

	1.2.1. Print and affix initials in the LC with OIC, ZAU eSign and NOA (no eSign)		5 minutes	Evaluators
	1.3. Review the printed LC and affix initials before releasing		5 minutes	PDO V
	1.4. Review/sign the printed NOA and letter to the owner		5 minutes	OIC-ZAU
1. Receive the LC	3.1 issue the LC/NOA to the Client		3 minutes	Releasing Staff
	<i>Total</i>		<i>35 minutes</i>	

8. REQUEST FOR MOTION FOR RECONSIDERATION.

This request is made when an applicant, is not satisfied by the decision of the Zoning Official concerning the interpretation, administration or enforcement of the zoning ordinance.

Office or Division:	Zoning Administration Unit (ZAU)			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A written request for reconsideration				
Accomplished Application Form and the issued Simplified Business Form indicating denial of the application				
Previous Locational Clearance/Bldg. Permit, SUP, COE (if any)		DBO/ZAU		
Affidavit of Undertaking (if applicable)				
Pictures of the structure (front view and inside view showing business area)				
Official Receipt as proof of payment of Motion or Letter of Reconsideration				
If Representative, photocopy and present the original of the ff:				
<ul style="list-style-type: none"> Duly notarized Authorization Letter/Special Power of Attorney 		Business owner		
<ul style="list-style-type: none"> Representative’s Government issued Identification Card 		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>2. Submit a written request for reconsideration with the required documents</p> <p>3. Pay MR fee at CTO and submit photocopy of OR</p>	1. Receive, and check the completeness of the documents and issue order of payment.	Motion for Reconsideration Fee – P1,000.00	5 minutes	Receiving Staff
	2. Receive photocopy of the Order of Payment and attach to the MR documents.		2 minutes	Receiving Staff
	3. Prepare routing slip with remarks and recommendations; Assigns staff to prepare letter of reply.		15 minutes	PDO III
	4. Check the letter of reply; if with revision return to the staff assigned, if none forward to OIC-ZAU.			
	5. Assess the letter of reconsideration/ review/sign the letter of reply.		6 working days	OIC-ZAU
7. Receive the reply letter on the request	Release the reply letter to the applicant		3 minutes	Releasing Staff
6. Log-in to QC-eServices; Up-load approved letter for reconsideration and other documents (if any)	Re-evaluate application based on the letter signed by ZAU-OIC		15 minutes	PDO-II
	<i>Total</i>		<i>6 working days and 40 minutes</i>	