



## 6. Subdivision/ Consolidation of Lands

The Municipal Assessor Office has been mandated to Subdivide and Consolidate lands based on approve subdivision plan submitted by the clients/owners.

<b>Office or Division</b>	Office of the Municipal Assessor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Subdivision Plan (for subdivision ) (2 photocopies) Approved Consolidation Plan		Owner/ Surveying Office		
Land Title (2 photocopies)		Owner/ Register of Deeds		
Tax Clearance (1 original copy & 1 photocopy)		Office of the Municipal Treasurer		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the required documents at the staff in charge	1. Receive and verify correctness of the documents if found correct then authenticate	None	5 Minutes	Local Assessment Operations Officer I Draftsman III Assessment Clerk II Office of the Municipal Assessor
	1.1 Issue Order of Payment for Transfer and corresponding penalties	None	2 Minutes	



2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and return to the Office of the Municipal Assessor	2. Issuance of Official Receipt	Please refer to computation guide		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.2 Assign Property Index Number to each FAAS	None	3 Minutes	<i>Draftsman III</i> Office of the Municipal Assessor
	2.3 Appraisal and Assessment of Land, Building & Machinery using FAAS	None	15 Minutes	<i>Local Assessment Operations Officer I</i> <i>Draftsman III</i> <i>Assessment Clerk II</i> Office of the Municipal Assessor
	2.4 Assign Tax declaration numbers to each FAAS	None	3 Minutes	<i>Tax Mapping Aide</i> Office of the Municipal Assessor
	2.5 Encode and print of FAAS and owners copy of Tax Declaration	None	5 Minutes	<i>Local Assessment Operations Officer I</i> <i>Assessment Clerk II</i> <i>Administrative Assistant III</i> <i>Administrative Aide VI</i> Office of the Municipal Assessor
	2.6 Review each FAAS and recommend for its approval to the Provincial Assessor	None	2 Minutes	<i>Municipal Assessor</i> Office of the Municipal Assessor



3. Receive the documents to be submitted at the Provincial Assessors Office for the approval of the Provincial Assessors (party waiting)	3. Record and release documents to the clients to be submitted at the Provincial Assessor (for party waiting)	None	2 Minutes	<i>Local Assessment Operations Officer I Draftsman III Assessment Clerk II Office of the Municipal Assessor</i>
	<b>TOTAL:</b>	<b>Please refer to computation guide</b>	<b>*37 Minutes</b>	

\*Processing time at the MASSO only excluding submission to PASSO

- Note: 1. Processing of 1 to 5 FAAS will take 2 days before pick up  
 2. Processing of 5 to 10 FAAS will take 4 days before pick up  
 3. Processing of more than 10 FAAS will take 5 days before pick up.

### Computation Guide

Transfer fee P 25.00 Standard Fine P 300.00
Additional Fine: For Agricultural Land - 1/4 of 1% of the Current assess value not less than Php. 200.00, but not to exceed Php. 5,000.00
Additional Fine for Residential, Commercial & industrial - 1/2 of 1% of the Current assess value not less than Php. 200.00, but not to exceed Php. 5,000.00