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**RULES AND PROCEDURES IN THE VERIFICATION OF
SUBDIVISION PLANS**

For the proper implementation of the provisions of Section 50 of PD 1529, otherwise known as the Property Registration Decree, the verification and approval of subdivision plans, including consolidation and consolidation-subdivision plans by the Land Registration Authority, the following rules and procedures are hereby prescribed for the guidance of all concerned:

1. All consolidation and subdivision plans required by law to be approved by the Administrator of Land Registration Authority shall be filed to, and receipted for, by the Authority and numbered consecutively, indexed, and arranged for appropriate action in order of priority. Provided, however, that no action in relation thereto shall be taken until the fees due thereon shall have been paid within two (2) days after the filing of the plan. The date of payment, not the date of filing, shall govern the order of priority. Provided, further, that if said fees are not paid within two (2) days, the plan shall be considered not filed at all and shall be withdrawn. The corresponding assigned subdivision plan number shall be deemed cancelled without prejudice for re-filing of the plan.
2. All subdivision plans shall be assigned to the examiners on the next working day from receipt of the same.
3. Each examiner shall keep and maintain a record book in which he shall enter the subdivision plan number, date he received the plan and the date he finished examining the same. The examiner shall indicate that he received the plan assigned to him for verification and/or examination by signing on the corresponding page of the record book of the employee from whom he received the plan.
4. For purposes of ascertaining whether the subject lot of the subdivision survey/plan does not encroach on or overlap with other decreed or titled properties, the same shall be forwarded to the Land Projection Section for plotting on the Municipal Index Sheet except in the following cases:
 - a. When the subject lot of the subdivision survey/plan is already plotted on the Municipal Index Sheet in accordance with the present Standard Office Procedure, and the plan carries a certification by the Chief, Land Projection Section that "It does not overlap."
 - b. When the cadastral lot subject of the subdivision plan adjoins decreed properties. It the status of the adjoining lots