



ESTATE MANAGEMENT DEPARTMENT

External Services

2. PERMIT TO RE-SUBDIVIDE: RESIDENTIAL LOTS						
For a residential lot to be awarded to two (2) or more co-applicants/awardees or in cases where there are discrepancies in the subdivision survey/overlapping of lot boundaries						
Office or Division:		District Offices				
Classification:		Simple				
Type of Transaction:		G2C- Government-to-Citizen				
Who may avail:		Awardees/ Prospective Awardees of Residential Units				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Accomplished Request form (signed by awardee/co-awardees) - 1 original		Secure Form from District Office				
2. Proposed Subdivision Plan (BL Form signed by the co-awardees/prospective awardees) - 1 original		Private Geodetic Engineer hired by the co-awardees				
3. Sketch plan indicating respective lot assignment (signed/conformed to by co-awardees) - 1 original		Co-awardees				
4. Notarized Special Power of Attorney- If Client is Represented by Attorney-in-Fact, original copy and copy of a government-issued ID with picture and signature		Private Lawyer, Awardees/Co-awardees				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1.	Submits letter-request with complete documentary requirements to District Office (DO)	1.1	Checks completeness of documents against the Checklist of Requirements and validates award in the Lot Inventory System (LIS) data	None	2 hours	EM Staff (EMS/ES), DO
		1.2	Forwards validated documents to the Technical Unit-DO for ground verification.	None	1 day	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		1.3 Reviews proposed subdivision plan and affixes initials in the conforme portion and forwards to EM unit.	None	2 hours	Technical Staff, Head Technical Unit, DO
		1.4 Prepares the following: *Permit to Resubdivide/Authority to Resubdivide *Notice of Approval *Order of Payment Forwards to the DM the above documents together with the proposed subdivision plan initialed by the EM Staff Head in the conforme portion.	None None None None	1 hour	EM Staff (EMA/EMS/ES), DO
		1.5 Approves Permit to Resubdivide and signs the conforme portion of the proposed Subdivision Plan.	None	15 minutes	District Manager
		1.6 Notifies client on the approval through the Notice of Approval and payment of fees or through text message/ phone call / email in extra ordinary situation.	None	15 minutes	EM Staff,(EMA/EMS), DO



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2.	Receives Order of Payment and pays Permit to Resubdivide Fee and receives the proposed subdivision plan	2.1 Issues Order of Payment	None	15 minutes	EM Staff (EMA/EMS), DO
		2.2 Issues Official Receipt	Permit to Resubdivide Fee:Php	15 minutes	Cashier
		2.3 Issues Notice of Approval and returns the signed proposed subdivision plan by District Manager to the awardee/s	None	15 minutes	EM Staff (EMA/EMS), DO
TOTAL			Php200.00	1 day, 6 hours & 15 mins	