



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES



15. REQUEST FOR SUBDIVISION/CONSOLIDATION OF PROPERTY UNDER CARP/OLT/CLOA

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 2. Approved subdivision plan (2 copies) 3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies) 4. Authenticated copy of the title – 2 copies 5. Tax Declaration of the mother lot 6. Current land tax receipt 7. Assessor's fee 8. Verification fee		1. Municipal Assessor's Office 2. From the owner 3. From the owner 4. Registry of Deeds Tagbilaran City 5. From the owner 6. Municipal Treasurer's Office 7. Municipal Treasurer's Office 8. Provincial Treasurer's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the subdivisions/ consolidation of lots	Informs the client about the requirements needed		4 min.	Assessor's Staff
2 Present all the requirements needed	Examines & verifies all the required documents. Informs the client about the lacking documents		10 min.	Assessor's Staff
3 Pay the verification fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the request	30.00	5 min.	Assessor's Staff
4 Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for subdivision/ consolidation then initials the tax declaration		20 min.	Assessor's Staff
5 Wait	Signs the jurat portion		1 min.	Municipal



	and			Assessor
	recommendation for approval			
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office Provincial Assessor
		TOTAL	125.00	40 minutes

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared