OFFICE OF THE CITY BUILDING OFFICIAL

VISION

To establish a standard norm of efficiency in the implementation of P. D. 1096 and related laws towards a higher level of awareness.

MISSION

Implement the rules of law in compliance with the "Tao ang Una" principle and make our commitment to develop a strong organization through cooperation and innovation to support the continuity of implementation and enforcement of P. D. 1096 and other related laws.

FRONTLINE SERVICE	ISSUANCE DEMOLITION PERMIT	
STEP 1A	Client submit all requirements.	
STEP 1B	Receive all prescribed requirements.	
SERVICE PROVIDER/S	- MELVIN BARBA (South)	- SENEN E. CANLAS (North)
TIME FRAME	10 minutes	
STEP 2	Conduct site inspection and accomplish	n time schedule
SERVICE PROVIDER/S	Building Inspectors South - Engr. PETE RIVERA - Engr. JHERAMIE GARBOSA - Engr. JOY JASMIN ESPINA - Engr. PAOLO ANGELO SIOSON - DANILO PILI - SIXTO TAGUINOD	Building Inspectors North - Engr. FREDDIE A. GARINGAN - Engr. BERNARDO V. RECTO - Engr. LUCITO CELESTINO - RAUL MAGADIA - VICENTE G. SERRANO
TIME FRAME	4 hours	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO	- Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct final evaluation	
SERVICE PROVIDER/S	South - Engr. MARIO A. LASALA - Engr. JERICK O. LEGASPI - Engr. JHANITA G. MACALINGA	North - Engr. RONILO F. OÑA - Atty. ROSELLE LOUIE BRILLANTES
TIME FRAME	20 minutes	
STEP 5	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC)	- RACHEL MAY FLORES
DURATION	10 minutes	
REQUIRED DOCUMENT/S	 Application form accomplished and signed by the owners, sealed and signed by an architect/ engineer in charge of the construction TCT Certified from the Registry of Deeds/ Deed of Absolute Sale Tax Declaration (photocopy) Tax Receipt (photocopy) 	
THE DESCRIPTION	5. Barangay Clearance for Demolition/6. Methodology	Fence Permit

	7. Picture of Building/ Structure
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF BUILDING/ SANITAR'	Y PFRMIT
TROUTENIE SERVICE	Client secure the following documents:	
	Locational/ Zoning Clearance	- Office of the Land Use and
STEP 1A	1. Educational Zoning Cicarance	Zoning Administrator
	2. Fire Safety and Evaluation Clearan	•
	3. DOLE Clearance	- Dept. of Labor and Employment
STEP 1B	Receive Application Form with complete	te requirements
SERVICE PROVIDER/S	MELVIN BARBA (South)	SENEN E. CANLAS (North)
TIME FRAME	15 minutes	SEIVEN E. CANLAS (NOITH)
THETRAME	Conduct site inspection, accomplish tin	ne schedule and provide site condition
STEP 2	report	ne serieudie and provide site condition
	Building Inspectors South	Building Inspectors North
	- Engr. PETE RIVERA	- Engr. FREDDIE A. GARINGAN
	- Engr. JHERAMIE GARBOSA	- Engr. BERNARDO V. RECTO
SERVICE PROVIDER/S	- Engr. JOY JASMIN ESPINA	- Engr. LUCITO CELESTINO
	- Engr. PAOLO ANGELO SIOSON	- RAUL MAGADIA
	- DANILO PILI	- VICENTE G. SERRANO
	- SIXTO TAGUINOD	
TIME FRAME	4 hours	
STEP 3	Review and process plans and applica	tion documents
	- Engr. AURORA RECTO	Line and Grade
SERVICE PROVIDER/S	- Engr. ERNIE SAN MIGUEL	Architectural
SERVICE I ROVIDERO	- Engr. ARMANDO MIRANDA	Structural
	- ROLANDO PILAR	Sanitary/ Plumbing
TIME FRAME	4 hours	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO	- Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER	R'S OFFICE
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct final evaluation	
	South	North ~
SERVICE PROVIDER/S	- Engr. MARIO A. LASALA	- Engr. RONILO F. OÑA
SERVICE I ROVIDERIO	- Engr. JERICK O. LEGASPI	- Atty. ROSELLE LOUIE BRILLANTES
	- Engr. JHANITA G. MACALINGA	
TIME FRAME	30 minutes	
STEP 6	Approve and release permit	DAGUEL MANY ELODEO (O. III)
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC)	- RACHEL MAY FLORES (South) - EMMA BREZ (North)
DURATION	15 minutes	
		ned by the owner, sealed and signed by
REQUIRED DOCUMENT/S	,	engineer in charge of the construction
	2. Lot Plan	
	3. Homeowner's Association Clearance	ce, it necessary

4. Transfer Certificate of Title (TCT) - Certified by the Registry of Deeds/ Deed	
of Absolute Sale	

FRONTLINE SERVICE	ISSUANCE OF BUILDING/ SANITARY PERMIT (cont.)
	5. Tax Declaration (photocopy)
	6. Tax Receipt (photocopy)
	7. Contract of Lease, if the property is not owned by applicant (photocopy)
	Barangay Clearance for Building Permit
	Building Plans signed and sealed by architect/ civil engineer/ sanitary engineer (five sets)
	10. Photocopy of Philippine Regulatory Commission (PRC) I.D. and Philippine
	Tax Registration (PTR) receipts of signing architects/ engineers in charge,
	with three specimen signatures
	11. Bill of Materials (two sets)
	12. Specification (two sets)
	13. Scope of Work (two sets)
	14. Structural Computations – two-storey and above (two sets)
	15. Soil Boring Test, three-storey and above (two sets)
	16. Logbook
	17. Locational Clearance
	18. Fire Safety Evaluation Clearance
	19. DOLE Clearance
	Site Picture
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF SIGNANGE/ BILLBOARD PERMIT	
STEP 1A	Client submit required documents	
STEP 1B	Receive documents as prescribed in the list of requirements	
SERVICE PROVIDER/S	MELVIN BARBA	
TIME FRAME	10 minutes	
STEP 2	Conduct site inspection, review and evaluation	
SERVICE PROVIDER/S	South - Engr. JERICK O. LEGASPI - GLORIA GABISAN	
TIME FRAME	4 hours	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)	
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct evaluation, review and recommendation	
SERVICE PROVIDER/S	- Engr. JERICK O. LEGASPI - Engr. JHANITA G. MACALINGA	
TIME FRAME	5 minutes	
STEP 6	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES	
DURATION	15 minutes	
	Application Form accomplished and signed by the owners, signed and sealed by an Architect/ Engineer.	

REQUIRED DOCUMENT/S	2. Signage plan signed and sealed by Architect or Engineer (3 sets)3. Mayor's Permit	
REQUIRED FEES	Based on the National Building Code and City Ordinances	
EDONTLINE SERVICE		
FRONTLINE SERVICE	ISSUANCE OF REPAIR PERMIT	
STEP 1A	Client submit all requirements.	
STEP 1B	Receive Application Form with complete requirements.	
SERVICE PROVIDER/S	- MELVIN BARBA (South) - SENEN E. CANLAS (North)	
TIME FRAME	10 minutes	
STEP 2	Conduct site inspection, accomplish time schedule and provide site condition report	
SERVICE PROVIDER/S	Building Inspectors South - Engr. PETE RIVERA - Engr. JHERAMIE GARBOSA - Engr. JOY JASMIN ESPINA - Engr. PAOLO ANGELO SIOSON - DANILO PILI - SIXTO TAGUINOD Building Inspectors North - Engr. FREDDIE A. GARINGAN - Engr. BERNARDO V. RECTO - Engr. LUCITO CELESTINO - RAUL MAGADIA - VICENTE G. SERRANO	
TIME FRAME	4 hours	
STEP 3	Review and process plans and application documents	
SERVICE PROVIDER/S	- Engr. AURORA RECTO Line and Grade - Engr. ERNIE SAN MIGUEL Architectural - Engr. ARMANDO MIRANDA Structural - ROLANDO PILAR Sanitary/ Plumbing	
TIME FRAME	4 hours	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)	
TIME FRAME	15 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct final evaluation	
SERVICE PROVIDER/S	South - Engr. MARIO A. LASALA - Engr. JHANITA G. MACALINGA - Engr. JERICK O. LEGASPI North - Engr. RONILO F. OÑA - Atty. ROSELLE LOUIE BRILLANTES	
TIME FRAME	30 minutes	
STEP 6	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES	
DURATION	15 minutes	
	 Application form accomplished and signed by the owners, sealed and signed by an architect/ engineer in charge of the construction TCT Certified from the Registry of Deeds/ Deed of Absolute Sale Tax Declaration (photocopy) Tax Receipt (photocopy) Contract of Lease, if the property is not owned (photocopy) 	
REQUIRED DOCUMENT/S	 6. Barangay Clearance for Repair Permit 7. Photocopy of PRC I.D. and PTR receipts of signing architect/ engineer in charge 	

	8. Bill of Materials (two sets) 9. Previously issued Building Permit and Certificate of Occupancy
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF OCCUPANCY PERMIT	
	Client secure the following documents:	
STEP 1A	1. Required Documents	
	Fire Safety and Evaluation Clearance - Bureau of Fire Protection	
STEP 1B	Receive Application Form and required documents	
SERVICE PROVIDER/S	- MELVIN BARBA (South) - SENEN E. CANLAS (North)	
TIME FRAME	10 minutes	
Conduct site inspection, accomplish time schedule and provide site co		
STEP 2	report	
	South - Engr. JHERAMIE GARBOSA - Engr. PAOLO ANGELO SIOSON	
SERVICE PROVIDER/S	- Engr. JOY JASMIN ESPINA	
	North - Engr. LUCITO CELESTINO	
TIME FRAME	4 hours	
STEP 3	Process and evaluate application forms, plans and documents	
	North and South	
SERVICE PROVIDER/S	- Engr. AURORA RECTO - Engr. ARMANDO MIRANDA	
	- Engr. ERNIE SAN MIGUEL - Engr. ROLANDO PILAR	
TIME FRAME	50 minutes	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)	
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct evaluation, review and recommendation	
	South - Engr. MARIO A. LASALA - Engr. JHANITA G. MACALINGA	
SERVICE PROVIDER/S	- Engr. JERICK O. LEGASPI	
	North - Engr. RONILO F. OÑA - Atty. ROSELLE LOUIE BRILLANTES	
TIME FRAME	2 hours	
STEP 6	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES (South)	
	- EMMA BREZ (North)	
DURATION	15 minutes	
	Certificate of Completion Form (signed and sealed by professionals)	
	2. Approved Building Permits and Plans with photocopy	
	3. 5R pictures (front and side)	
REQUIRED DOCUMENT/S	4. Logbook	
DECITION FEET	5. Fire Safety Inspection Certificate (FISC)	
REQUIRED FEES	Based on the National Building Code and City Ordinances	

FRONTLINE SERVICE	ISSUANCE OF ELECTRICAL PERMIT/ CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)
STEP 1A	Client secure and accomplish application form

STEP 1B	Receive application form and required documents	
SERVICE PROVIDER/S	- CRISELDA CAMACHO (South)	- GRACE DOROTEO (North)
TIME FRAME	5 minutes	

FRONTLINE SERVICE	ISSUANCE OF ELECTRICAL PERMIT/ CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) (cont.)	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- Engr. RENAN C. BAMBALAN (South) - Engr. RUBEL TABUAN (North)	
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES (South) - EMMA BREZ (North)	
DURATION	15 minutes	
REQUIRED DOCUMENT/S	 Application Form accomplished and signed by the owners, signed and sealed by the Electrical Engineer in charge of the construction Barangay Clearance for Electrical Permit Electrical Plan signed and sealed by the Electrical Engineer (3 sets) Yellow card from Meralco Building Permit Certificate Of Occupancy 	
REQUIRED FEES	Based on the National Building Code and City Ordinances	

FRONTLINE SERVICE	ISSUANCE FENCING PERMIT	
STEP 1A	Client submit all requirements.	
STEP 1B	Receive all prescribed requirements.	
SERVICE PROVIDER/S	- MELVIN BARBA (South)	- SENEN E. CANLAS (North)
TIME FRAME	10 minutes	
STEP 2	Conduct site inspection and accomplisi	h time schedule
SERVICE PROVIDER/S	Building Inspectors South - Engr. PETE RIVERA - Engr. JHERAMIE GARBOSA - Engr. JOY JASMIN ESPINA - Engr. PAOLO ANGELO SIOSON - DANILO PILI - SIXTO TAGUINOD	Building Inspectors North - Engr. FREDDIE A. GARINGAN - Engr. BERNARDO V. RECTO - Engr. LUCITO CELESTINO - RAUL MAGADIA - VICENTE G. SERRANO
TIME FRAME	4 hours	
STEP 3A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO	- Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes	
STEP 3B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER	R'S OFFICE
TIME FRAME	Dependent on the queuing	
STEP 4	Conduct review, evaluation and recom	mendation

SERVICE PROVIDER/S	South - Engr. MARIO A. LASALA - Engr. JERICK O. LEGASPI	- Engr. JHANITA G. MACALINGA
	North - Engr. RONILO F. OÑA	- Atty. ROSELLE LOUIE BRILLANTES
TIME FRAME	20 minutes	

FRONTLINE SERVICE	ISSUANCE FENCING PERMIT (cont.)	
STEP 5	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES	
DURATION	10 minutes	
REQUIRED DOCUMENT/S	 Application form accomplished and signed by the owners, sealed and signed by an architect/ engineer in charge of the construction TCT Certified from the Registry of Deeds/ Deed of Absolute Sale Tax Declaration (photocopy) Tax Receipt (photocopy) Barangay Clearance for Fencing Permit 3 sets Plans for fencing signed and sealed by Architect or Civil Engineer 3 sets Location Plan 	
REQUIRED FEES	Based on the National Building Code and City Ordinances	

FRONTLINE SERVICE	ISSUANCE OF ANNUAL BUILDING INSPECTION PERMIT	
STEP 1A	Client submit prescribed documents	
STEP 1B	Receive and review documents as prescribed in the checklist of requirements	
SERVICE PROVIDER/S	DANILO H. PILI	
TIME FRAME	15 minutes	
STEP 2	Conduct site inspection and evaluation	
SERVICE PROVIDER/S	South - Engr. RENAN BAMBALAN - DANILO PILI - VICENTE SERRANO North - Engr. LUCITO CELESTINO	
TIME FRAME	8 hours	
STEP 3	Receive requirements	
SERVICE PROVIDER/S	Engr. RENAN BAMBALAN	
TIME FRAME	15 minutes	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)	
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct final evaluation and recommendation	
SERVICE PROVIDER/S	Engr. JHANITA G. MACALINGA	
TIME FRAME	5 minutes	
STEP 6	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES (South) - EMMA BREZ (North)	
DURATION	15 minutes	
REQUIRED DOCUMENT/S	 Business Permit Contract of Lease/ Lot Title/ Tax Declaration/ Tax Receipt 	

4. 5.	Fire Safety Inspection Certificate (FSIC) Certificate of Occupancy Building Permit/ Approved Plans Certificate of Structure Stability
7.	Business Permit

FRONTLINE SERVICE	ISSUANCE OF ANNUAL BUILDING INSPECTION PERMIT (cont.)
REQUIRED DOCUMENT/S	 Contract of Lease/ Lot Title/ Tax Declaration/ Tax Receipt Fire Safety Inspection Certificate (FSIC) Certificate of Occupancy Building Permit/ Approved Plans Certificate of Structure Stability Annual Inspection Certificate (for renewal) Certificate of Electrical Inspection (CEI)/ Plan with Design Analysis, Short Circuit Computation and Voltage Mechanical Permit/ Plans Signboard Permit/ Approved Plan
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF MECHANICAL PERMIT	
STEP 1A	Client submit required documents	
STEP 1B	Receive documents as prescribed in the list of requirements	
SERVICE PROVIDER/S	MELVIN BARBA	
TIME FRAME	5 minutes	
STEP 2	Conduct site inspection, review and evaluation	
SERVICE PROVIDER/S	- Engr. REYNALDO REYES - Engr. ROLANDO Q. PILAR	
TIME FRAME	4 hours	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)	
TIME FRAME	15 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct evaluation, review and recommendation	
SERVICE PROVIDER/S	- Engr. REYNALDO REYES - Engr. ROLANDO Q. PILAR	
TIME FRAME	15 minutes	
STEP 6	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES	
DURATION	15 minutes	
	Application Form Accomplished And Signed By The Owners, Signed And	
	Sealed By The PME In Charge of Design and Installation	
	2. 3 Sets Mechanical Plan (Signed And Sealed)	
REQUIRED DOCUMENT/S	3. 3 Sets Bill Of Materials	
REQUIRED FEES	Issued Building Permit Based on the National Building Code and City Ordinances	
VEGOIVED I FES	based on the National building Code and City Ordinances	

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the designated

Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: caloocancity.ocbo@gmail.com

Telephone Numbers: (02) 310 – 4712

(02) 288 – 8811 loc. 2235, 2230

OFFICE OF THE LAND USE AND ZONING ADMINISTRATION

VISION

Lead and support the city's vision thru an effective land use and zoning administration.

MISSION

To guide, control and regulate the utilization of land for future growth and development.

FRONTLINE SERVICE	ISSUANCE OF LAND USE CLEARANCES AND PERMITS - LOCATIONAL CLEARANCE - CERTIFICATE OF EXCEPTION - SPECIAL USE PERMITS - CERTIFICATE OF CONFORMANCE - ZONING CERTIFICATION
CTED 1A	 CERTIFICATE OF NON-CONFORMANCE Provide clients with an Application Form and list of requirements.
STEP 1A	— Receive and review accomplished Application Form.
STEP 1B	 Evaluate attached supporting documents for the clearance/ permits/ certificates applied.
STEP 1C	Schedule inspection/ site verification.
SERVICE PROVIDER/S	South Caloocan: - LUIS A. BAGUS - JUDEE ROSARIO B. TIANGCO - NENNETTE M. SOLIS - VIRGILIO P. TOLENTINO - NELSON D. PABUSTAN - EMMANUEL A. TIANGCO North Caloocan: - DELIO A. NAPACIA
TIME FRAME	Ten to 15 minutes
REQUIRED DOCUMENT/S	 Lot Plan with vicinity map certified by a Geodetic Engineer Transfer Certificate of Title (TCT)/ Land Title Lease Contract/ Consent from property owner Declaration of Real Property (land area and existing building) Real Property Tax (RPT) receipts for land and building (current) Barangay Clearance/ Barangay Resolution (for critical activity) Immediate Neighborhood Consent (for critical activity) Production Flow and Waste Management System (medium/ high intensity manufacturing) – Business Previous Business Permit and Locational Clearance/ Temporary Use Permit (TUP) Authority to Sign (Corporate Secretary's Affidavit) Architectural Plan/ Site Development Plan (one set) – Building Certificate of Occupancy – Business Security and Exchange Commission (SEC) Registration Latest Geographic Information System (GIS) map of location
STEP 2A	Conduct site inspection.
STEP 2B	Verify the validity of the neighborhood consent (for special use of land and other activities that need approval of the residents).
SERVICE PROVIDER/S	South Caloocan: - VIRGILIO P. TOLENTINO - NELSON D. PABUSTAN North Caloocan: - DELIO A. NAPACIA
TIME FRAME	30 - 40 minutes
STEP 3	Evaluate the project activity as per conformity to the land use and zoning map and

	veracity of information submitted.	
	 For conforming uses, assess fees and charge 	es, prepare Order of Payment.
	 For non-conforming applications, forward 	to the Zoning Administrator for further
	evaluation.	Ü
SERVICE PROVIDER/S	South Caloocan: - LUIS BAGUS	- JUDEE BAUTISTA TIANGCO
	North Caloocan: - DELIO A. NAPACIA	
TIME FRAME	Five to ten minutes	

	ISSUANCE OF LAND USE CLEARANCES AND PERMITS (cont.)
	- LOCATIONAL CLEARANCE - CERTIFICATE OF EXCEPTION
FRONTLINE SERVICE	- SPECIAL USE PERMITS - TEMPORARY USE PERMIT
TRONTEINE SERVICE	- CERTIFICATE OF CONFORMANCE - ZONING CERTIFICATION
	- CERTIFICATE OF CONFORMANCE - ZOMING CERTIFICATION - CERTIFICATE OF NON-CONFORMANCE
CTED 44	
STEP 4A	Issue Order of Payment.
STEP 4B	Advice client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.
	- LUIS A. BAGUS - VIRGILIO P. TOLENTINO
SERVICE PROVIDER/S	South Caloocan: - JUDEE ROSARIO B. TIANGCO - NELSON D. PABUSTAN
SERVICE PROVIDER/S	- NENNETTE M. SOLIS - EMMANUEL A. TIANGCO
	North Caloocan: - DELIO A. NAPACIA
TIME FRAME	Five to ten minutes
	APPLICATION/ FILING FEE:
	Locational Clearance PhP 100.00
	Motion for reconsideration 200.00
	Petition/ request for reconsideration 500.00
	Subdivision 450.00
	Filing Complaint 100.00
	ZONING AND LAND USE VERIFICATION FEE:
	Residential Fee PhP 100.00
	Commercial/ Industrial 400.00
	Social, Educational and Institutional Establishment 200.00
	Inspection on Land Use Conformity 100.00
REQUIRED FEES	PROCESSING FEE OF TOTAL FLOOR AREA (per sq.m.):
	Residential Fee PhP 2.00
	Commercial 3.00
	Industrial 4.50
	Social, Educational and Institutional Establishment 2.00
	Subdivisions and Memorial Parks/ cemeteries (per square 1.00
	meter of total land area)
	Telecommunication Towers (per square meter of total base) 4.50
	Billboards (per square foot) 6.00
	Yards utilized for commercial/ industrial purposes (per square 3.00
	meter of total land area)
	All types of renovation 75% of the corresponding prescribed rate Upon receipt of proof of payment (original and photocopy of Official Receipt), prepare
STEP 5	Land Use/ Zoning Clearance for signatures of the Land Use and Zoning Administrator
SIEPS	and City Mayor.
	- LUIS A. BAGUS - VIRGILIO P. TOLENTINO
SERVICE PROVIDER/S	- JUDEE ROSARIO B. TIANGCO - NELSON D. PABUSTAN
SERVICE I ROVIDER/3	- NENNETTE M. SOLIS - EMMANUEL A. TIANGCO
TIME FRAME	Ten minutes — Elwiwandel A. Hanged
	Affix signatures of the Land Use and Zoning Administrator and the City Mayor on the
STEP 6	Anny signatures of the Land Ose and Zoning Administrator and the City Mayor Off the

	Clearance.
SERVICE PROVIDER/S	– Atty. FERNANDO R. AMOR– Hon. OSCAR G. MALAPITAN
TIME FRAME	Two to three days
STEP 7	Release clearance, permits, certificates applied.
SERVICE PROVIDER/S	- NENNETTE M. SOLIS
TIME FRAME	Five to ten minutes

FRONTLINE SERVICE	ISSUANCE OF DEVELOPMENT PERMIT (Secretariat - Caloocan City Committee on Subdivision, Housing and Memorial Park)
STEP 1	Receive and review accomplished Application Form with complete supporting documents from the Office of the City Administrator/ Committee on Subdivision, Housing and Memorial Park.
STEP 2A	Verify and evaluate application as per standards/ requirements indicated in the Presidential Decree (PD) No. 957/ Batas Pambansa (BP) 220 and Comprehensive Zoning Ordinance No. 0369 s. 2003 and other related laws.
STEP 2B	Schedule site inspection.
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO
TIME FRAME	Three to five days
REQUIRED DOCUMENT/S	 Lot Plan with vicinity map (existing land use of lots on the N, NE, E, SE, S, SW, W, NW, adjacent to the project site must be indicated) certified by a Geodetic Engineer Site Development Plan (specify individual lot measurements signed by a Civil Engineer and an Environmental Planner (four sets) List of Parcels of Lot (Lot Number/ Block Number/ Area) Civil and Work Design (Block Number/ Area) Topographic Plan Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage Certificate of Securities and Exchange Commission (SEC) Registration Articles of Incorporation or Partnership Application for Permit to Drill from the National Water Resources Board or Manila Water and Sewerage System (MWSS) Traffic Impact Assessment for Subdivision with an area of 30 hectares and above Authority to Sign (Corporate Secretary's Affidavit) Corporate Tax Identification Number (TIN) card (photocopy) Barangay Clearance/ Resolution Transfer Certificate of Title (TCT) Tax Declaration of Real Property Value Real Property Tax Receipts (current) Certificate of Housing and Land Use Regulatory Board (HLURB) Registration – Community Mortgage Program (CMP) Project Letter of Intent to Sell, Contract to Sell, Deed of Absolute Sale, or Memorandum of Agreement (MOA) between the landowner and association – CMP Project MOA between the association and mobilizer – CMP Project List of Beneficiaries – CMP Project
STEP 3A	Conduct site inspection.
STEP 3B	Prepare and submit Evaluation and Inspection Report to the Committee on Subdivision, Housing and Memorial Park.
SERVICE PROVIDER/S	- LUIS A. BAGUS - JUDEE ROSARIO B. TIANGCO
TIME FRAME	Two days
STEP 4A	After further review, the COMMITTEE ON SUBDIVISION, HOUSING AND MEMORIAL PARK recommends to the Sangguniang Panlungsod the approval of the Subdivision Plan.
STEP 4B	The OFFICE OF THE VICE MAYOR and the SANGGUNIANG PANLUNGSOD -

	COMMITTEE ON REAL ESTATE, LANDED ESTATE SUBDIVISIONS conduct three
	sessions of Committee Hearing for the First, Second and Final Reading for the approval
	of the Subdivision Plan held every second day of the week.
	After 15 days, the SANGGUNIANG PANLUNGSOD – SECRETARIAT SERVICES
	endorses approved resolution to the following offices for the issuance of Development
STEP 4C	Permit:
	– Office of the City Mayor
	Office of the Land Use and Zoning Administration

	ISSUANCE OF DEVELOPMENT PERMIT (cont.)	
FRONTLINE SERVICE	(Secretariat - Caloocan City Committee on Subdivision, Housing and Mer	morial Park)
STEP 4D	Receive approved Sangguniang Panlungsod resolution.	nonarr arry
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIA	NGCO
TIME FRAME	Five minutes	11000
STEP 5A	Compute fees, encode and issue Order of Payment.	
0121 071	Advice client to:	
	 Pay required amount of fees at the CASHIER, CITY TREASURER'S OF 	FFICE.
STEP 5B	 Submit photocopy of proof of payment (Official Receipt) to the Committee 	
	Subdivision, Housing and Memorial Park.	
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIA	NGCO
TIME FRAME	Two hours	
	APPROVAL OF SUBDIVISION PLANS:	
	Preliminary Processing Fee:	
	a. For first 5 hectares	PhP 20,000.00
	b. For every additional hectare or a fraction thereof	2,000.00
	2. Final Processing Fee:	
	a. Subdivisions having a density of 20 families and	PhP 1,500.00
	below per hectare, or a fraction thereof	
	b. Subdivisions having a density of 21 to 65 families	3,000.00
	per hectare or a fraction thereof	Γ 000 00
	 Subdivisions having 66 to 100 families per hectare or a fraction thereof 	5,000.00
	d. Additional fee on floor area of buildings sold with the	100.00
	lot per square meter 3. Alteration of plan fees Same as Final I	Processing Fees
	·	10.00
REQUIRED FEES	4. Pavement fees for roadways, sidewalks, basketball courts, etc., per square meter	10.00
	5. Excavation fee for drainage and water supply per cubic meter	10.00
	6. Water tank:	
	a. For the first ten cubic meters	1,000.00
	b. For every additional cubic meter or a fraction thereof	50.00
	c. Fencing, per lineal meter APPROVAL OF CONDOMINIUM/ TOWNHOUSE PLAN:	20.00
	Preliminary processing fee	PhP 450.00
	2 Por cg m of the total land area	EU UU
	Per sq. m. of the floor area of building	20.00
	<u> </u>	Processing Fees
	ISSUANCE OF CERTIFICATION OF COMPLETION:	J
	1. Subdivisions:	
	a. Subdivisions having a density of 20	PhP 1,500.00
	family lots and below per hectare	

b.	Subdivisions having a density of 21 to 65 family lots per hectare	1,000.00
C.	Subdivisions having a density of 66 to 100 family lots per hectare	
APPLIC	ABLE EXTENSION OF TIME TO COMPLETE DEVELOPMENT	150.00
APPLIC	ATION FOR CHANGE OF NAME/OWNERSHIP	150.00

EDONITI INIE CEDVICE	ISSUANCE OF DEVELOPMENT PERMIT (cont.)	
FRONTLINE SERVICE	(Secretariat - Caloocan City Committee on Subdivision, Housir	ng and Memorial Park)
	FOR ECONOMIC AND SOCIALIZED HOUSING (with housing	ig component)
	Plans approval and development permit	
	a. Land, per hectare	250.00
	b. Building, per square meter	2.00
	2. Final inspection for certification of completion/ occupancy	
	a. Land, per hectare	10.00
	b. Building, per square meter	2.00
	3. Plan alteration on the area	50% of fees imposed
	INDUSTRIAL SUBDIVISION	
	Preliminary processing fee:	
	a. For the first five hectares	1,000.00
REQUIRED FEES	b. For every additional hectare or a fraction thereof	100.00
	Final processing fee, per hectare or fraction thereof	300.00
	3. Fee for alteration of plan Sam	e as Final Processing Fees
	DEVELOPMENT OF MEMORIAL PARK/ CEMETERY	
	 Preliminary processing fee for every 	250.00
	additional hectare or a fraction thereof	
	Final processing fee for every additional	50.00
	hectare or a fraction thereof	
	3. Alteration of plan, per sq. m. of the affected	1.00
	portions subject to alteration	
	4. Inspection fee per hectare	100.00
	5. Other Certifications	50.00

FRONTLINE SERVICE	RECEIVING OF COMPLAINTS IN LINE WITH THE ISSUANCE OF LAND USE CLEARANCE
STEP 1	Receive Complaint Letter.
SERVICE PROVIDER/S	- NENNETTE M. SOLIS - EMMANUEL A. TIANGCO
TIME FRAME	Two to three minutes
REQUIRED DOCUMENT/S	Complaint Letter
STEP 2	Inspect /verify site or activity.
STEP 3	Prepare and submit inspection report to the Land Use and Zoning Administrator. — For conforming uses, provide application form and list of requirements. — For non-conforming uses, forward to the Land Use and Zoning Administrator for issuance of cease order.
SERVICE PROVIDER/S	South Caloocan: - VIRGILIO P. TOLENTINO - NELSON D. PABUSTAN North Caloocan: - DELIO A. NAPACIA
TIME FRAME	Two to three days

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: oluza.caloocan@gmail.com

Telephone Numbers: (02) 336 – 5563

(02) 288 – 8811 loc. 2243

PEOPLE'S LAW ENFORCEMENT BOARD

VISION

Peace, order and harmonious relationship between the people of Caloocan City and the Philippine National Police.

MISSION

Genuine public service through quality, effective, fair, impartial and speedy adjudication of justice.

EDONITI INIE GEDVIJGE	OITIZENIC COMPLAINT
FRONTLINE SERVICE	CITIZEN'S COMPLAINT
STEP 1	Clients accomplish complaint sheet.
STEP 2	Receive accomplished complaint sheet.
SERVICE PROVIDER/S	- NORMAN S. IBASCO - JAIME D. G. DELA CRUZ
TIME FRAME	5 minutes
REQUIRED DOCUMENT/S	Accomplished Complaint Sheet
STEP 3	Attach complaint affidavit.
SERVICE PROVIDER/S	- ROGELIO A. CRUZ - NORMAN S. IBASCO
TIME FRAME	1 minute
REQUIRED DOCUMENT/S	Accomplished Complaint Affidavit
STEP 4	Docket, file, and record complaint.
SERVICE PROVIDER/S	NORMAN S. IBASCO
TIME FRAME	2 minutes
REQUIRED DOCUMENT/S	Accomplished Complaint Sheet
REGUIRED DOCUMENT/3	2. Certification 4. Supporting documents
STEP 5	Conduct initial evaluation by the Chief of Office.
SERVICE PROVIDER/S	- NORMAN S. IBASCO - LUIS S. ABEL
TIME FRAME	1 day
REQUIRED DOCUMENT/S	Accomplished Complaint Sheet
REGUIRED DOCUMENT/3	2. Certification 4. Supporting documents
STEP 6	Serve subpoenas and summons.
SERVICE PROVIDER/S	- NORMAN S. IBASCO - NESTOR R. GUILAS - JOSEPH Q. SAMANIEGO
TIME FRAME	2 days
REQUIRED DOCUMENT/S	Notice of Hearing and Summon
STEP 7	Undergo adjudication process (hearing and investigation).
SERVICE PROVIDER/S	MEMBERS OF THE BOARD (DISTRICTS I AND II)
TIME FRAME	40 days
REQUIRED DOCUMENT/S	Case Folder 2. Reply of Respondents 3. Supporting documents

STEP 8	Prepare decisions/ resolutions by the Chief of Office and Members of the Board.
SERVICE PROVIDER/S	- LUIS S. ABEL - MEMBERS OF THE BOARD (DISTRICTS I AND II)
TIME FRAME	15 days
REQUIRED DOCUMENT/S	Case Folder
STEP 9	Release, serve decisions/ resolutions.
SERVICE PROVIDER	PLEB PROCESS SERVERS
DURATION	60 days
REQUIRED DOCUMENT/S	1. PNP ID 2. 1x1 ID picture 3. Community Certificate 4. Official Receipt 5. Documentary Stamp
REQUIRED FEES	Per clearance – PhP 20.00
FRONTLINE SERVICE	ISSUANCE OF PLEB CLEARANCE/ CERTIFICATION
STEP 1	Client secure Application Form and Order of Payment.
STEP 2	- Receive Application Form - Issue Order of Payment.
SERVICE PROVIDER/S	- ROGELIO A. CRUZ - JOSEPH Q. SAMANIEGO
TIME FRAME	1 minute
REQUIRED DOCUMENT/S	Philippine National Police Identification Card
STEP 3	Pay and get Official Receipt.
SERVICE PROVIDER/S	CITY TREASURER'S OFFICE
TIME FRAME	Dependent on the queuing
REQUIRED DOCUMENT/S	Order of Payment
STEP 4	Prepareclearance/ certification.
SERVICE PROVIDER/S	- JOSIE D. TAYAO - JOSEPH Q. SAMANIEGO
TIME FRAME	2 minutes
REQUIRED DOCUMENT/S	 Accomplished Application Form Official Receipt Community Tax Certificate Documentary Stamps 1x1 ID picture
STEP 5	Verify records
SERVICE PROVIDER/S	- NORMAN S. IBASCO - NESTOR R. GUILAS
TIME FRAME	2 minutes
REQUIRED DOCUMENT/S	1. Clearance/ Certification 2. Application Form
STEP 6	Approve and sign clearance/ certification by the Chief of Office.
SERVICE PROVIDER/S	LUIS S. ABEL
TIME FRAME	1 minute
REQUIRED DOCUMENT/S	Verified Clearance/ Certification
STEP 7	Releaseclearance/ certification.
SERVICE PROVIDER/S	- ROGELIO A. CRUZ - JANET S. TUBOS - JAIME D. G. DELA CRUZ
DURATION	10 minutes
REQUIRED DOCUMENT/S	 PNP ID Community Tax Certificate Documentary Stamp 1x1 ID picture Official Receipt
REQUIRED FEES	Per clearance – PhP 20.00

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Email Address: plebcaloocan@yahoo.com

Telephone Numbers: (02) 310 – 2230

(02) 288 – 8811 loc. 2244