

20. Request for Subdivision of Real Property Tax Declaration

This service allows property owners to request the subdivision of a parcel of land into two or more lots, resulting in the issuance of separate Tax Declarations for each newly created lot.

Office or Division:	City Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Real Property Owner / Authorized Representative / Government Agencies			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type / Number of copies		Source Office:		
<ol style="list-style-type: none"> 1. Letter Request 2. Request Action Slip Form 3. Approved Survey Plan (1 - Blue Print Copy) 4. Technical Description (1 - photocopy) 5. Real Property Tax Clearance (1 - photocopy) 6. Title (1 - electronic copy) 7. Sangguniang Panlungsod Concurrence (1 original or certified copy) 8. If representative, Special Power of Attorney (1 - original or certified copy) 9. Proof of Identification (1 - photocopy) 		<ul style="list-style-type: none"> - Requesting Party - City Assessor's Office - Department of Environment and Natural Resources Office - Department of Environment and Natural Resources Office - Land Tax Division, City Treasurer's Office - Register of Deeds - Sangguniang Panlungsod - Notary Public - Not applicable 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Fill-out Request Action Slip (RAS) and submit RAS with supporting documents at the receiving area of the Appraisal Division then receive the acknowledgement receipt	1.0 Check the completeness of documents, receive and issue acknowledgement receipt to the client	None	30 minutes	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	1.1 Forward the received	None	30 minutes	<i>Administrative Assistant III,</i>

	documents to Asst. City Assessor/City Assessor for approval.			<i>Administrative Unit</i>
No Activity	1.2 Forward documents to Admin Unit for digitization of documents.	None	30 minutes	<i>Asst. City Assessor/City Assessor</i>
No Activity	1.3 Encode transaction, digitize documents and forward documents to Appraisal Division Chief.	None	1 hour	<i>Assessment Clerk III, Administrative Unit</i>
No Activity	4 Review documents, assign and forward to Land Appraisal and Assessment Section Personnel.	None	1 hour	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.5 Conduct joint ocular inspection with Tax Mapping Personnel, prepare and submit inspection report with initial recommendation then forward documents to Tax Mapping Division Chief.	None	5 days	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division Tax Mapper I, Tax Mapper II and Tax Mapping Aide, Tax Mapping Division</i>
No Activity	1.6 Receive and assign documents and forward to tax mapper.	None	30 minutes	<i>Tax Mapping Division Chief</i>
No Activity	1.7 Indicate PIN, boundaries of the real property and cadastral lot number then forward to Appraisal and	None	1 hour	<i>Tax Mapper I and Tax Mapper II, Tax Mapping Division</i>

	Assessment Division Chief.			
No Activity	1.8 Review inspection report, provide final recommendation and forward documents to Land Appraisal and Assessment Section.	None	2 hours	<i>Local Assessment Operations Officer IV, Appraisal and Assessment Division</i>
No Activity	1.9 Prepare Field Appraisal and Assessment Sheet then forward document to Assessment Audit and Evaluation Division Chief.	None	1 day	<i>Local Assessment Operations Officer I and Local Assessment Operations Officer II, Appraisal and Assessment Division</i>
No Activity	1.10 Review and assign Field Appraisal and Assessment Sheet then forward document to Local Assessment Operations Officer II.	None	1 hour	<i>Local Assessment Operations Officer III, Assessment Audit and Evaluation Unit</i>
No Activity	1.11 Conduct ocular inspection, evaluate and examine Field Appraisal and Assessment Sheet and supporting documents then forward document to Assistant City Assessor/City Assessor	None	1 day	<i>Local Assessment Operations Officer II, Assessment Audit and Evaluation Unit</i>
No Activity	1.12 Review documents and provide the final approval to the Field Appraisal	None	1 hour	<i>Asst. City Assessor/ City Assessor</i>

		and Assessment Sheet then forward to Assessment Records Management Division			
No Activity	1.13	Print and segregate Field Appraisal and Assessment Sheet, Original Copy of TD, Treasurer's Copy of TD, Owner's Copy of TD, Notice of Assessment and indicate assigned number to attached documents.	None	1 hour	<i>Administrative Aide VI, Assessment Records Management Division</i>
2.0 Present Acknowledgement Receipt, signify receipt of document in the Acknowledgement Releasing of Tax Declaration Form and receive owner's copy of Tax Declaration and Notice of Assessment	2.0	Verify, retrieve hard copy and release owner's copy of Tax Declaration and Notice of Assessment	None	30 minutes	<i>Administrative Aide VI, Assessment Records Management Division</i>
	TOTAL		None	8 days 2 hours and 30 minutes	

