

Provision of City Statistical Data (Simple)

This service involves the provision of readily available statistical data and official city documents in printed or electronic format. These include copies of the City Land Use Plan (CLUP), Comprehensive Development Plan (CDP), Ecological Profile, and Barangay Profiles, which contain consolidated demographic, socio-economic, environmental, and development-related data of the city.

Office or Division	City Planning & Development Office – Research, Information System and Statistics Division
Classification	Simple
Type of Transaction	Government to Business (G2B); Government to Citizens (G2C), Government to Government (G2G)
Who may avail	General Public, Private Institutions, Government Offices
Checklist of Requirements	
Where to Secure	
1. Request Letter specifying the kind of map and purpose or duly accomplished request form	Requesting Party/ City Planning & Development Office – Administrative Division
2. Any Storage Device or E-mail address	Requesting Party

Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
1. Submit duly Accomplished Request Form or Request Letter.	<p>1.1. If Request Form: RISSD personnel receives and reviews the accomplished form and issues an Acknowledgement Receipt.</p> <p>1.2. If Request Letter: Administrative Division receives the letter and forwards it to RISSD for processing.</p>	None	5 Minutes	<i>Administrative Aide II / Administrative Assistant III City Planning and Development Office</i>
2. Receives the acknowledgement receipt or a file copy of their request letter.	2. Evaluates the request as to availability.	None	10 minutes	<i>Statistician III/Administrative Assistant III City Planning and Development Office</i>

IF REQUESTED DATA IS AVAILABLE:

<p>3. Receives the requested data.</p> <p>3.1. If via storage device or printed copy: Sign the Request Form acknowledging receipt.</p> <p>6.2. If via email: Acknowledge receipt through return email.</p>	3. Provide the requested data or document via email or if possible, a printed copy and record the transaction in the e-logbook.	None	1 hour	<i>Statistician III</i>
TOTAL PROCESSING TIME IF DATA IS AVAILABLE:			1 hour 15	

Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
			minutes	
IF REQUESTED DATA IS UNAVAILABLE:				
3. Receives the notification personally or via email.	3. Notify the client that the requested data is not available in the office and refer him/her to the appropriate agency or office where the data may be secured.	None	10 minutes	<i>Statistician III</i>
TOTAL PROCESSING TIME IF DATA IS UNAVAILABLE:			25 minutes	

The provision of simple City Statistical Data is governed by R.A. 7160 Section 476.

** Please note that the processing time is intended for one client. The time shall be extended when there are two or more clients.*

** Processing time transacting with other offices which are prerequisite in the provision of map is not included.*