

**CITIZENS' CHARTER- Plans and Programs:**

**1. Data/Information on Programs, Projects, Activities and Development Direction of Davao Del Norte Reflected in Various Planning Documents**

The Plans and Program Division, of this office is responsible in the formulation of planning documents through series of pre-planning activities up to final approval of the plan, such as, Provincial Development and Physical Framework Plan (PDPFP), Provincial Development Investment Plan (PDIP), and Annual Investment Plan (AIP), these plans serve as an effective delivery tool and strategy to provide direction for physical development and accelerating economic growth of the province.

<b>Office or Division:</b>	Provincial Planning and Development Office / Plans and Programs Division			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C; G2G; G2B			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter from requesting party (1 original)		Prepared by requesting party and hand carried to PPDO Administrative Section		
Order of Payment (1 original)		PPDO – Administrative Section		
Official Receipt (1 original)		Provincial Treasurer Office – Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the request letter at PPDO Admin-receiving	Receive and facilitate the request	none	2 minutes	<i>Admin Officer V; Admin Aide IV</i>
2. Requesting party shall be directed to the concerned staff of the Division	The Division shall prepare/facilitate the requested data either/or: Hard/soft copy	none	5 minutes	<i>Planning Officer II; Planning Officer I</i>
3. Requesting Party shall secure Order of Payment from PPDO-Admin	PPDO Admin Section shall prepare Order of Payment	none	1 minute	<i>Admin Officer V; Admin Aide IV</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Advice Requesting Party to pay the required fees to PTO and secure Official Receipt	Accept the payment based on the Order of Payment and issue Official Receipt  1. Hard copy <ul style="list-style-type: none"> <li>• PDPF P</li> <li>• LDIP/ AIP</li> </ul> 2. Electronic Copy	For Government Agencies No Fees  For other entities ₱ 2,500.00  ₱ 250.00  ₱ 200.00	5 minutes	<i>PTO Cashier</i>
5. Back to PPDO Administrative Section present the Official Receipt	Receive and photocopy Official Receipt and provide to client the requested data	none	2 minutes	<i>Admin Officer V; Admin Aide IV</i>
<b>TOTAL:</b>			<b>15 minutes for other entities / 7 minutes for Government Agencies</b>	