



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

RELEASE OF VARIOUS PLANNING DOCUMENTS
(Socio-Economic Profile, Development Plans, Data etc.)
(At the Municipal Planning and Development Coordinator Office)

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE APPICANT/ CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	Submit letter request containing and specifying the purpose of the document being requested.	Receive the letter request, submit the same to the MPDC for any advice/ instruction then have it registered in the logbook. 5 mins.	Eduardo G. Yusilon Lloyd P. Catabay
2	Wait for the signing / approval and release of requested document.	Retrieve and reproduce requested copy. Submit the same for signing/ approval and release. 30 mins.	Ma-Lene S. Torio Eduardo G. Yusilon Lloyd P. Catabay
3		Sign the document certifying that such is a true copy of the original, affixing the MPDC official seal. 5 mins.	Ma-Lene S. Torio
4	Receive the document requested.	File office copy of the Clearance and Certificate. 1 min.	Eduardo G. Yusilon Lloyd P. Catabay
TOTAL SERVICE TIME PER CLIENT		41 mins.	
E N D O F T R A N S A C T I O N			



**8 KILOMETERS
 THE LONGEST BARBECUE**
 Bayambang, Pangasinan, Philippines
 April 4, 2014