	1 min	None	None	Rey Crodua/A. Relator	MPDO
2	Receive application form and list of requirements	Provide application form and list of requirements	1 min	List of requirements	None	Rey Crodua/A. Relator	MPDO
3	Listen and interact	Explain how to accomplish the form and the importance of other supporting documents and tell client to come back with complete documents	3 min	List of requirements	None	Rey Crodua/A. Relator	MPDO
			5 min				
1	Submit filled-out application form and complete documents	Receive and review the submitted documents	5 min	Filled-out application form and supporting documents	None	Rey Crodua/L. Longos/ A. Relator	MPDO
2	Propose schedule of site inspection	Confirm schedule of site inspection & conduct site inspection	30 mins. minimum depending on the distance of the site	Site plan, vicinity map	None	Rey Crodua/A. Relator	MPDO
3	Tell client to follow-up approved resolution to SB after 3 session days	Prepare inspection / evaluation report & Certification	20 min	inspection/report form	None	Rey Crodua/A. Relator	MPDO
4		Indorse/submit to SB the application for simple subdivision	5 min		None	A. Relator	MPDO

60 min

For complaints, comments and suggestions please contact:

✉ Loon, Bohol 6327 Philippines e✉ lguloon@yahoo.com ☎ (038) 505-9131 ☎ (038) 505-7058 (connecting all departments)

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