



Republic of the Philippines
Province of Cavite
CITY OF BACOR

OFFICE OF THE CITY PLANNING & DEVELOPMENT COORDINATOR

CITIZEN'S CHARTER

City of Bacoor, Cavite

CITY PLANNING & DEVELOPMENT COORDINATOR OFFICE (CPDC)

Objectives :

- * Facilitate city development economically and effectively.
- * Ensure the preparation and adoption of plans responsive to local needs.
- * Enhance development in coordination with provincial, regional and national plans.

The City Planning & Development Coordinator's Office shall :

- * Formulate integrated economic , social, physical and other development plans and policies for consideration of the local development council;
- * Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation;
- * Integrate and coordinate all sectoral plans and studies undertaken by the different function groups or agencies;
- * Monitor & evaluate the implementation of the different development programs, projects and activities in the city in accordance with the approved development plan;
- * Prepare Comprehensive plans and other development planning documents for the consideration of the local development council;
- * Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the local finance committee as provided under Title Five, Book II of the Local Government Code;
- * Promote people participation in development planning within the city;
- * Exercise supervision and control over the secretariat of the local development council;
- * Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.

Telephone : (046)-481-4136
(046)-481-4100 Loc. 315-316

Location:
2nd Flr. CPDC Office, BGC , Bacoor Blvd., Bayanan, City of Bacoor, Cavite

CPDC composed of the following personnel:

Engr. Jesus D. Francisco Engr. Sylvia R. Castro	City Government Department Head 1 City Government Assistant Department Head 1
Plans and Programs Jose Henry Baluyot Marjorie San Jose Generoso P. Broas	Project Development Officer II Project Development Assistant Administrative Assistant III
Research, Evaluation and Statistics Julieta M. Lucea Annielyn N. Javier Grace F. Ganadores Noemi L. Ambrocio	Population Officer IV Statistician II Statistician I (Detailed Cenro) Statistician Aide
Administrative Edna I. Bernardo Remedios V. Santero Roberto E. Mendoza Romell B. Espiritu Sarah Jane Rivera	Administrative Assistant III Administrative Assistant II(Detailed Mayor's Office) Administrative Aide III Administrative Aide II Clerk -Casual

OTHER FUNCTIONS :

Prepare Comprehensive Land Use Plan (CLUP)

(10 years plan)

- > It is a general plan by which we get a clear idea of where our beloved city is headed, how we intend to get there & what our role would be in that journey.
- & dominant bases for determining future use of land & other natural resources within their jurisdiction.

Prepare Comprehensive Development Plan (CDP)

(6 years plan)

>The plan by which the LGU promotes the general welfare of its inhabitants in its capacity as a corporate body wherein each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council & approved by its sanggunian.

> Covers 5 development sectors namely :

- * Economic Sector
- * Social Sector
- * Environmental Sector
- * Institutional Sector
- * Infrastructure Sector

Prepare Executive-Legislative Agenda (ELA)

(3 years plan)

> Participatory process that promotes partnership between local executive and legislative & the involvement of multi-stakeholders in the identification & programming of a 3 year LGU development priorities corresponding to the term of office of elected officials.

Prepare Local Development Investment Plan (LDIP)

(3 years plan)

> The principal instrument for implementing the Comprehensive Development Plan. It is a document that translates the CDP into programs and projects and selects those that will be picked up by the LGU for funding in the annual general fund budget or through special fund generation schemes.

> Should have a time frame of three(3) years. Its annual component is what is referred to as the Annual Investment Program (AIP). The preparation of LDIP is one of the basis for the budget document in DBM's Budget Operations Manual (BOM).

Prepare Annual Investment Program (AIP)

> *Annual Investment Plan* of the city aims to set up policy directions to be taken by the city for effective management of its resources and improve the basic infrastructure systems of Bacoor, Cavite and enhance the life, health and safety of its people. All this visions, objectives, policy directions and priority development projects-funded by the 20% Development Fund and General Fund embodied in the said plan which are self explanatory and are made integral parts hereof.

- * **AIP Form No.1 - Practical Vision and Strategic Directions**
- * **AIP Form No.2 - Specific Objective and Policy Directions**
- * **AIP Form No.3 - Details of Program/ Project/ Activity by Sector**

***AIP Form No.4 - Priority Development Projects (Funded by 20% Development Fund and General Fund)**

***AIP Form No.5 -Priority Development Projects(To be funded from**

Prepare Coastal Land and Sea Use Zoning Plan

- > The plan addresses the issues related to priorities of certain users & the need to prevent incompatibilities between and among the different stakeholders & users of the municipal waters & its coastal resources.
- > Introduces solutions to reduce multiple-use conflicts, maintain environmental quality & ensure the sustainable management & development of the coastal & marine areas

Update Socio- Economic & Physical Profile (SEPP)

(yearly updating)

- > Plan by which describe the demograhic profile, jobs & income, housing & community patterns & poverty, schools, maps & communities, economic, labor, education, crime, health, children & youth

Compilation and Assessment of CBMS

- > Compilation & Assessment of necessary data for evidence-based policy making needed to determine the problem arises in our community, inorder to assist the poverty reduction, increasing gender equity & eliciting early warning signs of crisis

Preparation of PPMP

- > A project procurement plan submitted to BAC secretariat to be included in the AIP

Assist the Barangays in their Annual Investment Plan/ Barangay Development Plan

Compilation of Annual Report of Different Department and Unit Heads

- > A summary report of annual accomplishment of different offices submitted to CPDC for compilation and be submitted to LCE

Monitor and evaluate the implementation of the different development programs, projects and activities in the local government unit concerned in accordance with the approved development council.

LGU Service Profile

What services do we offer ?	Who are responsible ?	Who are our clients ?
I. CPDC		
1.Prepare Annual Investment Plan	Jesus Francisco Julieta Lucea Sarah Jane Rivera Rommel Espiritu	City of Bacoor / Brgy. Captains
2.Updating of Socio - Economic & Physical Profile	Sylvia Castro Julieta Lucea Jose Henry Baluyot Annielyn Javier Edna Bernardo	City of Bacoor / Brgy. Captains students/ researchers
3.Prepare Comprehensive Land Use Plan (10-year plan)	Generoso Broas Marjorie San Jose Noemi Ambrocio Roberto Mendoza Romell Espiritu Sarah Jane rivera	City of Bacoor / Brgy. Captains students/ researchers
4.Prepare Executive -Legislative (3-years plan)	Sylvia Castro Julieta Lucea Annielyn Javier Edna Bernardo Generoso Broas	City of Bacoor / Barangay Captains students/ researchers
5.Prepare Comprehensive Development Plan (6-years plan)	Jesus D. Francisco Sylvia R. Castro	City of Bacoor / Barangay Captains students/ researchers

6.Prepare Local Development Investment Plan (6-years plan)	Jesus D. Francisco Sylvia R. Castro Annielyn Javier Edna Bernardo	City of Bacoor / Barangay Captains students/ researchers
7.Compilation and Assessment of CBMS	Jesus D. Francisco Sylvia R. Castro	City of Bacoor
8.Compilation of Annual Report of Different Dept. and Unit Heads	Jesus D. Francisco Sylvia R. Castro Edna Bernardo Marjorie San Jose Sarah Rivera Julieta Lucea Edna Bernardo Romell Espiritu Sarah Rivera	City of Bacoor / Barangay Captains students/ researchers
9.Prepare PPMP	Jesus D. Francisco Julieta Lucea Edna Bernardo Sarah Rivera	City of Bacoor
10. Prepare Contract	Annielyn Javier Marjorie San Jose	Contractors/ Supplier

LGU Service Profile		
	Who are responsible ?	Who are our clients ?
I. CPDC		
11.Preparation and issuance of Notice of Awards	Annielyn Javier Marjorie San Jose	Contractor / supplier
12.Prepare Notice to Proceed	Annielyn Javier Marjorie San Jose	Contractor / supplier
13.Prepare BAC Resolution	Annielyn Javier Marjorie San Jose	Contractor / supplier
14.Prepare Bid Documents	Jesus D. Francisco	Contractor
15. Technical Working Group (TWG) - Infra Projects	Jesus D. Francisco	City of Bacoor
16.Prepare Annual Budget Plan	Jesus D. Francisco Sylvia R. Castro Julieta Lucea	City of Bacoor
17.Technical Assistance on Cultural Profiling and Mapping and Sustainable tourism and / Development Plan	Jesus D. Francisco / Sylvia R. Castro / Generoso Broas	City of Bacoor / Barangay Captains students / researchers

Schedule of Availability of Service :

Mondays - Fridays

8:00AM - 5:00PM

Except Holidays

Processing Time :

Data is given immediately if available

How to avail of the Services :

Steps	Person-in- Charge	Time
Proceed to the Statistical Section or to LGU Profile and ask for the data needed	Anybody from the LGU Profile	5-10 minutes

JESUS D. FRANCISCO

CPDC