



## **Sangguniang Bayan Office External Services**



## 1. Issuance of Municipal Ordinance/Resolution For Land Reclassification and Development Permit

Employment with the Municipal Government of Vintar is open to all provided that there is a vacant position. Applicants for vacant positions should possess the minimum qualification requirements of the position applied for.

Vacancies are posted in the Administrative Corner at the municipal lobby and at the Civil Service Commission Provincial Field Office bulletin and published in the CSC Bulletin of Vacant Positions for 15 calendar days.

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| <b>Office or Division:</b>  | Office of the Sangguniang Bayan  |
| <b>Classification:</b>  | Highly Technical   |
| <b>Type of Transactions:</b>  | G2C – Government to Client   |
| <b>Who may avail:</b>   | All clients who wish to apply for such and have the intention to develop subdivision and memorial parks within the jurisdiction of the Municipality of Bacolor provided that location conforms with the land use plan and policy of the Local Government Unit (LGU). |
| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>   |
| <b>Documentary requirements for RECLASSIFICATION of Agricultural Lands:</b> <ol style="list-style-type: none"> <li>1. Application letter addressed to the Sangguniang Bayan requesting for reclassification.</li> <li>2. Proof of ownership of land, TCT/OCT and other documents establishing ownership duly certified by Register of Deeds within 30 days prior to filing application.</li> <li>3. Special Power of Attorney (If the Petitioner is other than the owner of the land or Board Resolution if the owner is a corporation duly signed by the member.</li> <li>4. Sketch vicinity and location plan showing TCT No., Lot No., area per title duly prepared by licensed Geodetic Engineer showing sufficient references points for the identification of the property under consideration.</li> <li>5. Billboard sign 4" x 8" measuring indicating the caption of the request and the proposed project.</li> </ol> | <p>Client</p> <p>Assessor's Office/RD</p> <p>Notary Public</p> <p>Geodetic Engineer</p> <p>Client</p>  |



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| <ol style="list-style-type: none"> <li>6. Certification from the Municipal Agriculturist Officer (MAO of Bacolor) as provided under Sec. 20 of the Local Government Code.</li> <li>7. True copy of Tax Declaration covering the subject property (current year)</li> <li>8. Attached Two (2) pictures 5R in size of the Billboard.</li> <li>9. Official Receipt showing Proof of payment of Filing and Inspection fees.</li> <li>10. DAR Clearance</li> <li>11. Barangay Public Hearing</li> </ol>  | <p>Municipal Agriculturist Office (MAO)</p> <p>Assessor's Office</p> <p>Client</p> <p>Treasurer's Office</p> <p>DAR</p> <p>Sangguniang Bayan</p> |
| <p><b>Requirements set forth under Memorandum Circular No. 54, S-1993 and Administrative Order No. 363 of the Office of the President for reclassification of agricultural lots:</b></p> <ol style="list-style-type: none"> <li>1. Certification from the Department of Environment and Natural Resources stating that the land is classified as alienable and disposable and not needed for forestry purposes.</li> <li>2. Certification from the Department of Agriculture as to the total area of existing agricultural/sugar lands in the municipality.</li> <li>3. Certification from the Department of Agrarian Reform indicating that such lands are not distributed or covered by a Notice of Valuation under CARP</li> <li>4. Certification from the National Irrigation Administration that the area to be reclassified is not covered under Presidential A.O. 20, s. 1992</li> <li>5. Certification from the local Housing Land Use Regulatory Board (HLURB) specifying the total area of zoned agricultural lands in the local government concerned based on the approved Comprehensive Land Use Plan or Zoning Ordinance prior to the application for conversion, and</li> <li>6. Submission of application to the HLURB as well as the result of its review and consultation</li> </ol> | <p>DENR</p> <p>MAO</p> <p>DAR</p> <p>NIA</p> <p>HLURB</p> <p>HLURB</p>   |
| <p><b>Documentary Requirements for Development Permit:</b></p>  |  |



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| 1. Application letter addressed to the Sangguniang Bayan requesting an Ordinance/Resolution for a Development Permit.  | Client               |
| 2. Copy of the Reclassification Ordinance passed/enacted by the Sangguniang Bayan of Bacolor, if applicable.   | Sangguniang Bayan    |
| 3. Proof of ownership of land, TCT/OCT and other documents establishing ownership duly certified by Register of Deeds within 30 days prior to filing of application. | Assessor's Office/RD |
| 4. Preliminary Approval and Locational Clearance (PALC) duly signed by the MPDO, Municipal Engineer and the Municipal Mayor.   | MPDO                 |
| 5. Zoning Clearance duly signed by Zoning Officer.   | MPDO                 |
| 6. Official Receipts in securing an Ordinance/Resolution of a Development Permit and PALC.   | Treasurer's Office   |
| 7. Development and Vicinity Map duly signed by a licensed Civil Engineer.  | Civil Engineer       |
| 8. Billboard sign 4" x 8" measuring indicating the proposed project.   | Client               |
| 9. Certified True Copy of Tax Declaration & Tax Clearance (Current Year)   | Treasurer's Office   |
| 10. Two (2) pcs. 5R picture in size of the Billboard.  | Client               |
| 11. DENR PERMIT (ECC)  | DENR                 |
| 12. DAR Clearance.   | DAR                  |

| CLIENT STEPS   | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                       |
|--|--|-----------------|-----------------|--|
| 1. Filing of Letter of intent to the Sangguniang Bayan | 1.Receiving & include matters in the Agenda for the 1 <sup>st</sup> reading in the regular session | None            | 10 minutes      | <i>Secretary to the Sanggunian/Staff</i> |
|  | a. Refer to the Committee  |                 | 10 minutes      | <i>Vice Mayor/Presiding Officer</i>      |



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|  | concerned  |      |  |   |
| 2.Submission of Documentary Requirements | 2.Review/evaluate as to completeness of the documentary requirements   | None | 15 Minutes                             | <i>Secretary to the Sanggunian/Staff</i>    |
|  | 2.1Conducting Committee Hearing  |      | 1 day                                  | <i>Secretary to the Sanggunian/Staff</i>    |
|  | 2.2Conducting an Ocular Inspection   |      | 1 day                                  | <i>Secretary to the Sanggunian/Staff</i>    |
|  | 2.3Conducting Public Hearing   |      | 1 day                                  | <i>SB Committee &amp; Concerned Members</i> |
|  | 2.4Include matters for 2 <sup>nd</sup> reading in the Regular Session for approval   |      | 1 day/less                             | <i>Secretary to the Sanggunian/Staff</i>    |
|  | 2.5Drafting of Ordinance/Resolution  |      | 1 day/less                             | <i>Secretary to the Sanggunian/Staff</i>    |
|  | 2.6Read/approval for Final Reading   |      | 5 minutes (within the regular session) | <i>Secretary to the Sanggunian/Staff</i>    |
|  | 2.7 Finalization of approved Ordinance/Resolution  |      | 1 day/less                             | <i>Secretary to the Sanggunian/Staff</i>    |
| 3.Payment of Fees                        | 3.Refer to the Cashier for payment based on the approved graduated fees by the Sangguniang Bayan (Ord. No. 22, S-2006 as amended under Ord. No. 7, 2009) | None | 5 minutes                              | <i>Secretary to the Sanggunian/Staff</i>    |
|  | 3.1Transmittal of Ordinance/Resolution   |      | 5 days/less                            | <i>Secretary to the Sanggunian/Staff</i>    |



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|   | to the Office of the Mayor for Signature         |      |                     |  |
| 4.Present Proof of Payment (Official Receipt) | 4.Issuance of the Resolution/Ordinance to Client | None | 5 minutes           | <i>Secretary to the Sanggunian/Staff</i> |
| <b>TOTAL:</b>                                 |  | None | 11 days, 50 minutes |  |