

**CITY PLANNING AND
DEVELOPMENT OFFICE**
Internal Services

1. Assist in the Formulation and Review of Local and Sectoral Development Plans

Technical assistance is provided to departments and councils under the City Government of Cavite for the formulation of various local and sectoral plans.

Office or Division:		City Planning and Development Office		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may avail:		Departments and Councils		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Local, sectoral or other plans			Department/Council	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the local or sectoral development plan	1. Review plans and recommend changes according to guidelines and related issuances	None	1 hour	CPDO Staff and City Planning and Development Coordinator (City Planning Office)
2. Receive the plan with recommendation	2. Share the copy of reviewed plans with appropriate recommendations	None	1 hour	CPDO Staff (City Planning Office)
TOTAL:		None	2 hours	