

Republic of the Philippines  
PROVINCE OF LEYTE  
PROVINCIAL LAND USE COMMITTEE

Item No.: 10  
Date: 27 2026 JAN



January 26, 2026

Ms. FLORINDA JILL S. UYVICO  
SP Secretary  
Office of the Sangguniang Panlalawigan  
Province of Leyte

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: JAN - 26 2026  
By: [Signature]

**Subject: Endorsement of Revised CLUP and ZO of the Municipality of Capoocan, Leyte to the Sangguniang Panlalawigan for Final Approval and Ratification**

Dear SP Secretary Uyvico:

**Greetings!** Endorsing herewith the following required documents for the final approval and ratification of the CLUP and ZO of the Municipality of Capoocan, Leyte for the planning year 2019-2028, to wit:

- Three (3) copies Executive Summary
- Four (4) copies Sangguniang Bayan (SB) Secretaries Certificate of Public Hearing conducted and other related documents
- Five (5) copies of the CLUP Volumes 1 & 3
- Seven (7) copies Zoning Ordinance
- Four (4) sets Presentation Maps
- Two (2) sets of Atlas of Thematic Maps
- One (1) copy of the Sangguniang Bayan Resolution Adopting the CLUP and Enacting the ZO

Please be informed that this set of documents has been checked by the PLUC Secretariat and was found complete with respect to our checklist for the above purpose. Please see attached checklist of required documents for final approval and ratification of CLUP and ZO.

We are transmitting the abovementioned documents for the final approval and authentication of the Sangguniang Panlalawigan.

Thank you.

Very truly yours,

  
AGNES C. RAFON  
PLUC Chairperson and  
OIC-PPDC

encl./ as stated



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Capoocan  
Office of the Sangguniang Bayan

✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com  
☎ 09976874138

January 15, 2026



**THE HONORABLE BODY**

Sangguniang Panlalawigan  
4<sup>th</sup> Floor, Provincial Government Complex  
West Bypass Road, Campetic  
Palo, Leyte



Dear Gentlemen / Mesdames:

Good Day!

Submitting **Municipal Ordinance No. 23, Series of 2025** of the Sangguniang Bayan of Capoocan, Leyte entitled, **"AN ORDINANCE ENACTING THE INTEGRATED ZONING REGULATIONS OF THE MUNICIPALITY OF CAPOOCAN, LEYTE AND PROVIDING FOR THE ADMINISTRATION AND ENFORCEMENT THEREOF"**, for review of the Honorable Body.

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,

  
**JUDE R. DELA TORRE**  
Secretary to the Sanggunian

B. Checklist of Required Documents for Final Approval and Ratification of CLUP

LGU Name: CARDOCAN Province: LEYTE Region: VIII  
 LGU Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Contact details: \_\_\_\_\_  
 Planning period of submitted plan: 2019-2022

**CHECKLIST OF REQUIRED DOCUMENTS FOR FINAL APPROVAL AND RATIFICATION**

Documents	Status (check ✓ if yes)	Remarks
1. At least five (5) copies of the adopted CLUP and enacted ZO. Includes the following documents: a. Comprehensive Land Use Plan b. Zoning Ordinance c. Sectoral Studies/ Ecoprofile d. Climate Disaster Risk Assessment (CDRA) Report, if separate document	<input checked="" type="checkbox"/>	<i>CDRA embedded in Vol 1 &amp; 3</i>
2. Four (4) set of presentation maps in A0 size paper. Includes the following maps: a. Existing Land Use Map b. Proposed Land Use Map c. Zoning Map d. Overlay Zone Maps	<input checked="" type="checkbox"/>	
3. Digital copy of adopted CLUP and enacted ZO documents and presentation maps (e.g., pdf, jpeg or png formats)	<input type="checkbox"/>	
4. Vector file data of the presentation maps (e.g., shp-ESRI shapefiles, kml/kmz-Google Earth files, dxf/dwg-CAD files, tab-MapInfo or other vector file formats)	<input type="checkbox"/>	
5. Executive Summary of the CLUP	<input checked="" type="checkbox"/>	<i>3 copies</i>
6. Sangguniang Panlungsod (SP)/Sangguniang Bayan (SB) Secretary's Certificate of Public Hearing conducted	<input checked="" type="checkbox"/>	<i>4 copies</i>
7. Minutes of Public Hearing/Consultation	<input checked="" type="checkbox"/>	<i>3 copies</i>
8. List of invitees and sector represented	<input checked="" type="checkbox"/>	<i>3 copies</i>
9. Copy of issued Invitation letter/Notice of Public Hearing	<input checked="" type="checkbox"/>	<i>3 copies</i>
10. Copy of Attendance Sheet	<input checked="" type="checkbox"/>	<i>3 copies</i>
11. RLUC/MMC resolution endorsing the CLUP for approval and ratification (for ICCs, HUCs and MMCM)	<input type="checkbox"/>	
12. Sangguniang Panlungsod (SP)/Sangguniang Bayan (SB) resolutions adopting the CLUP and enacting the ZO	<input checked="" type="checkbox"/>	
13. Two (2) Map Atlas of thematic maps in A3 size paper	<input checked="" type="checkbox"/>	

\*Map Atlas is a compilation of the thematic maps used in the preparation of the CLUP and ZO including resources maps, soil maps, hazards and risk maps, suitability maps, inventory of potential lands for housing, existing land use maps, and zoning maps, among others.

\* Sangguniang Panlalawigan/PLUC can also use the checklist for CLUPs and ZOs of Component Cities and Municipalities.



Republic of the Philippines  
Province of Leyte  
Municipality of Capoocan



*Office of the Municipal Planning & Development Coordinator*

23 January 2026

**THE HONORABLE BODY**

Sangguniang Panlalawigan  
4<sup>th</sup> Floor, Provincial Government Complex  
West Bypass Road, Campetic  
Palo, Leyte



Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**

Date: JAN 26 2026  
By: Dwene

Dear Gentlemen/Mesdames:

Greetings!

In compliance with the provisions of the Local Government Code and in line with the planning and zoning requirements, the Local Government Unit of Capoocan, Leyte respectfully submits for your review and consideration the following documents pertaining to the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO):

1. Digital copy of CLUP and ZO
2. Executive Summary of the CLUP
3. Sangguniang Bayan (SB) Secretary's Certificate of Public Hearing conducted
4. Minutes of the Public Hearing
5. List of Invitees and Sectors Represented
6. Copy of Issued Invitation Letter/Notice of Public Hearing
7. Copy of Attendance Sheets
8. Five (5) copies of CLUP Volume 1 & 3 and seven (7) copies of Volume 2 Zoning Ordinance
9. Four (4) sets of Presentation Maps
10. Two (2) sets of Atlas of Thematic Maps
11. SB Resolution Adopting the CLUP and Enacting the Zoning Ordinance

We trust that these documents will facilitate your review and necessary action in accordance with existing laws and regulations. The LGU remains committed to ensuring transparency, participatory planning, and compliance with all legal requirements in local land use and zoning governance. Should there be any clarifications or additional requirements, we are readily available for coordination.

Thank you very much for your attention and support.

Very truly yours,

**BENITO C. PROCIA**  
MPDC



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte  
-oOo-



**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE 71<sup>st</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX, PALO, LEYTE ON DECEMBER 14, 2023.**

**RESOLUTION NO. 2023-576**

**A RESOLUTION APPROVING THE COMPREHENSIVE LAND USE PLAN (CLUP), AND ZONING ORDINANCE OF CAPOOCAN, LEYTE, FOR CALENDAR YEARS 2018-2028, SUBJECT TO COMPLIANCE OF THE COMMENTS AND RECOMMENDATIONS OF THE PROVINCIAL LAND USE COMMITTEE BY THE MUNICIPAL TECHNICAL WORKING GROUP (MTWG) FOR CLUP PREPARATION.**

**WHEREAS**, submitted to the Sangguniang Panlalawigan is the Comprehensive Land Use Plan and Zoning Ordinance (ZO) for Calendar Years 2018-2028 of Capoocan, Leyte and the same was referred to the PLUC for initial review;

**WHEREAS**, in response to the SP referral, PLUC Resolution No. 2023-02 Series of 2023 was submitted to the Sangguniang Panlalawigan endorsing the CLUP and its Zoning Ordinance (ZO) of Capoocan, Leyte for CY 2018-2028 for approval/appropriate action subject to compliance on the comments and recommendations of the Provincial Land Use Committee (PLUC) by the Municipal Technical Working (MTWG) involved in the CLUP Preparation;

**WHEREAS**, the August Body deemed it proper to approve the Comprehensive Land Use Plan and Zoning Ordinance (ZO) of Capoocan, Leyte for Calendar Years 2018-2028 subject to compliance of the comments and recommendations of PLUC by the Municipal Technical Working Group for CLUP preparation;

**NOW, THEREFORE**, on motion presented by Honorable Trinidad G. Apostol, duly seconded by Atty. Carlo P. Loreto, Honorable Vincent L. Rama, Honorable Flaviano C. Centino, Jr., and Honorable Michael L. Cari, be it

**RESOLVED**, as it is hereby resolved, to **APPROVE THE COMPREHENSIVE LAND USE PLAN (CLUP) AND ZONING ORDINANCE OF CAPOOCAN, LEYTE, FOR CALENDAR YEARS 2018-2028, SUBJECT TO COMPLIANCE OF THE COMMENTS AND RECOMMENDATIONS OF THE PROVINCIAL LAND USE COMMITTEE BY THE MUNICIPAL TECHNICAL WORKING GROUP (MTWG) FOR CLUP PREPARATION.**

-over-

**Approved unanimously.**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

  
**FLORINDA JIL S. UYVICO**  
Secretary to the Sanggunian

**ATTESTED:**

  
**HON. LEONARDO M. JAVIER, JR.**  
Vice Governor/Presiding Officer

Copy furnished:

LCE and the Sangguniang Bayan  
of Capooan, Leyte

FJSU: ASS  
Naomi15December2023



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Capoocan  
**Office of the Sangguniang Bayan**  
✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com  
☎ 09976874138

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 22<sup>nd</sup> REGULAR SESSION HELD ON  
NOVEMBER 25, 2025 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

**RESOLUTION NO. 178-2025**

**RESOLUTION ADOPTING THE COMPREHENSIVE LAND USE PLAN  
(CLUP) FOR CALENDAR YEAR 2019-2028 OF THE MUNICIPALITY OF  
CAPOOCAN, LEYTE**

**WHEREAS**, an endorsement from the Office of the Municipal Mayor was received by the Office of the Sangguniang Bayan for the issuance of a **RESOLUTION ADOPTING THE COMPREHENSIVE LAND USE PLAN (CLUP) FOR CALENDAR YEAR 2019-2028 OF THE MUNICIPALITY OF CAPOOCAN, LEYTE**;

**WHEREAS**, attached in the endorsement was **MDC Resolution No. 2025-09, "A Resolution Adopting the Comprehensive Land Use Plan (CLUP) for CY 2019-2028 of the Municipality of Capoocan, Leyte"**;

**WHEREAS**, Section 20 (c) of Republic Act 7160, otherwise known as the Local Government Code of 1991, provides that Local Government Units (LGUs) shall, in conformity with existing laws, prepare their Comprehensive Land Use Plans (CLUPs) enacted through Zoning Ordinances, which shall serve as the primary and dominant basis for the future use of land resources;

**WHEREAS**, the Municipality of Capoocan, Leyte, through its Municipal Technical Working Group headed by the Municipal Planning and Development Office (MPDO), has undertaken the formulation of its Comprehensive Land Use Plan (CLUP) for Calendar Years 2019-2028, consistent with the national and regional planning frameworks and in accordance with the DHSUD CLUP Guidebook and related laws and policies;

**WHEREAS**, the Provincial Land Use Committee (PLUC) of Leyte, after due evaluation, has issued a Certificate of Compliance to the Municipality of Capoocan, signifying that its CLUP conforms with the technical and procedural standards prescribed by the DHSUD;

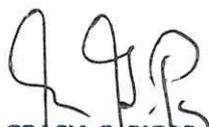
**WHEREAS**, the newly formulated CLUP articulates the municipality's vision, development goals, spatial strategies, and land use policies designed to promote balanced growth, sustainable resource management, environmental integrity, and disaster resilience;

**WHEREFORE**, premises considered and on motion of Honorable Arnold A. Caing, duly seconded by Honorable Jaime A. Dalde, Jr., Honorable Federico P. Carolino, Jr., Honorable Lander Jake D. Abillar and Honorable Teresa C. Balquin, be it;

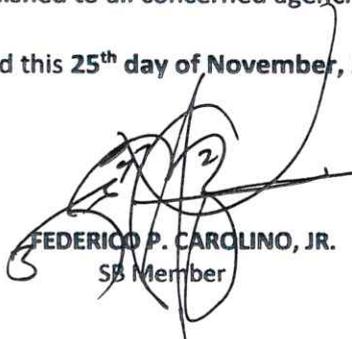
**RESOLVED**, as it hereby resolved, to **ADOPT THE COMPREHENSIVE LAND USE PLAN (CLUP) FOR CALENDAR YEAR 2019-2028 OF THE MUNICIPALITY OF CAPOOCAN, LEYTE**;

**FINALLY RESOLVED**, to let copies of this Resolution be furnished to all concerned agencies and entities.

**APPROVED** by the Sangguniang Bayan in session assembled this 25<sup>th</sup> day of November, 2025 at Capoocan, Leyte.

  
GRACIA G. PIGAR  
SB Member

  
VON LITO C. VALLAR  
SB Member

  
FEDERICO P. CAROLINO, JR.  
SB Member

  
JAIME A. DALDE, JR.  
SB Member



ARNOLD A. CAING  
SB Member

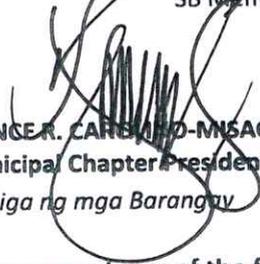


LANDER JAKE D. ABILLAR  
SB Member



TERESA C. BALQUIN  
SB Member

JOJO N. NEPOMUCENO  
SB Member  
*(On Leave)*



FLORENCER. CARDIANO-MISAGAL  
Municipal Chapter President  
*Liga ng mga Barangay*



DAVE A. NIVIRA  
President  
*Pambayang Pederasyon ng mga Sangguniang Kabataan*

I HEREBY CERTIFY to the correctness of the foregoing resolution of the Sangguniang Bayan of Capoocan, Leyte.



JUSTO R. DELA TORRE  
Secretary to the Sanggunian

ATTESTED:



ATTY. FE CLAIRE P. CAROLINO-PARAGATOS  
Municipal Vice-Mayor/Presiding Officer