**IX. OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR**

**9.1.Provision of Maps, Statistics and other Municipal Data**

ABOUT THE SERVICE: The Municipal Planning and Development Office keeps information, pertinent data and other development plans of the municipality. This data, statistics and other information are usually requested by investors, people in the business sector, researchers, students and tourists.

CLIENT GROUPS:

General public

REQUIREMENTS:

ID card/ letter request/endorsement letter

Any storage for electronic copies

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES: None

TOTAL PROCESSING TIME: 20 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Approach any employee of the MPDO and present your request.   Show ID/ letter request or endorsement letter | Receives request and looks for the data requested | 10 minutes | Edelia Q. Maestral  Rodolfo C. Letada  Larry C. Deinla |
| 2. Receive requested data/ check the completion of data | Accesses information requested if available | 10 minutes | Edelia Q. Maestral  Rodolfo C. Letada  Larry C. Deinla |