



PROVINCE OF CEBU CITIZEN'S CHARTER

PROVINCIAL PLANNING AND DEVELOPMENT OFFICE (PPDO)



Vision

We envision Cebu as a premier hub of culture and heritage, tourism, education, and trade and industry, with healthy and happy families living in a vibrant globally-competitive and innovation-driven economy supported by climate-smart infrastructure and thriving in a peaceful, resilient, and sustainable ecosystem led by proactive, corruption-intolerant, responsive governance and God-centered leaders.

Mission

We commit to deliver effective and efficient professional services, appropriate legislation, and good governance that will result in sustainable generation and equitable allocation of resources, adapting to the changing environment and ensuring better quality of life for all.

FRONTLINE SERVICES

1. Provision of LGU Data and Maps

Type of Service: Provision of Data/Maps

- Requirements: Request Letter, Filled-out Request Form, Valid ID
- Who May Avail: LGUs, Walk-in Researchers, CSOs, Other Stakeholders

Step	Applicant/Client	Office Activity	Duration	Fees	Person-in-Charge
1	Submit required documents	Receive and verify documents	3 mins	None	PPDO Staff
2	Submit to PPDO	Forward to Department Head for approval	5 mins	None	PPDO Staff
3	Wait for approval	Approve and endorse to GIS Staff	5 mins	None	Department Head
4	Secure requested data/maps	Prepare and release data/maps	5 mins	None	Technical Staff

2. Civil Society Organization (CSO) Accreditation

Type of Service: Accreditation of CSOs for participation in Local Development Councils

- Requirements:
 - Application Letter
 - Board Resolution signifying intent
 - List of Current Officers and Members
 - Articles of Incorporation/By-Laws

- Latest Accomplishment Report/Financial Statement
- Certificate of Registration (SEC, CDA, or DOLE)
- Who May Avail: Civil Society Organizations

Step	Applicant/Client	Office Activity	Duration	Fees	Person-in-Charge
1	Submit documents	Receive and check completeness	5 mins	None	PPDO Staff
2	Validation	Evaluate compliance with requirements	1 day	None	Evaluation Team
3	Endorsement	Forward recommendation to Sangguniang Panlalawigan	1 day	None	Department Head
4	Feedback	Notify applicant of status	10 mins	None	PPDO Staff

3. Project Validation for Board Members' Requests

Type of Service: Validation/Inspection of requested projects by Provincial Board Members

- Requirements: Request Letter from Board Member, Endorsed Resolution/Project Proposal
- Who May Avail: Board Members, LGUs

Step	Applicant/Client	Office Activity	Duration	Fees	Person-in-Charge
1	Submit request	Receive and log validation request	5 mins	None	PPDO Staff
2	Schedule validation	Coordinate with LGU and set validation schedule	1–3 days	None	Technical Staff
3	Conduct validation	Field inspection and data gathering	1 day	None	Technical Staff
4	Reporting	Prepare validation report and endorsement	2 days	None	Department Head
5	Feedback	Provide copy of validation report	10 mins	None	PPDO Staff

4. CLUP/CDP/GAD Plan Review

Type of Service: Review of Comprehensive Land Use Plans (CLUP), Comprehensive Development Plans (CDP), and Gender and Development (GAD) Plans

- Requirements:
 - Transmittal Letter from LGU
 - Draft CLUP/CDP/GAD Plan with supporting documents
 - LGU Resolution endorsing submission for review
- Who May Avail: Local Government Units (LGUs)

Step	Applicant/Client	Office Activity	Duration	Fees	Person-in-Charge
1	Submit required documents	Receive and check completeness of documents	10 mins	None	PPDO Staff
2	Technical review	Evaluate plan documents for compliance with standards	5–10 days	None	Technical Staff
3	Consolidation	Prepare comments and recommendations	3 days	None	PPDO Staff
4	Endorsement	Forward reviewed plan with recommendations to concerned authority (e.g., PDC/SP/NEDA)	2 days	None	Department Head
5	Feedback	Provide official communication to LGU	1 day	None	PPDO Staff