



Republic of the Philippines  
Province of Nueva Ecija  
**MUNICIPALITY OF BONGABON**

**OFFICE WORK PLAN**  
YEAR 2015

Name of Office: Municipal Planning and Development Office

Name of Programs / Activities	Objectives	Strategies	Period of Implementation	Required amount of program / activity	Fund Sources	Area of Concern / Expected Beneficiaries	Expected Output
1. PREPARATION OF ANNUAL REPORT	Provide information on the LGUs mission and history and summarize the LGUs achievements in the past year	a. Data Gathering data by office b. Consolidation of data by office c. Analysis	January - March 2015			Accomplishment report by agency/ office	
2. PREPARATION OF MDG REPORT	Analyzes the goals based on the targets and indicators for each goal and the extent to which they could be attained by each year	Provide hands on support to agency concerned to scale-up implementation of initiatives to achieve the MDGs in areas such as procurement, human resources and financial management	January - March 2015			8 Millenium Development goals	Improved data of MDG Necessary action initiates by Local Government Unit and all stakeholders for MDG attainment
3. Preparation of Capdev & ELA	to help the LGU in producing of competency based CAPDEV agenda	Organized a meeting among stakeholders & priotization of CAPDEV intervention	April-March			LGU	Development of gaps & approaches
ELA	Maximized the effective & efficient utilization of Govt resources through comprehensive planning & progressive programming						ehanced and buit more strong partnership with the private sector and CSO
4. Preparation of LGPMS	Aims to provide results oriented information concerning levels of LGU Management capacity, service delivery and state of development.	Establish LGU performance benchmarks and generate strategic data for local and national policy development	January-March 2015			Accomplishment Report by agency/ office	Annual State of Local Governance Report Or SLGR Capacity Development Program

5. Preparation of MDRRMC Plan	To develop and implement programs and projects that are responsive to disaster risk reduction and management and climate change adaptation.	Effective disaster risk reduction and climate change adaptation	every three (3) years			
6. Formulation of Annual Procurement Plan	Save time and money Serves as a conduit to achieve objective Ensure compliance with regulatory policies provide a framework to guide procurement officers in the achievement their task and duties	Outline the procurement activities prior to the beginning of year Establishment of procurement structure of LGU	Jan-15			An effective Annual Procurement Plan
7. Preparation of Annual Investment Plan	Formulated integrated economic, social and physical development plans and policies for consideration in the MDC	Data Gathering Analysis Prepared P/P/As				
8. Revision of CLUP						
9. Integration of Plans and programs in the Medium Term						
10. Executive supervision and control over the Secretariat of MDC						
5. Act as Chairman of BAC						
6. Act as MDRRMC Officer						
3. ISSUANCE OF ZONING CLEANCE/ CERTIFICATION and DEVT. PERMIT OF SPECIAL USES	Promulgate zoning and other land use control standards and guidelines which shall govern land use and Zoning Ordinance of Local Government unit	Ensure rules and regulations to enforce the land use policies on human settlement.	year round		new construction of residential, commercial, institutions and other special uses of construction	Compliance of policies, plan standards and guidelines on human settlement

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