



OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR

CITIZEN'S CHARTER



I. Mandate

Pursuant to Republic Act No. 8798 (An Act Converting the Municipality of Digos, Davao del Sur Province, into a Component City to be Known as the City of Digos)

SECTION 7. The Officials of the City of Digos.—(a) There shall be in the City: a city mayor, a city vice mayor, Sangguniang Panlungsod members, a secretary to the Sangguniang Panlungsod, a city treasurer and an assistant city treasurer, a city assessor and an assistant city assessor, a city accountant, a city budget officer, a city planning and development coordinator, a city engineer, a city health officer, a city civil registrar, a city administrator, a city legal officer, a city social welfare and development officer, a city veterinarian, a city general services officer, a city agriculturist and a city cooperatives officer;

II. Vision

A socially and economically developed Digos City, characterized by political maturity and social harmony in a healthy and sustainable environment and gender fair society.

III. Mission

To promote the welfare and interest of the people of Digos and to ensure that everyone share the benefits of development.

IV. Functions

- 1) Formulate integrated economic, social, physical and other development plans and policies for consideration of the City;
- 2) Conduct continuing studies, researches and training programs necessary to evolve plans and programs for implementation;
- 3) Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
- 4) Monitor and evaluate the implementation of the different development programs, projects and activities in the City in accordance with the approved development plan;
- 5) Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
- 6) Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the City as provided for under the Local Government Code of 1991;
- 7) Promote people's participation in development planning within the City;
- 8) Exercise supervision and control over the secretariat of the Local Development Council; and
- 9) Perform such other functions and duties and exercise such other powers as provided for under Republic Act No. 7160, otherwise known as the Local Government Code of 1991 and those that are prescribed by law or ordinance.



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1. Availing Technical Assistance in Preparing Barangay AIP, Project Proposal/Designs

The City Planning Office provides technical assistance in the preparation of Barangay AIP, Project Proposal/Design to interested barangays that request assistance.

Office or Division:	Office of the City Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government Personalities/ Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request from Barangay Captain with the endorsement of the city mayor		1. Concerned barangay 2. Office of the City Mayor or City Administrator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Written request submitted to City Mayor, City Mayor endorses to OCPDC, Present to CPDC the written request for assistance.	Receive request letter and referred to the division concerned for appropriate action	None	One (1) day per Barangay	<i>CGDH I (CPDC)</i> <i>PO III (Planning Officer III)</i> <i>Administrative Officer V</i> <i>Statistician Aide</i>
TOTAL		None		



2. Securing/Availing Various Data, Maps, And Other Documents

The City Planning Office provides various data, maps and other documents pertinent to programs and projects of the city.

Office or Division:	Office of the City Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	<ul style="list-style-type: none"> - Residents - Government Personalities - Institutions 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request from requesting parties duly noted with consent by the City Mayor or City Administrator		1. Personal, private or government entity's written request;		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present to the CPDC the written request with consent by the City Mayor and/or the City Administrator	Receive request letter and referred to the division concerned for appropriate action	None	3 hours	<i>CGDH I</i> <i>CGADH (Asst. CPDC)</i> <i>PEO III (Project Evaluation Officer)</i> <i>Data Controller II</i> <i>Statistician I</i>
TOTAL		None	3 hours	



3. Securing Certification of Site Zoning Classification

The Certification pertains to the land classification within the City of Digos in accordance with the approved CLUP. A requirement to support realty tax assessment, sale or transfer of property rights and determining the potential land uses.

Office or Division:	Office of the City Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B- Government to Business Entities			
Who may avail:	<ul style="list-style-type: none"> - Residents - Government Personalities - Institutions - Landowners - Land Developers - Realtors - Land Assessors 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished notarized application form (2 original)		Office of the City Planning and Development Coordinator – Zoning Division, Notary Public		
Site Location Plan (1 original)		Geodetic Engineer		
Land title or any proof of ownership and rights over the property (1 photocopy)		Registry of Deeds or Personal File		
Latest Tax Declaration of Real property (1 photocopy)		Office of the City Assessor		
Latest Real Property Tax Clearance (1 photocopy)		Office of the City Treasurer		
Representative				
Special Power of Attorney (1 photocopy)		Client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/accomplish application form	Receive duly accomplished application form together with the attached requirements	P250.00 per hectare	3 hours (Excluding Field Inspection/ Validation)	CGADH (Asst. CPDC) Zoning Officer Administrative Aide I
2. Submit for review and verification the duly accomplished form together with the required documents				
3. Secure order of payment				



4. After payment of prescribed fees at the CTO, claim the Zoning Certificate				
TOTAL			3 hours	



4. Securing Locational Clearance (Simple)

The service is an authority granted by the City Government pursuant to its Zoning Ordinance for establishment/ or Operation or any kind of Development/activity on a piece of land. It is also a requirement for the issuance of building permit for any proposed structures or subdivision projects.

Office or Division:	Office of the City Planning and Development Coordinator	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entities	
Who may avail:	<ul style="list-style-type: none"> - Residents - Government Personalities - Institutions - Landowners - Land Assessors 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished notarized application form (2 original)		Office of the City Planning and Development Coordinator – Zoning Division, Notary Public
Site Location Plan (1 original)		Geodetic Engineer
Site Development Plan signed and sealed by Geodetic Engineer/ or Civil Engineer (1 original)		Geodetic Engineer or Civil Engineer
Building Plans signed and sealed by Geodetic Engineer/ or Civil Engineer (1 set original)		Geodetic Engineer or Civil Engineer
Cost Estimates and Specifications (1 original)		Geodetic Engineer or Civil Engineer
Land title (1 photocopy) if registered in the name of applicant		Registry of Deeds or Personal File
Proof of ownership and rights over the property (1 photocopy) if not registered in the name of applicant		Personal File
Latest Tax Declaration of Real property (1 photocopy)		Office of the City Assessor
Latest Real Property Tax Clearance (1 photocopy)		Office of the City Treasurer
Environmental Clearance Certificate (ECC) or Certificate of Non-Coverage (CNC), if applicable (1 photocopy)		Department of Environment and Natural Resources (DENR)
Representative		
Special Power of Attorney (1 photocopy)		Client being represented



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/ accomplish application form		A. Single residential structure attached or detached		
2. Submit for review and verification the duly accomplished form together with the required documents		P100,000.00 and below = P288.00		
3. Secure order of payment (upon completion of requirements)		1. Over P100,000.00 to P200,000.00 = P576.00		
4. After payment of prescribed fees at the CTO, claim the Locational Clearance	Receive duly accomplished application form together with the attached requirements	2. Over P200,000.00 = P720.00 +1/10 of 1% in excess of 200,000.00 B. Apartments/ Townhouses 1. P500,000.00 and below = P1,440.00 2. Over P500,000.00 to 2 million = P2,160.00 3. Over 2 million = P3,600.00 +1/10 of cost in excess of 2M regardless of the number of doors C. Dormitories 1. P2 Million and below = P3,600.00 2. Over P2 Million = P3,600.00 +1/10 of 1% cost in excess of 2M regardless of the number of doors	1 – 3 days (Including Field Inspection/ Validation)	CGADH (Asst. CPDC) Zoning Inspector Zoning Officer Administrative Aide I



		<p>D. Institutional Project Cost Below P2 Million = P2,880.00</p> <p>1. Over P2 Million = P2,880.00 +1/10 of 1% cost in excess of 2M</p> <p>E. Commercial, Institutional and Agro-Industrial Project Cost Below P100,000.00 = P1,440.00</p> <p>1. Over P100,000.00 to P500,000.00 = P2,160.00</p> <p>2. Over P500,000.00 to P1 Million = P2,880.00</p> <p>3. Over P1 Million to P2 Million = P4,320.00</p> <p>4. Over P2 Million = P7,200.00 +1/10 of 1% cost in excess of 2M</p> <p>F. Special uses/Special Projects (Gasoline Station, cell sites, slaughterhouse, treatment plant, etc.)</p> <p>1. Below P2 Million = P7,200.00</p> <p>2. Over P2 Million = P7,200.00 +1/10 of 1% cost in excess of P2M</p>		
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		G. Alteration/ Expansion Same as original application (affected areas/ cost only)		
TOTAL			1 – 3 days	



5. Securing Locational Clearance (Complex)

The service is an authority granted by the City Government pursuant to its Zoning Ordinance for establishment/ or Operation or any kind of Development/activity on a piece of land. It is also a requirement for the issuance of building permit for any proposed structures or subdivision projects.

Office or Division:	Office of the City Planning and Development Coordinator	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entities	
Who may avail:	<ul style="list-style-type: none"> - Residents - Government Personalities - Institutions - Landowners - Land Assessors 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished notarized application form (2 original)		Office of the City Planning and Development Coordinator – Zoning Division, Notary Public
Site Location Plan (1 original)		Geodetic Engineer
Site Development Plan signed and sealed by Geodetic Engineer/ or Civil Engineer (1 original)		Geodetic Engineer or Civil Engineer
Building Plans signed and sealed by Geodetic Engineer/ or Civil Engineer (1 set original)		Geodetic Engineer or Civil Engineer
Cost Estimates and Specifications (1 original)		Geodetic Engineer or Civil Engineer
Land title or any proof of ownership and rights over the property (1 photocopy)		Registry of Deeds or Personal File
Latest Tax Declaration of Real property (1 photocopy)		Office of the City Assessor
Latest Real Property Tax Clearance (1 photocopy)		Office of the City Treasurer
Representative		
Special Power of Attorney (1 photocopy)		Client being represented
Additional Requirements for projects within Mt. Apo Natural Park (MANP)		
Site Location Plan (1 original) duly certified by the PASU		Geodetic Engineer, Office of the Protected Area Superintendent (PASU)
Special Agreement on Protected Area (SAPA) (1 original)		PASU
Protected Area Management Board (PAMB) Clearance		Protected Area Management Board (PAMB)



Environmental Clearance Certificate (ECC)		Department of Environment and Natural Resources (DENR)		
Free, Prior and Informed Consent (FPIC)		National Commission on Indigenous Peoples (NCIP)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Secure/ accomplish application form	Receive duly accomplished application form together with the attached requirements	A. Single residential structure attached or detached P100,000.00 and below = P288.00	1 – 3 days (Including Field Inspection/ Validation)	<i>CGADH (Asst. CPDC)</i> <i>Zoning Inspector</i> <i>Zoning Officer</i> <i>Administrative Aide I</i>
6. Submit for review and verification the duly accomplished form together with the required documents		4. Over P100,000.00 to P200,000.00 = P576.00		
7. Secure order of payment (upon completion of requirements)		5. Over P200,000.00 = P720.00 +1/10 of 1% in excess of 200,000.00		
8. After payment of prescribed fees at the CTO, claim the Locational Clearance		B. Apartments/ Townhouses 1. P500,000.00 and below = P1,440.00 2. Over P500,000.00 to 2 million = P2,160.00 6. Over 2 million = P3,600.00 +1/10 of cost in excess of 2M regardless of the number of doors C. Dormitories 1. P2 Million and below = P3,600.00 2. Over P2 Million = P3,600.00 +1/10 of 1% cost in excess of 2M		



		<p>regardless of the number of doors</p> <p>D. Institutional Project Cost Below P2 Million = P2,880.00</p> <p>2. Over P2 Million = P2,880.00 +1/10 of 1% cost in excess of 2M</p> <p>E. Commercial, Institutional and Agro-Industrial Project Cost Below P100,000.00 = P1,440.00</p> <p>5. Over P100,000.00 to P500,000.00 = P2,160.00</p> <p>6. Over P500,000.00 to P1 Million = P2,880.00</p> <p>7. Over P1 Million to P2 Million = P4,320.00</p> <p>8. Over P2 Million = P7,200.00 +1/10 of 1% cost in excess of 2M</p> <p>F. Special uses/Special Projects (Gasoline Station, cell sites, slaughterhouse, treatment plant, etc.)</p> <p>3. Below P2 Million = P7,200.00</p> <p>4. Over P2 Million</p>		
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		<p>= P7,200.00 +1/10 of 1% cost in excess of P2M</p> <p>G. Alteration/ Expansion Same as original application (affected areas/ cost only)</p>		
TOTAL			1-3 days	



6. Securing Preliminary Subdivision Development Permit (PSDP) under BP 220 and PD 957

The service is an authority granted by the City Government pursuant to its Zoning Ordinance for establishment/ or Operation on Subdivision Projects on a piece of land. It is also a requirement for the issuance of Development Permit for any subdivision projects.

Office or Division:	Office of the City Planning and Development Coordinator	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entities	
Who may avail:	<ul style="list-style-type: none"> - Residents - Government Personalities - Institutions - Landowners - Land Developers 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Site development plan (2 sets original) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and signed and sealed by any of the following licensed professional: a. An architect; b. A civil engineer; c. A geodetic engineer; d. An environmental planner		a. An architect; b. A civil engineer; c. A geodetic engineer; or d. An environmental planner
Vicinity map indicating the adjoining land uses, access as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project drawn to any convenient scale (2 original)		Geodetic Engineer
Topographic plan (2 original) to include existing condition as follows; (1) Boundary lines: bearings and distances or geographic coordinates of the reference or tie point (referred to as the BLLMN@); (2) Streets, easements, width and elevation of right-of-way within the project and adjacent subdivision areas; (3) Utilities within and adjacent to the proposed Subdivision project, location, sizes and invert		Geodetic Engineer or Civil Engineer



<p>elevations of sanitary and storm or combined sewers; location of gas lines, fire hydrants, electric and telephone poles and street lights. If water mains and sewers are not within/adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable;</p> <p>(4) Ground elevation of the Subdivision: for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more than 2%, either indicate contours with an interval of not more than 0.50-meter if necessary due to irregular land or need for more detailed preparation of plans and construction drawings.</p> <p>(5) Water courses, marshes, rock and wooded areas, presence of all preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks and other significant features;</p> <p>(6) Proposed public improvements: highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision.</p>	
Land title (1 photocopy) if registered in the name of applicant	Registry of Deeds or Personal File
Proof of ownership and rights over the property (1 photocopy) if not registered in the name of applicant	Personal File
Latest Tax Declaration of Real property (1 photocopy)	Office of the City Assessor
Latest Real Property Tax Clearance (1 photocopy)	Office of the City Treasurer
Right to use or deed of sale of right-of-way for access road and other utilities when applicable, subject to just compensation for private land (1 photocopy)	Personal File
Representative	
Special Power of Attorney (1 photocopy)	Client being represented



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/ accomplish application form	Receive duly accomplished application form together with the attached requirements	Socialized Housing Processing Fee = P90/hectare Inspection Fee = P1,500/hectare Economic Housing Processing Fee = P216/hectare Inspection Fee = P1,500/hectare	1 – 3 days (Including Field Inspection/ Validation and Sangguniang Panglungsod Hearings)	CGADH (Asst. CPDC) Zoning Inspector Zoning Officer Administrative Aide I
2. Submit for review and verification the duly accomplished form together with the required documents				
3. Secure order of payment (upon completion of requirements)				
4. After payment of prescribed fees at the CTO, claim the PSDP				
TOTAL			1 – 3 days	



7. Securing Development Permit (DP) under BP 220 and PD 957

The service is an authority granted by the City Government pursuant to its Zoning Ordinance for establishment/ or Operation of Subdivision Projects on a piece of land. It also serves as Location Clearance for any subdivision projects.

Office or Division:	Office of the City Planning and Development Coordinator	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entities	
Who may avail:	<ul style="list-style-type: none"> - Residents - Government Personalities - Institutions - Landowners - Land Developers 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Subdivision Development Plan (2 sets original) consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2,000; showing all proposals including the following:</p> <ul style="list-style-type: none"> a. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any; b. Lot numbers, lines and areas and block numbers; c. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces; 		<ul style="list-style-type: none"> a. An architect; b. A civil engineer; c. A geodetic engineer; or d. An environmental planner
<p>Civil and Sanitary Works Design Engineering plans/construction drawings based on applicable engineering code and design criteria to include the following:</p> <ul style="list-style-type: none"> a. At least 2 copies of road (geometric and structural) design/plan duly signed and sealed by a licensed civil engineer; <ul style="list-style-type: none"> 1) Profile derived from existing topographic map signed and sealed by a licensed geodetic engineer showing the vertical 		Civil Engineer



<p>control, designed grade, curve elements and all information needed for construction;</p> <p>2) Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation, curbs, gutters, sidewalks, shoulders, benching and others;</p> <p>3) Details of roadway and miscellaneous structure such as curb and gutter (barrier, mountable and drop), slope protection wall and retaining wall.</p> <p>b. At least 2 copies of storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer;</p> <p>1) Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line;</p> <p>2) Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop), culverts and channel linings.</p> <p>c. At least 2 copies of site grading plan with finished contour lines superimposed on the existing ground the limits of earth work embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer;</p>	
<p>At least two 2 copies of water system layout and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor have a horsepower (hp) rating of 50 hp or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer;</p>	<p>Civil Engineer</p>
<p>Zoning Certification from HLURB Regional Office (1 photocopy)</p>	<p>HLURB</p>
<p>Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC),</p>	<p>DENR</p>
<p>At least 2 copies of project description for projects having areas of 1 hectare and above to include the following: Project profile indicating the cost of raw land and its development (total project</p>	<p>Applicant</p>



<p>cost), amortization schedule, sources of financing, cash flow, architectural scheme, if any, and work program; (1 photocopy)</p> <ol style="list-style-type: none"> b. Audited financial statement for the last 3 preceding years; c. Income Tax Return for the last three 3 preceding years; d. Certificate of registration with Securities and Exchange Commission (SEC); e. Articles of Incorporation or Partnership; f. Corporation by-laws and all implementing amendments, and g. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program. 	
<p>Plans specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals</p>	<p>Appropriate licensed professionals</p>
<p>Application for permit to drill from the National Water Resources Board (NWRB)</p>	<p>NWRB</p>
<p>Traffic impact assessment for projects 30 hectares and above</p>	<p>Appropriate licensed professionals</p>
<p>List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed indicating the following information:</p> <ol style="list-style-type: none"> a. Surname; b. First name; c. Middle name; d. Maiden name, in case of married women professional; e. Professional license number, date of issue and expiration of its validity; f. Professional tax receipt and date of issue; g. Taxpayer's identification number (TIN) 	<p>Applicant</p>
<p>With Housing Component</p>	
<p>Three (3) sets of the following duly signed and sealed by Architect/ Engineer Housing plans including architectural drawing, sanitary, electrical, structural plans, specifications and cost estimates</p>	<p>Architect Civil Engineer</p>
<p>Sworn statement as to soundness of designs and specifications</p>	<p>Applicant</p>



Other/Additional Requirements				
Certification from DASURECO that it can supply the electric power requirements of the proposed subdivision		DASURECO		
Certification from Digos City Water District (DCWD) that it can supply the proposed subdivision project with water		DCWD		
Representative				
Special Power of Attorney (1 photocopy)		Client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/ accomplish application form	Receive duly accomplished application form together with the attached requirements	Socialized Housing Processing Fee = P600/hectare Inspection Fee = P1,440/hectare Economic Housing Processing Fee = P1,500/hectare Inspection Fee = P1,500/hectare	1 – 15 days (Including Field Inspection/ Validation and Sangguniang Panglungsod Hearings)	CGADH (Asst. CPDC) Zoning Inspector Zoning Officer Administrative Aide I
2. Submit for review and verification the duly accomplished form together with the required documents				
3. Secure order of payment (upon completion of requirements)				
4. After payment of prescribed fees at the CTO, claim the DP				
TOTAL			1 – 15 days	



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback?	Please let us know how we have served you by sending your feedback directly through the Office of the City Planning and Development Coordinator (OCDPDC) or email at cityplanningdigos@gmail.com
How feedbacks are processed?	The Administrative Officer or Administrative Aide assigned for feedbacks calls the attention and forwards feedbacks to the concerned division and requires them to act immediately the customer's concern
How to file complaints?	If you have complaint about this office's service delivery, please submit your letter of complaint directly to the Office of the City Planning and Development Coordinator or email at cityplanningdigos@gmail.com
How complaints are processed?	The Administrative Officer or Administrative Aide assigned for complaints calls the attention and forwards feedbacks to the concerned division and requires them to act immediately the customer's concern
Contact Information	Mobile No. 0963-060-2845 Email: cityplanningdigos@gmail.com