

1. Securing Data from City Development and Planning Department

Information about the City and its development plans are available at CDPD. This includes:

- a) Socio-Economic Profile
- b) Comprehensive Development Plan
- c) Comprehensive Land Use Plan
- d) Executive-Legislative Agenda
- e) Capacity Development Agenda
- f) Local Development Investment Program
- g) Annual Investment Program
- h) Full Disclosure Policy Portal Documents
- i) GAD Plan and Budget
- j) Accomplishment Report
- k) Other City Demography
- l) City and Barangay Maps
- m) Community Based Monitoring System
- n) Children's Report

Office or Division:	City Development and Planning Department				
Classification:	Simple				
Type of Transaction:	G2C – Government to Public				
Who may avail:	Students, Researchers, Developers, Public and Private Agencies				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Government Issued ID					
Request Letter from School/Company and/or Request Letter from the Requesting Party (Original and Photocopy for record purposes)					
Flash drive or CD					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Inquiry /Approach frontline personnel	1.1 Referral of client to the person in charge of the data being requested.	None	2 minutes	Admin Aide III	
	1.2 Verify whether the information is in the system.		2 minutes	Admin Aide III	
2. Access Information	2.1 If data is available, the client is advised to wait while the person in	None	10 minutes	Planning Officer II Statistician I	

	<p>charge access the information.</p> <p>Otherwise, the client will be referred to other probable source of information.</p>		2 minutes	<p>Planning Officer II Statistician I</p>
3. For photocopies of requested information	<p>3.1 Clients will be asked to write their names in the office logbook for record purposes.</p> <p>3.2 A CDPD staff should accompany the client to photocopy the document.</p>	None	<p>2 minutes</p> <p>5 minutes</p>	<p>Admin Aide III</p> <p>Admin Aide III</p>

-END OF TRANSACTION; Transaction time: 25 Minutes