

GETTING ORGANIZED

GETTING ORGANIZED is an important first step to take before doing the actual plan preparation activities. Anticipating and preparing for the resources that will be needed for the planning activities will lead to the smooth implementation and accomplishment of the planning outputs on time.

PURPOSE

- To ensure that the needed resources for the planning activities are readily available.
- To obtain the commitment, support, and participation of the local executives, Sangguniang Bayan (SB)/Panglunsod (SP) members, Local Development Council (LDC), city/municipal department heads and their staff, and the whole community to the planning activities.
- To establish the guiding framework and focus of the planning activities.

EXPECTED OUTPUTS

- Proposal for CLUP preparation/updating (including work program and budget)
- SB/SP resolution approving the proposal for the preparation of CLUP
- Executive Order designating members of the planning team, Technical Working Group (TWG), etc.
- Defined roles/responsibilities of planning team, TWGs
- Information and Education Campaign (IEC) Materials for Community awareness and participation

STEPS

The Office of the City/ Municipal Planning and Development Coordinator (C/MPDC) will undertake the following activities:

Note: The CPDO/MPDO is the office primarily concerned with the formulation of integrated economic, social, physical, and other development plans and policies as per Sec. 476(b)(1) and (5) of RA 7160 or the Local Government Code of 1991.

- 1. Discuss with local officials/officers the need to prepare/update CLUP and identify rationale, framework of activities, and timeframe for planning.**

2. Assess available resources in terms of funds, personnel and other logistic support.

Resources needed for planning may include the following:

1. Funds to finance planning activities
2. Personnel for carrying out the planning activities
3. Supplies and materials to be used for the planning activities
4. Computers and other equipments to prepare documents, maps and other planning materials
5. Transportation and communications

3. Prepare a detailed proposal to include the rationale, work program, required budget, and planning teams.

The work program shall include the timelines/schedule of planning activities. The CLUP preparation process normally takes a maximum of 18 months depending on availability of resources, materials, and prevailing circumstances. The schedule must be flexible enough to allow sufficient time to accomplish each activity. *(Refer to Annex 1-1 for the sample schedule of planning activities in Gantt Chart)*

4. Present the proposal to the Local Chief Executive and SB/SP for approval.

5. Organize planning team and technical working groups consistent with the proposal.

The Planning Team shall be composed of a Planning Core Group assisted by Technical Working Groups.

The core group will coordinate the planning activities, draft and consolidate the contents of the CLUP document. The Office of the MPDC/CPDC shall constitute the Core Group with the following suggested members:

- MPDC/CPDC
- Planning Officer
- Draftsman
- Encoder
- Statistician and researcher
- Architect/environmental/urban planner
- Legal officer as may be available

Note: In cases where the Office of the CPDC/MPDC is not adequately staffed as enumerated above, staff from other departments may be tapped to compose the core group. Hiring of consultants and other resource persons like a legal expert, etc., on contractual basis and partnerships with the private sector, civil society, NGOs and the like may also be opted to.

The Technical Working Groups (TWG)s will assist the Planning Core Group in the following:

- Conduct of sectoral / intersectoral analysis, validation and reports
- Conduct of surveys, consultations/meetings, workshops
- Integration/finalization of studies, research findings, and consultation/survey outputs.

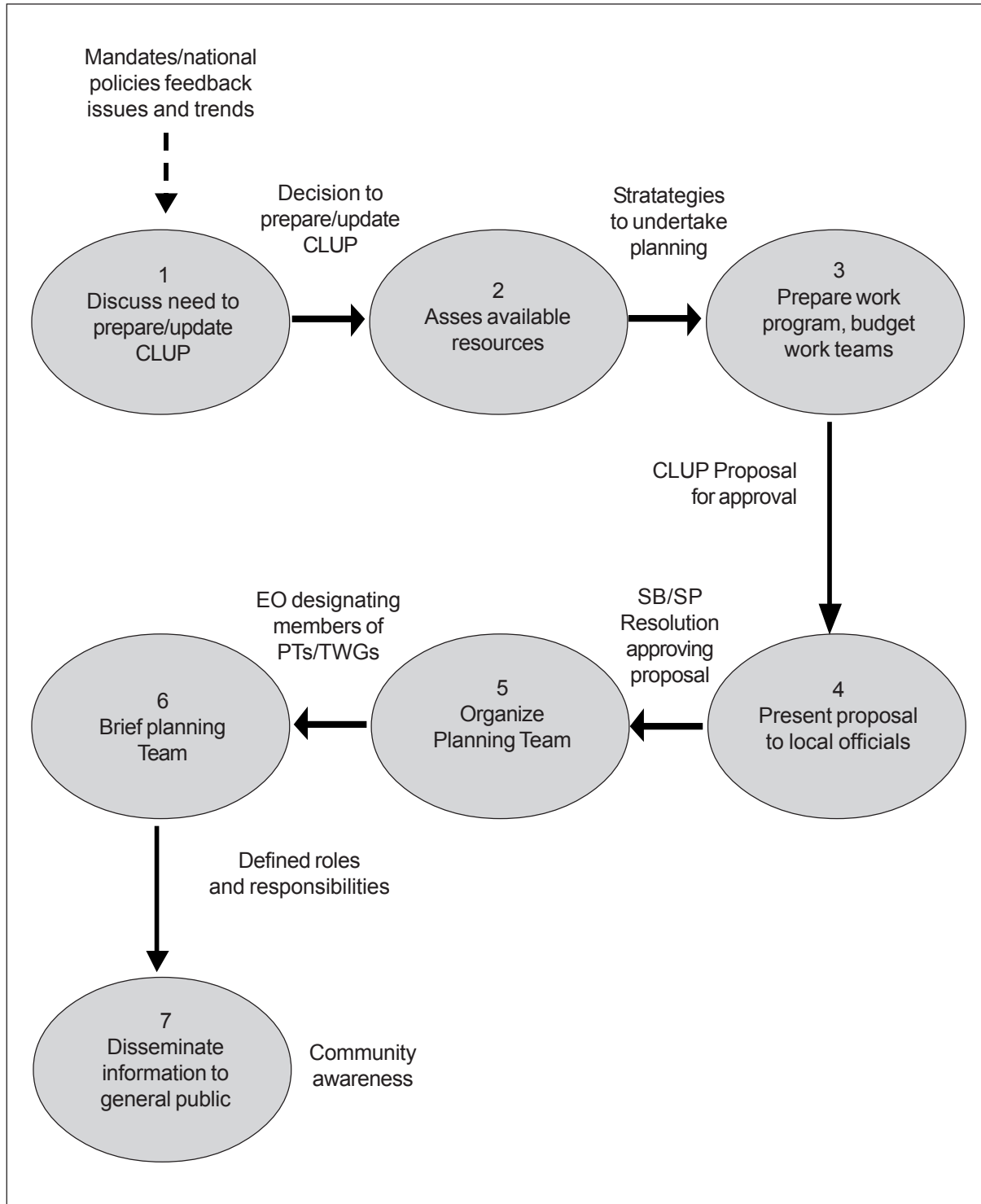
Suggested Composition of the TWGs:

- Heads of local government departments,
- Representatives of community groups/organizations (include gender sensitive and sustainable development advocates), concerned national government agencies,
- Ancestral Domain Consultative Body representatives in an indigenous peoples' (IP) community, or where applicable,
- President of the city/municipal chapter of the Liga ng mga Barangay and/or Barangay Chairpersons of growth centers/priority development areas (as needed),
- Chairpersons of the concerned committees of the local sanggunian, i.e. Committee on Land Use and Zoning, etc.),
- Sectoral Committee Representatives

- 6. Brief the planning team on how planning activities will be undertaken.**
- 7. Disseminate information on the planning activities to the general public through barangay assemblies and other forums, posters, publications, broadcasts, etc. to encourage public participation at the earliest stage of plan formulation.**

The information dissemination should focus on informing the general public on the purpose, expected outcomes, and the anticipated benefits of the planning activity to the community. The campaign can likewise solicit ideas/recommendations/comments from the community. These will serve as a gauge of public opinion about planning concerns that can be used as inputs in the plan formulation.

Flow Chart for Getting Organized



**Annex 1-1
WORKPROGRAM FOR CLUP AND ZO FORMULATION/REVISION**

ACTIVITY	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
1. Getting Organized																		
• Getting endorsement/Approval of SB/SP																		
• Preparation of work program																		
• Organization and briefing of planning team																		
2. Identifying stakeholders																		
• Listing of stakeholders																		
• Action planning																		
• Information dissemination																		
3. Setting the Vision																		
• Conduct of visioning workshops																		
• Adoption of the vision and informing public of the adopted vision																		
4. Situation Analysis																		
• Sectoral Studies and Physical/Land Use Studies																		
a. Base Map Preparation																		
b. Data Gathering and Land Use Surveys																		
c. Mapping of Results (Organizing results into maps, graphs, tables, etc.)																		
d. Consultations/Validation Workshop																		
e. Needs/issues analysis and projections																		
f. Cross-sectoral analysis and integration																		
5. Setting of Goals and Objectives																		
• Goals and objectives formulation workshops																		
6. Establishing the Development Thrust and Spatial Strategies																		
7. Preparing the Land Use Plan																		
8. Drafting of Zoning Ordinance and other Development Controls																		
9. Conduct of Public Hearing																		
• Conduct of public hearings/consultations																		
• Refinement of draft CLUP and ZO																		
10. CLUP Review/Adoption and Approval																		
• Endorsement for review to appropriate body																		
• Conduct of review by appropriate body																		
• Return of CLUP to LGU for refinement																		
• Refinement of CLUP																		
• SB/SP Adoption of Refined CLUP																		
• Endorsement to SP/HLURB for Ratification/Approval																		
• Ratification of SP/HLURB																		
Subject to appropriate review/approving/ratifying body's timetables.																		

Assumption: CLUP formulation will be done by the LGU Planning Team. Planning activities may be undertaken in 6 months to 1 year if LGU hires consultant.