

### 3. Attendance to Consultative Meetings and Hearings (External Service)

This service involves participating in consultative meetings and hearings that pertain to the administration of land use and zoning regulations in General Santos City. It may require engagement with external stakeholders, such as community members, organizations, or government agencies, to discuss and provide input on matters related to land use planning and zoning decisions within the city.

<b>Office or Division</b>	<b>City Planning &amp; Development Office –Land Use and Zoning Administration Division</b>			
<b>Classification</b>	<b>Complex</b>			
<b>Type of Transaction</b>	<b>G2B (Gov to Business), G2G (Government to Gov)</b>			
<b>Who may avail</b>	<b>SP, Barangay Council, NGOs, NGAs</b>			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Letter Request for attendance to meeting, hearing or consultation		1. Requesting Party		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Personnel Responsible</b>
1. Submit Letter request and copy of subdivision scheme	1. Receive request, encodes in database and issues tracking slip	None	20 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
2. Receive tracking slip	2. Issue tracking slip	None	5 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
	2.1 Forward to Zoning Officer IV for routing	None	5 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
	2.2 Received by assigned personnel for processing and scheduling	None	15 Minutes	<i>Zoning Officer or Inspector City Planning &amp; Development Office</i>
	2.3 Attend Meeting or Hearing	None	1 Day	<i>Zoning Officer or Inspector City Planning &amp; Development Office</i>
	2.4 Prepare Report	None	30 Minutes	<i>Zoning</i>

				Inspector City Planning & Development Office
		<b>Total:</b>		1 Day, 1 Hour, and 15 Minutes

The attendance of personnel from the City Planning & Development Office at consultative meetings and committee hearings is governed by NBC, PD 957, GSC CLUP Vol. 2 (s. 2019), and Zoning Ordinance No. 16 (s. 2019).

*Please note that the processing time is designed for serving one client at a time, and may be extended if there are two or more clients.*