



# **PROVINCIAL PLANNING AND DEVELOPMENT OFFICE**



### Provision of Data from Various Development Planning Documents

- Provision of data from development planning documents like the Provincial Development and Physical Framework Plan (PDPFP), Ecological Profile (EP), Local Government Report (LGR), Provincial Directories.

<b>Office or Division:</b>	Provincial Planning and Development Office			
<b>Classification:</b>	Simple (3 days)			
<b>Type of Transaction:</b>	Government to Citizens Government to Government Government to Business			
<b>Who may avail:</b>	Local Government Agencies, Other Government Agencies, Students and Researchers, General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Communication/Letter or Email-Request with the following information: <ul style="list-style-type: none"> <li>• Specific information/documents needed</li> <li>• The need for the information/documents</li> <li>• Valid Identification Card</li> </ul>			<ul style="list-style-type: none"> <li>• Development Plans – Plans and Programs Division</li> <li>• Ecological Profile and Accomplishment Reports – Research, Statistics, Monitoring and Evaluation Division</li> <li>• Special Projects and Other Related Documents - Special Projects Division</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire, register and request for specific data needed thru walk-in or electronic mail to ppdo_cavite@yahoo.com. Fill out all applicable fields in the Request Form.  (Note: If no payment required, proceed to Step 4.)	1.1 Receive the accomplished Request Form and the email/letter-request and check the ID presented by the client.	None	4 minutes (maximum of 8 working hours for emails and other online transactions)	Ms. Maria Anunciacion C. Lara <i>Administrative Aide IV (Clerk II)</i>
	1.2 Review the request and route/forward to the responsible division/personnel.	None	2 minutes	Ms. Maria Anunciacion C. Lara
	1.3a If information/document are not available, inform the client.	None	3 minutes	Concerned Division/Personnel
	1.3b If information/document are available, assess the applicable fees to be paid by the client.	None	3 minutes	Ms. Anunciacion C. Lara
2. Pay applicable fees.	2.1 Prepare payment slip.	Php 50.00 per docum	2 minutes	Concerned Personnel



<b>Office or Division:</b>	Provincial Planning and Development Office
<b>Classification:</b>	Simple (3 days)
<b>Type of Transaction:</b>	Government to Citizens Government to Government Government to Business
<b>Who may avail:</b>	Local Government Agencies, Other Government Agencies, Students and Researchers, General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

Communication/Letter or Email-Request with the following information: <ul style="list-style-type: none"> <li>• Specific information/documents needed</li> <li>• The need for the information/documents</li> <li>• Valid Identification Card</li> </ul>	<ul style="list-style-type: none"> <li>• Development Plans – Plans and Programs Division</li> <li>• Ecological Profile and Accomplishment Reports – Research, Statistics, Monitoring and Evaluation Division</li> <li>• Special Projects and Other Related Documents - Special Projects Division</li> </ul>
--	---

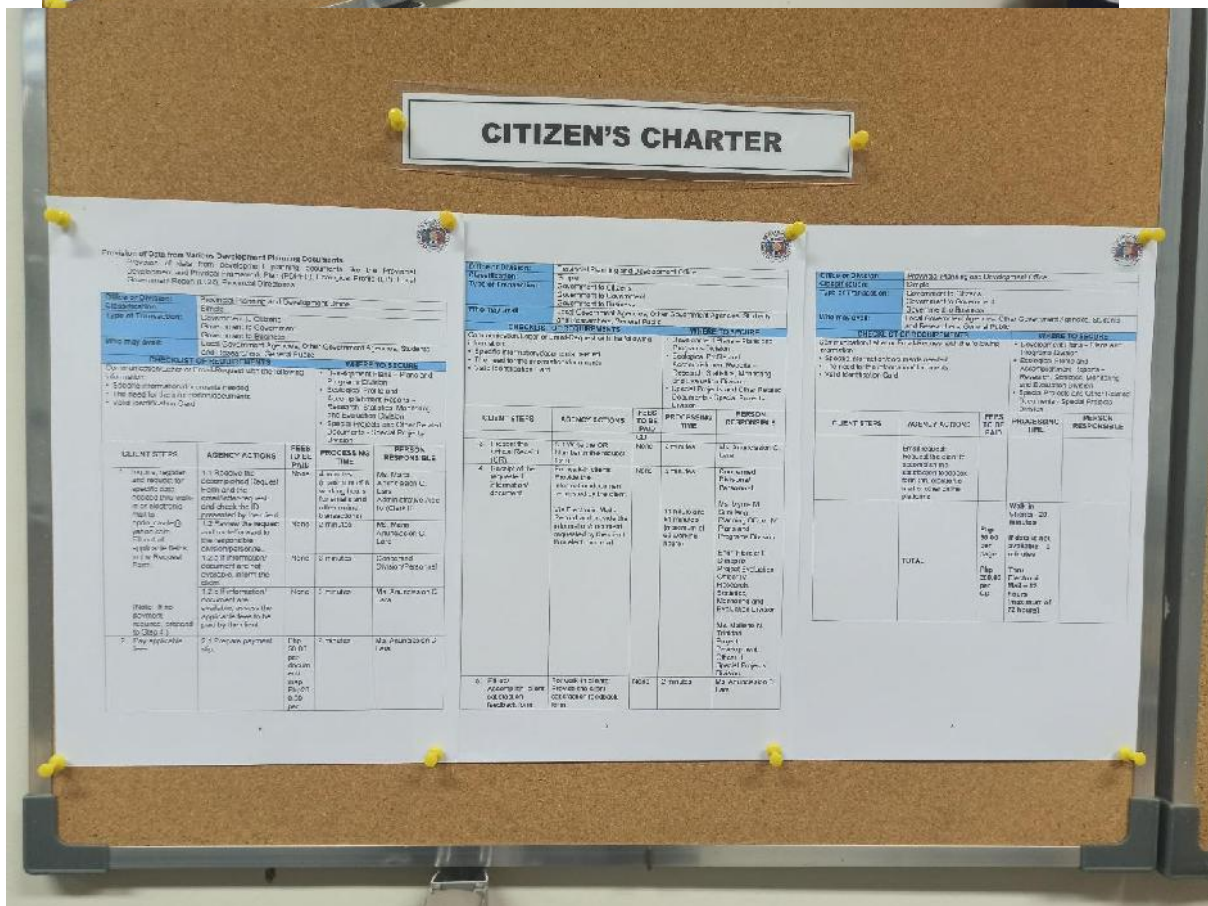
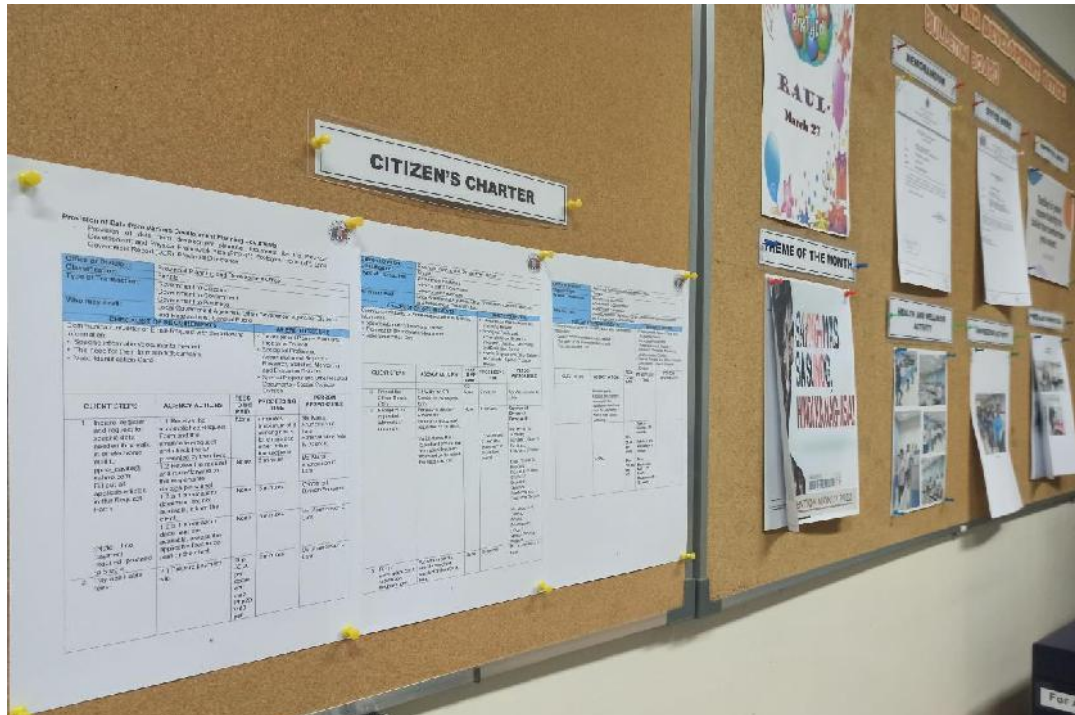
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		ent/ map  Php 200.00 per CD		
3. Present the Official Receipt (OR).	3.1 Write the OR Number in the request form.	None	2 minutes	Concerned Personnel
4. Receipt of the requested information/ document	For walk-in clients - Provide the information/document requested by the client.  Via Electronic Mail - Record and provide the information/document requested by the client thru electronic mail	None	5 minutes  11 hours and 51 minutes (maximum of 63 working hours)	<b>Concerned Divisions/ Personnel:</b>  Ms. Myrna M. Sumilang <i>Planning Officer IV Plans and Programs Division</i>  Engr. Florelet E. Dimapilis <i>Project Evaluation Officer IV Research, Statistics, Monitoring and Evaluation Division</i>



<b>Office or Division:</b>	Provincial Planning and Development Office			
<b>Classification:</b>	Simple (3 days)			
<b>Type of Transaction:</b>	Government to Citizens Government to Government Government to Business			
<b>Who may avail:</b>	Local Government Agencies, Other Government Agencies, Students and Researchers, General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Communication/Letter or Email-Request with the following information: <ul style="list-style-type: none"> <li>• Specific information/documents needed</li> <li>• The need for the information/documents</li> <li>• Valid Identification Card</li> </ul>			<ul style="list-style-type: none"> <li>• Development Plans – Plans and Programs Division</li> <li>• Ecological Profile and Accomplishment Reports – Research, Statistics, Monitoring and Evaluation Division</li> <li>• Special Projects and Other Related Documents - Special Projects Division</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
				Ms. Mailene N. Trinidad <i>Project Development Officer II</i> <i>Special Projects Division</i>
5. Fill-up/ Accomplish client satisfaction feedback form.	For walk-in clients: Provide the client satisfaction feedback form.  Email request: Request the client to accomplish the satisfaction feedback form thru electronic mail or other online platforms.	None	2 minutes	Ms. Anunciacion C. Lara
	<b>TOTAL</b>	<b>Php 50.00 per page</b>  <b>Php 200.00 /CD</b>	<b>Walk-in Clients - 20 minutes</b>  <b>If data is not available – 9 minutes</b>  <b>Thru Electronic Mail – 12 hours (maximum of 72 hours)</b>	



# PROOF OF POSTING



Citizen's Charter of PPDO posted at entrance of the Office.



## COMMUNICATION PLAN

The Provincial Planning and Development Office (PPDO) will continue its commitment to deliver its tasks and responsibilities to its clientele's in full extent especially even in time of crisis such as the COVID-19 pandemic. Besides the Citizen's Charter which is posted in a conspicuous place at the Office Entrance, PPDO will also collaborate with the Provincial Information and Communication and Technology Office (PICTO) to display the updated PPDO Citizen's Charter at the Province's website dedicated to PPDO (<https://cavite.gov.ph/home/provincial-planning-and-development-office/>).

The PPDO employees will also be advised to continue providing proper instructions on availing the services of the Office through the updated PPDO Citizen's Charter using different communication media such as SMS, phone call, email and least preferably, through personal communication. The Office will ensure that all the confidential and proprietary information of its clientele's will be secured at all times and appropriate measures will be put in place to ensure protection of data used and processed by the employees pursuant to the existing laws of the country.

## CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Planning and Development Office	2 <sup>nd</sup> Floor, Provincial Capitol Building, Brgy. San Agustin, Trece Martires City, Cavite	<b>Telephone:</b> (046) 419 1469 <b>Telefax:</b> (046) 419 1469 <b>Email Address:</b> ppdo_cavite@yahoo.com