

**Frontline Service #4:
DECLARATION OF SUBDIVISION/CONSOLIDATION OF LAND**

About the Service

The Municipal Assessor's Office prepares assessment roll of all real property, whether taxable or exempt, located within the municipality. Every property owner must declare his/her property subdivided or consolidated with other lots for the updating of assessment roll.

Requirement

1. Photocopy of title
2. Tax receipt/Clearance for the current year
3. letter requesting for the subdivision or consolidation thereof
4. Photocopy of approved subdivision or consolidation plan
5. Photocopy of latest tax declaration

Fee

None

Availability of the Service

Day	Time
Monday – Friday (except holidays)	8:00 am – 12:00 nn 1:00 pm – 5:00 pm

How to Avail of the Service

Steps	Duration (under normal circumstances)	Employee-In-Charge (EIC)
1. Receive requirements	1 minute	Edna G. Acosta (Assessment Clerk III)
2. Review and evaluate requirements	2 minutes	Sylvia DG. Magno (Municipal Assessor)
3. Prepare appraisal and assessment sheet	5 minutes	Sylvia DG. Magno (Municipal Assessor)
4. Encode Tax Declaration and record data in the logbook	3 minutes	Edna G. Acosta (Assessment Clerk III)
5. Review and affix initials	1 minute	Sylvia DG. Magno (Municipal Assessor)
6. Advise the client to come back after 6 days for the release of the approved owner's copy of the document	1 minute	Sylvia DG. Magno (Municipal Assessor)
7. Submit Tax Declaration to Provincial Assessor	1 day	Sylvia DG. Magno (Municipal Assessor)

	for approval and receive the owner's copy		
8.	Release approved owner's copy	5 minutes	Sylvia DG. Magno (Municipal Assessor)/ Edna G. Acosta (Assessment Clerk III)

Flowchart

