

18. Issuance of Subdivision Certification (SC) (External Service)

This service involves the issuance of Certification for Transfer of Title of Lots in Subdivision Projects not approved by the Sangguniang Panlungsod, in compliance with Ordinance No. 27, Series of 2018, before the issuance of individual titles of sub-lots by the Registrar of Deeds.

Office or Division:	City Planning & Development Office – Land Use and Zoning Administration Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Property Owners			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Copy of Title		1. Owners or Registry of Deeds		
2. Original Copy of Sketch Plan with Vicinity Map with a radius of 100 meters and specifying road width/s of RROW/s duly signed and sealed by Geodetic Engineer		2. Owner or Licensed Geodetic Engineer		
3. Photocopy of Approved Subdivision Plan and adjoining subdivisions to ensure connectivity of roads towards City / National road		3. Owner or Licensed Geodetic Engineer		
4. In case the subdivision is an interior lot, provide authority from the adjacent subdivision owner/s to allow use of road as their access to public road or documentation for RROW		4. Notary Public with Adjacent lot/subdivision Owners		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Check completeness of documents submitted and prepare and print Order of Payment and Tracking Slip	None	10 Minutes	<i>Planning Assistant</i> City Planning & Development Office
2. Receive Order of Payment	2. Issue Order of Payment and Tracking Slip	None	5 Minutes	<i>Planning Assistant</i> City Planning & Development Office
3. Pay fees at the City Treasurer's Office	3. Receive payment and print OR	Certificati on Fee PHP 200.00 DST PHP 30.00 and (If) Penalty 1st Off – PHP		<i>City Treasurer's</i> <i>Office</i>

		3,000.00 2nd –PHP 4,000.00 3rd –PHP 5,000.00		
4. Present Proof of Payment	4. Receive Proof of Payment	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	4.1 Assign evaluator and preparer	None	5 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
	4.2 Evaluate, prepare, encode and print Certification	None	60 Minutes	<i>Zoning Officer II/ Zoning Officer III City Planning & Development Office</i>
	4.3 Review, sign certification and recommends to DH	None	10 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
	4.4 Approve and sign Certification	None	10 Minutes	<i>Department Head or Assistant Department Head City Planning & Development Office</i>
5. Receive Certification	5. Release to client	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	TOTAL:	PHP 230.00	1 Hour, 50 Minutes	

Issuance of Subdivision Certification (SC) is covered under Ordinance No. 27, Series of 2018, and Zoning Ordinance No. 16, Series of 2019.

**Please note that the processing time is intended for serving one client at a time. The time shall be extended when there are two or more clients.*

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