

23. Processing of Miscellaneous Sales Application (MSA) (External Service)

This service operates based on the city charter, which stipulates that all lands within the city are owned by the city itself. Consequently, any land intended for titling necessitates the Sangguniang Panlungsod to pass a resolution endorsing the titling of the land.

Office or Division:	City Planning & Development Office –Land Use and Zoning Administration Division			
Classification:	Highly Technical			
Type of Transaction:	G2C (Gov to Citizen), G2G (Gov to Government)			
Who may avail:	Lot Applicants/Owners			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Endorsement/Application for Titling from DENR		1. DENR		
2. Tax Declaration		2. Owner/City Assessor’s Office		
3. Copy of Sketch Plan with Vicinity Map duly signed by Geodetic Engineer		3. Owner/Licensed Geodetic Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive documents, check completeness of, encode in database, print tracking slip	None	10 Minutes	<i>Planning Assistant</i> City Planning & Development Office
2. Receive tracking slip	2.1 Issue tracking slip	None	5 Minutes	<i>Planning Assistant</i> City Planning & Development Office
	2.2 Assign Evaluator	None	5 Minutes	<i>Zoning Officer IV</i> City Planning & Development Office
	2.3 Forward to assigned Evaluator	None	5 Minutes	<i>Planning Assistant</i> City Planning & Development Office
	3.4 Conduct Site Inspection of the Land Subject to Titling and prepares Order of Payment	None	1 Day	<i>Zoning Officer II/Zoning Officer III</i> City Planning & Development Office
3. Receive Order of Payment	3.1 Issue order of payment	PHP75.00 Certificati on fee and PHP 30.00 DST	5 Minutes	<i>Planning Assistant</i> City Planning & Development Office
4. Pay fees	4.1 Receive fees and OR			<i>City Treasurer’s</i> Office

5. Submit Proof of Payment	5.1 Receive proof of payment	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	5.2 Prepare endorsement to the City Mayor for SP action	None	20 Minutes	<i>Zoning Officer II or III City Planning & Development Office</i>
	5.3 Recommends for endorsement to CMO	None	10 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
	5.4 Approves and signs recommendation	None	10 Minutes	<i>Department Head City Planning & Development Office</i>
	5.6 Forwards to CMO for endorsement to SP			
	5.7 CMO receive and prepare endorsement to SP for appropriate action			<i>(Refer to CMO process flow)</i>
	5.8 SP receive endorsement from CMO and deliberate application through committee hearings			<i>(Refer to SP process flow)</i>
	5.9 SP to pass a resolution recommending for the issuance of Title for the subject parcel of land (Consists of 2 Readings)			
6. Receive copy of resolution	6.1 SP issue copy of Resolution to the applicant and to CPDO			
	TOTAL:	PHP 105.00	1 Day, 1 Hour, 15 Minutes	

The processing of Miscellaneous Sales Application (MSA) adheres to the guidelines outlined in Zoning Ordinance No. 16, Series of 2019.

**Kindly note that the processing time is designated for serving one client at a time. However, if there are two or more clients, the processing time will be extended accordingly.*

***The processing time for transactions with other offices, which are prerequisites for the issuance of the clearance, is not included.*