

CITY PLANNING & DEVELOPMENT OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City

Tel.: (063) 222-2179; 221-9615; email: iligancpdo@gmail.com

Frontline Service : **PROVISION OF DATA FOR RESEARCH & GENERAL INFORMATION**

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Researchers, management groups, students, developers, business entrepreneurs, and the general public

What are the Requirements :

- Letter of Request citing the purpose of acquisition and the data requested
- Compact disc (CD-R/CD-RW), flash drive, external HDD and other storing devices (**For requests in digital copy**)

Duration : 30 minutes for data and 1 hour & 15 minutes for maps

How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Present request letter to CPDO- Macro-Development Planning Division for data verification and assessment of corresponding fees	Receive letter of request	2 minutes	Amelita L. Pllapil		
		Verify availability of data requested	5 minutes	Amelita L. Pllapil		
2	Secure Order of payment	Assess corresponding fees and issue Order of Payment	5 minutes	Amelita L. Pllapil	See separate table for fees and charges	Order of Payment

How to avail the service -

PROVISION OF DATA FOR RESEARCH & GENERAL INFORMATION

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
3	Pay corresponding fees at the Cash Receipts Division of the City Treasurer's Office	Issue Official Receipt	*Duration not indicated since transaction does not involve CPDO	Cashier, CTO		Official Receipt
4	Present Official Receipt to RES and wait while requested data/map is being reproduced	Prepare requested data/map	30 minutes (data) 1 hour (maps)	Amelita L. Pllapil		Official Receipt
5	Receive requested data.	Release requested data/map	3 minutes	Amelita Pllapil		Requested data/map
END OF TRANSACTION						

**Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.*



Fees/Charges for Research and General Information Data

Total Fees/Charges:	<p><u>HARD COPY</u></p> <ul style="list-style-type: none">• Maps (Thematic, road, administrative, slope maps, etc.)<ul style="list-style-type: none">- Reproduction fees for maps ranges from P15.00 to P2,180.00 depending on the size and type of material and print quality.* See longlist of fees at CPDO-GIS;- Special discounts are given to students, national government agencies and senior citizens; <p>(*Fees authorized under City Ordinance No. 01-4017 approved 01 Oct. 2001)</p> <ul style="list-style-type: none">• Other Printed Data/Information including Annual Report, Barangay Devt. Plan & Socio-Economic Profile<ul style="list-style-type: none">- P5.00 per page <p><u>DIGITAL COPY</u></p> <ul style="list-style-type: none">• Annual Report - P200.00• Barangay Development Plan - P200.00• Socio-Economic Profile - P325.00
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