

10. Request for Certified Photocopy of Approved Subdivision Plan /Technical Descriptions

A subdivision is a parcel of land divided from a larger area into individual lots for various purposes. Approval of a subdivision plan requires compliance with applicable national laws and local ordinances. The office provides a plain photocopy of the Approved Subdivision Plan from its records upon request. Fees for this service are based on Ordinance No. 08, Series of 2010.

Office or Division:	Office of the City Assessor- Tax Mapping Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	Client			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type: no. of copies 1. Letter request stating specific/detailed purpose 2. Authorization from the property owner <i>(in case of representative)</i> (1 – original copy) 3. Request Action Slip (RAS) 4. Official Receipt		Source Office: Notary Public Office of the City Assessor Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit letter request for request subdivision plan	1.1 Receives the letter request. 1.2 Forward the letter request to the City Assessor for approval.	None	3 minutes	<i>Administrative Aide IV, Admin Unit</i>
No activity	1.3 Approve letter request	None	5 minutes	<i>City Assessor</i>
No activity	1.4 forward the approved letter request to Tax mapping division 1.5 Inform client to fill out request action slip.		3 minutes	<i>Administrative Aide IV, Admin Unit</i>
2.Fill-out Request Action Slip (RAS),	2.1 Assist client in filling-out request action slip and indicate fee	None	5 minutes	<i>Administrative Aide IV, Admin Unit</i>
3.Present RAS and payment of fees	3.1 Receives RAS and payment then issue Official Receipt	P300.00+ 30.00 Doc.	5 minutes (Collector is at City	<i>Revenue Collection Clerk II, City</i>

		Stamp/ plan	Assessor's Office)	<i>Treasurer's Office</i>
4.Present the RAS and Official Receipt to the Tax mapping division.	4.1 Receives the RAS and reproduce the approved subdivision plan requested by photocopy 4.2 forward the prepared subdivision plan to admin unit for release	None	1 hour	<i>Administrative Aide IV, Administrative VI, Tax Mapping Aide Tax Mapping Division</i>
No activity	4.3 receive and release the prepared subdivision plan.	None	2 minutes	<i>Administrative Aide IV, Admin Unit</i>
5.Receive documents	5.1 Initiates receive signatory and releases photocopy of approved subdivision plan		2 minutes	<i>Administrative Aide IV, Admin Unit</i>
	TOTAL	P330.00/ plan	1 hour and 25 minutes	
END OF TRANSACTION				