

Issuance of Certificate of Titling

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Owners or representatives of proposed land for titling

What are the requirements:

1. Blueprint or photocopy of Approved Plan of Lot applied for titling
2. Updated Tax Declaration
3. Tax Payment
4. Deed of Sale/Donation
5. Letter of Consent of the lot owner, if the applicant is not the lot owner
6. Certificate from Regional Trial Court
7. Request of Titling from DENR

Note: No. 2 to No. 7 requirements may be presented in photocopy

Total Processing Time:

- One (1) hour and 25 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Present requirements to the assigned personnel	Check and review the completeness of requirements submitted <i>Note: Application with incomplete requirements will not be accepted</i>	20 minutes		Maris De Lara Rodalyn Tunzon Rudolph Jacob
2	Secure Order of Payment, proceed to MTO and pay the necessary fees	Evaluate and assess fees	30 minutes	P75.00	Engr. Susan America
3	Go back to MPDO and present the original Official Receipt Receive the Certificate	Issue Order of Payment and advise the client to proceed to MTO Encode and issue Certificate of Titling	5 minutes 30 minutes		Engr. Susan America Maris de Lara Rodalyn Tunzon Rudolph Jacob