



CITIZENS CHARTER

OTHERWISE KNOWN AS

"ANTI-RED TAPE ACT OF 2007"

REPUBLIC ACT NO. 9485



AN ACT TO IMPROVE EFFICIENCY IN THE DELIVERY OF GOVERNMENT SERVICE TO THE PUBLIC REDUCING BUREAUCRATIC RED TAPE, PREVENTING GRAFT AND CORRUPTION, AND PROVIDING PENALTIES THEREFORE.

OFFICE OF THE MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR

FRONTLINE SERVICE : ISSUANCE OF ZONING / EXACT LOCATION CERTIFICATE

STEPS / PROCESS		DOCUMENTS REQUIRED	FEES	RESPONSE TIME	PERSON RESPONSIBLE	LOCATION
CLIENT	PROVIDER	FROM CUSTOMER				
1. Inquiry for Zoning / Exact Location Certificate	Provides checklist of zoning / exact location certificate requirements	Personal/written request	NONE	1 min.	Nestor S. Vivo Edgardo E. Enriquez	MPDC Office 2nd Floor, Lingkod Bayan Bldg. Poblacion, Rosario, Cavite
2. For submission of zoning exact location certificate requirements	Assess and evaluates the requirements	Zoning Certificate Requirements: 1. Title (TCT)/ Deed of Absolute Sale (Photo copy) 2. Tax Declaration (Photo copy) 3. Tax Clearance (Photo copy) 4. Location Map duly signed by a licensed Geodetic Engineer (Blue print) 5. Letter of Request from the applicant. For Exact Location Certificate: <i>(Additional Requirement)</i> Certificate from two (2) Barangay: Declared location Barangay and Exact location Barangay.	NONE	15 mins.	Nestor S. Vivo Edgardo E. Enriquez	MPDC Office 2nd Floor, Lingkod Bayan Bldg. Poblacion, Rosario, Cavite
3. Request for Order of Payment	Issues order of payment		NONE	1 min.	Nestor S. Vivo Edgardo E. Enriquez	MPDC Office 2nd Floor, Lingkod Bayan Bldg. Poblacion, Rosario, Cavite
4. Makes payment	Accepts Payment and issues Official Receipts	Order of payment from MPDC office	P 500.00/Ha.	5 mins.	Amalin R. Rios Leandro Fulton A. Vivo Joyce Ann R. Valdeabelle	Treasurer's Office Ground Floor, Lingkod Bayan Bldg., Poblacion, Rosario, Cavite
	Encodes, prints and signs the certificate	Official Receipt of zoning / exact location certificate	NONE	5 mins.	Nestor S. Vivo, Edgardo E. Enriquez Stephanie Grace C. Guevarra	MPDC Office 2nd Floor, Lingkod Bayan Bldg. Poblacion, Rosario, Cavite
				5 mins.	Engr. Reginaldo Q. Broas <i>Mun. Planning & Dev't. Coordinator</i> Atty. Jose M. Ricafrente Jr. <i>Municipal Mayor</i>	Office of the Mun. Mayor Rosario Town Plaza, Poblacion, Rosario, Cavite
5. Receives Zoning / Exact Location Certificate	Seals, Records and releases of Zoning / Exact Location Certificate	Official Receipt of zoning / exact location certificate	NONE	1 min.	Nestor S. Vivo Edgardo E. Enriquez	MPDC Office 2nd Floor, Lingkod Bayan Bldg. Poblacion, Rosario, Cavite