

Special Use Permit (SUP) on Regular Processing

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1. RECEIPT AND ENDORSEMENT OF INCOMING COMMUNICATIONS / CORRESPONDENCE

Receiving/processing of incoming communications from various agencies addressed to the City Planning and Development Officer.

Office or Division:	Admin Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	City Departments/Offices/Operating Units City Councilors NGO/PO/CSOs National government agencies Local government units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original copy – Letter, Memo, Endorsement/Indorsement, Transmittal, Routing Slip		None		
Attachment of supporting documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit document/s to Receiving Area	1. Receives, classifies and encodes various submitted document/s/ communications (such as Transmittals, Memoranda, registered mails, emails, etc.) in the Document Tracking System for Reference/ Control Number.	None	5 minutes	Assigned Staff Administrative Division
	Gives to Chief Administrative Officer, Administrative Division, for final review of document classification.			

	1.2 Gives to CPDD Department Head for review of document classification.	None	2 minutes	Assigned staff (Administrative Division)
	1.3 Reviews / Assigns / Signs routing slip for handing over to concerned/assigned CPDD Sector		10 minutes	CPDD Head
2. Act on particular assigned task/s	2.1 Receives, records and checks completeness of submitted documents	None	1 min	Assigned staff (concerned Sector)
	2.2 Conducts Complete Staff Work thru review, evaluation and analysis; inspection; data gathering; recommendation of proper action; preparation of necessary documents to grant request or implement given instructions. Gives evaluation report and/or draft action documents t	None	2-5 days*	
	2.3 Submits report to CPDD Head for review and conformance			
	2.4 Approves/signs final revised action documents		5 mins	CPDD Head
	2.5 Releases signed document/s to concerned city department/office/unit /entities concerned	None	5 mins	Assigned Staff/Records Officer Administrative Division
Total			5 days* 28 minutes	