



LOCAL GOVERNMENT UNIT OF MANAOAG  
CITIZEN'S CHARTER  
LIST OF SERVICES

**MPDO**

**External Services**

**149**

1. Provision Of Technical Information/Assistance

**150**

**Office of the Municipal Planning and  
Development Coordinator**

**External Services**

## 1. PROVISION OF TECHNICAL INFORMATION/ASSISSTANCE

The Municipal Planning and Development Office provides technical informations like Socio-Economic Profile, Development Plans, Investment Programs and Comprehensive Land Use Plans and copy of maps to students, researchers, agencies, companies and others who need it for legal purposes.

<b>Office or Division:</b>	Office of the Municipal Planning and Development Coordinator			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens (G2C)			
<b>Who may avail:</b>	Students, researchers, agencies, companies and others who need it for legal purposes.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID		Client		
Letter of Request		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present request letter duly signed by the requesting party and one (1) Valid Identification Card	Receive request letter and conduct brief background interview	None	5 minutes	ALDRIN M. AQUINO MPDC MPDO Staff
2.Wait for the requested data or documents	Process data/documents needed	None	3-5 minutes	ALDRIN M. AQUINO MPDC MPDO Staff
3.Receives requested data or documents	Releases the requested data / documents and files the client's letter of request		2 minutes	ALDRIN M. AQUINO MPDC MPDO Staff

