

NATIONAL HOUSING AUTHORITY

PERMIT TO RE-SUBDIVIDE: RESIDENTIAL LOTS

CLIENTS: Awardees/Prospective Awardees of Residential Units

REQUIREMENTS:

1. Accomplished Request form signed by awardee/co-awardees
2. Proposed Subdivision Plan (BL Form signed by the awardees/prospective awardees, Geodetic Engineer) –
3. Sketch plan indicating respective lot assignment signed/conformed to by co-awardees

FEES: Permit to Re-subdivide Fee : Php 200.00

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 A.M. to 5:00 P.M.

Step	Client	Agency Activity/Action	Person/Office Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1	Submits letter-request with complete documentary requirements to Project Office (PO)	1. Checks completeness of documents (identify/enumerate documents) and validates award against Lot Inventory System (LIS) data	EM Staff	Project Office	Half day	Day 1
		2. Forwards validated documents to the Technical Unit – PO	EM Staff Head, EM Unit	Project Office		
		3. Reviews proposed subdivision plan and affixes initials in the conforme portion and forwards to EM unit				

Step	Client	Agency Activity/Action	Person/Office Responsible	Location of Office	Transaction Period		
					Duration of Activity	Day	
		<p>4. Reviews proposed subdivision plan and affixes initials in the conforme portion and forwards to EM unit</p> <p>5. Prepares the following:</p> <ul style="list-style-type: none"> • permit to re-subdivide • notice of approval • order of payment <p>and forwards to the PM together with subdivision plan</p> <p>4. Approves Permit to Re-Subdivide and signs the conforme portion of the proposed Subdivision Plan</p> <p>5. Notifies client in writing of approval and payment of fees</p>	<p>Technical Staff, Head Technical Unit</p> <p>EM Staff</p> <p>Project Manager</p> <p>EM Staff</p>	<p>Project Office</p> <p>Project Office</p> <p>Project Office</p> <p>Project Office</p>	<p>Half day</p> <p>10 minutes</p> <p>10 minutes</p>	<p>Day 2</p>	
2	<p>Receives Order of Payment, pays Permit to Re-subdivide Fee, and receives the proposed subdivision plan</p>	<p>1. Prepares/signs and issues Order of Payment</p> <p>2. Issues Official Receipt</p> <p>3. Issues Notice of Approval and returns the proposed subdivision plan to the awardee/s</p>	<p>EM Staff, Head EM Unit</p> <p>Cashier</p> <p>EM Staff</p>	<p>Project Office</p> <p>Project Office</p> <p>Project Office</p>	<p>5 minutes</p> <p>5 minutes</p> <p>2 minutes</p>		<p>Day 3</p>

