

CITY PLANNING AND DEVELOPMENT DEPARTMENT

VISION

Driven by an inspiration and dedication to improve people's lives, the City Planning and Development Department envisions itself as a champion on participatory planning and development.

MISSION

We are committed towards making a difference in promoting sustainable development through a well-coordinated, effective and efficient development planning.

FRONTLINE SERVICE	EVALUATION AND PROCESSING OF ANNUAL BARANGAY DEVELOPMENT PLANS (BDPs)/ ANNUAL BARANGAY YOUTH INVESTMENT PROGRAMS (ABYIPs)
STEP 1A	Barangay Officials submit Annual BDPs and ABYIPs to the Receiving Counter. (Only Barangay Officials are allowed to process respective BDPs/ ABYIPs.)
STEP 1B	Receive BDPs and ABYIPs with attachments/ documentary requirements from the barangay official.
STEP 2	Register barangay official processing the BDPs and ABYIPs in the logbook.
SERVICE PROVIDER/S	STEPHANIE F. TAMPINCO
TIME FRAME	Two to three minutes
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Accomplished Annual Barangay Development Plans/ Annual Barangay Youth Investment Programs 2. Barangay Resolution approving the proposed programs/ projects/ activities 3. Bill of Materials/ Listing and Cost Estimates of Items to be purchased 4. Location Plan of Projects 5. Illustration/ Drawing/ Dimension of Projects 6. Brief Description of Projects 7. Certificate of Non-Obstruction for infrastructure projects (City Engineering Department) 8. Building Permit for infrastructure projects (City Engineering Department) 9. Proposed Training Design for Capability Building (leadership trainings) 10. Post Evaluation Report of all projects (include actual photographs – before and after)
STEP 3A	Check BDPs and ABYIPs as to compliance to the BDP/ ABYIP template, completeness of attachments/ documentary requirements, and signatories.
STEP 3B	Attach Checklist of Attachments/ Documentary Requirements to the BDP/ ABYIP.
STEP 4	Endorse BDP/ ABYIP to concerned sectoral divisions (physical, economic, social and institutional) depending on the proposed barangay projects, for review and further endorsement to the City Planning and Development Coordinator.
SERVICE PROVIDER/S	STEPHANIE F. TAMPINCO
TIME FRAME	Five minutes
STEP 5A	Evaluate and verify the proposed programs/ projects/ activities (PPAs) and

	submitted documents in the BDPs/ ABYIPs based on various criteria, and as to the completeness of attachments/ documentary requirements.
STEP 5B	Request for other supporting documents,if deemed necessary.

FRONTLINE SERVICE	EVALUATION AND PROCESSING OF ANNUAL BARANGAY DEVELOPMENT PLANS (BDPs)/ ANNUAL BARANGAY YOUTH INVESTMENT PROGRAMS (ABYIPs) (cont.)
STEP 5C	Endorse to the Receiving Counter for appropriate action: <ul style="list-style-type: none"> - for completion of requirements - for enhancement - for approval and signature of the City Planning and Development Coordinator
SERVICE PROVIDER/S	Physical Development Sector: <ul style="list-style-type: none"> - Environmental Management - Ar. EnP. JONATHAN T. HIMALA - Climate Change Adaptation Engr. ARNELORD O. DE GUZMAN - Solid Waste Management WILLIAM H. CHAVEZ <hr/> Economic Development Sector: <ul style="list-style-type: none"> - Employment and Livelihood - MARISSA D. TADIOAN - Roads and Transport MA. CECILIA G. ORTIZ - Alternative Power or Energy Sources ELIZABETH C. REYES <hr/> Social Development Sector: <ul style="list-style-type: none"> - Disaster Preparedness - VIRGINIA C. BALATICO - Education EDEN M. LEYVA - Gender Sensitivity - Health - Sports Development - Protective Services <hr/> Institutional Development Sector: <ul style="list-style-type: none"> - Capability Building - GRACIA MA. CLEOFAS P. LALU
TIME FRAME	Two to ten minutes (depending on the number of PPAs)
STEP 6	Submit BDPs/ ABYIPs with complete and verified documents to the City Planning and Development Coordinator for notation.
SERVICE PROVIDER/S	STEPHANIE F. TAMPINCO
TIME FRAME	Two minutes
STEP 7	Approve and sign BDPs/ ABYIPs by the City Planning and Development Coordinator.
SERVICE PROVIDER/S	EnP. AURORA C. CIEGO
TIME FRAME	One minute
STEP 8A	Record noted BDPs/ ABYIPs in the logbook.
STEP 8B	Release noted BDPs/ ABYIPs to the authorized barangay official.
STEP 8C	Affix signatures of the barangayofficial receiving the noted BDPs/ ABYIPs in the logbook.
SERVICE PROVIDER/S	STEPHANIE F. TAMPINCO
TIME FRAME	Two minutes
REQUIRED FEES	None

FRONTLINE SERVICE	PROVISION OF BASELINE DATA/ INFORMATION (WALK-IN)
STEP 1A	Clients accomplish Research/ Request Form indicatingneeded information.
STEP 1B	Receive accomplishedResearch/ Request Form from the client.

STEP 2	Refer to concerned sectoral divisions (physical, economic, social and institutional) for review, evaluation and releasing of documents needed, or further referral of request to other offices/ departments or agencies.
SERVICE PROVIDER/S	STEPHANIE F. TAMPINCO

FRONTLINE SERVICE	PROVISION OF BASELINE DATA/ INFORMATION (WALK-IN) (cont.)
TIME FRAME	Two to three minutes
REQUIRED DOCUMENT/S	1. Accomplished Request Form 3. Request Letter 2. Any valid Identification Card
STEP 3A	Provide soft (CD, DVD, flash media) and/ or hard copy (photocopy, blueprint) of the document/s requested.
STEP 3B	Submit for interview regarding needed data/ information (as per request by the researcher).
SERVICE PROVIDER/S	Physical Development Sector: – Ar. EnP. JONATHAN T. HIMALA – WILLIAM H. CHAVEZ – Engr. ARNELORD O. DE GUZMAN Economic Development Sector: – MARISSA D. TADIOAN – ELIZABETH C. REYES – MA. CECILIA G. ORTIZ Social Development Sector: – VIRGINIA C. BALATICO – EDEN M. LEYVA Institutional Development Sector: – GRACIA MA. CLEOFAS P. LALU – MICHAEL ALLAN S. ARCEO – JOSELITO D. FAUSTO
TIME FRAME	10 - 20 minutes or more depending on the volume of data/information needed 15 - 30 minutes for interviews
REQUIRED FEES	None (cost of photocopying and blueprint is shouldered by the client)

FRONTLINE SERVICE	PROVISION OF BASELINE DATA/ INFORMATION (ELECTRONIC MAIL)
STEP 1A	Clients send request for data/ information through electronic mail.
STEP 1B	Receive request from the client.
SERVICE PROVIDER/S	– JOSELITO D. FAUSTO – MICHAEL ALLAN S. ARCEO
TIME FRAME	One minute
STEP 2	Check availability of data requested.
SERVICE PROVIDER/S	– JOSELITO D. FAUSTO – MICHAEL ALLAN S. ARCEO
TIME FRAME	Five to ten minutes
STEP 3A	Provide data requested to researcher.
STEP 3B	Ask for acknowledgement to confirm receipt of requested data/ information.
SERVICE PROVIDER/S	– JOSELITO D. FAUSTO – MICHAEL ALLAN S. ARCEO
TIME FRAME	Five to ten minutes
REQUIRED FEES	None

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: *caloocan.planning@gmail.com*
caloocan.planning@yahoo.com

Telephone Numbers: (02) 336 – 5687
(02) 288 – 8811 loc. 2247