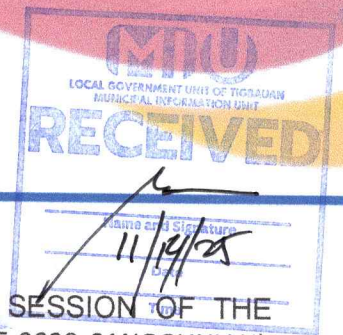




REPUBLIC OF THE PHILIPPINES
REGION VI-WESTERN VISAYAS
PROVINCE OF ILOILO
MUNICIPALITY OF TIGBAUAN



EXCERPT FROM THE MINUTES OF THE CY 2025 – 45th REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN (18th REGULAR SESSION OF THE 2025-2028 SANGGUNIAN), TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON NOVEMBER 03, 2025 AT 9:10 IN THE MORNING

PRESENT:

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding Officer
HON. PINKY A. JARINA	-	SB Member
HON. GENE ROSE C. CANAYA	-	SB Member
HON. ADRIAN S. CAMPOSAGRADO	-	SB Member
HON. JOEL L. SAYSON	-	SB Member
HON. MARLON R. TERUÑEZ	-	SB Member
HON. NORA ROSE T. TUBIANO	-	SB Member
HON. REYNALDO E. TUMABOTABO	-	SB Member
HON. NORBERTO T. TURALBA	-	SB Member
HON. LORNA T. DOMINGO	-	Liga President
HON. FLORENCE JOY V. CABALONGA	-	SKMF President



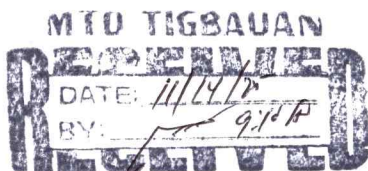
ABSENT: NONE

Municipal Ordinance No. 2025- 011

AN ORDINANCE PROVIDING FOR THE GUIDELINES AND REQUIREMENTS ON THE APPROVAL OF APPLICATION FOR SUBDIVISION OF LOTS IN THE MUNICIPALITY OF TIGBAUAN, IMPOSING FEES THEREOF, AND FOR OTHER PURPOSES

Introduced & Moved by:

Sponsored by:



Seconded by:

HON. ADRIAN S. CAMPOSAGRADO

Committee on Environmental Protection, Disaster Resilience, Housing, Land Utilization, Zonification, Assessment & Expropriation

Chairman: Hon. Adrian S. Camposagrado

Vice Chairman: Hon. Gene Rose C. Canaya

Members: Hon. Norberto T. Turalba, Hon. Marlon R. Teruñez and Hon. Florence Joy V. Cabalonga

Hon. Pinky A. Jarina, Hon. Gene Rose C. Canaya, Hon. Joel L. Sayson, Hon. Marlon R. Teruñez, Hon. Nora Rose T. Tubiano, Hon. Reynaldo E. Tumabotabo, Hon. Norberto T. Turalba, Hon. Lorna T. Domingo and Hon. Florence Joy V. Cabalonga;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN THAT:

WHEREAS, Section 447 (a) of the Local Government Code entitled: "Powers, Duties, Functions and Compensation," states that the Sangguniang Bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of the Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code;

WHEREAS, Section 447 (a) (2) states that the Sangguniang Bayan shall generate and maximize the use of resources and revenues for the development plans, program objectives and priorities of the municipality as provided for under Section 18 of the LGC with particular attention to agro-industrial development and countryside growth and progress;

WHEREAS, relative thereto, Section 447 (a) (2) (x) further provides that, subject to national law, the Sangguniang Bayan shall process and approve subdivision plans for residential, commercial, or industrial purposes and other development purposes, and collect processing fees and other charges, provided that the proceeds of which shall accrue entirely to the municipality;

WHEREAS, in consideration of the above stated policy, said approval shall not be withheld for more than thirty (30) days from receipt of the application where approval by a national agency or office is required, that failure to act on the application within the period stated shall be deemed as approval thereof;

WHEREAS, Batas Pambansa Blg. 220, Presidential Decree 1216, and other related pertinent laws provide guidelines and requirements on the approval of subdivision plans for residential, industrial, commercial, and other developments to ensure regulation of land uses in the municipality;

NOW, THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF TIGBAUAN, PROVINCE OF ILOILO, IN SESSION DULY ASSEMBLED, THAT:

SECTION 1. TITLE – This ordinance shall be entitled:

“An Ordinance Providing for the Guidelines and Requirements on the Approval of Application for Subdivision of Lots in the Municipality of Tigbauan, Province of Iloilo, Imposing Fees Thereof, and for other Purposes” and shall also be called the “Lot Subdivision Ordinance of Tigbauan.”

SECTION 2. SCOPE – This ordinance covers all kinds of subdivision of land or lots within the jurisdiction of the Municipality of Tigbauan.

SECTION 3. DEFINITION OF TERMS – When used in this ordinance, the following terms shall mean:

- a. Lot - a parcel of land.
- b. Application - the act applying, a petition, request.
- c. Application papers - include the duly accomplished application form together with the pertinent supporting documents.
- d. Application letter - letter of application for the approval of subdivision of lot.
- e. Subdivision of lot - the act or process of dividing a single parcel of land into two or more smaller lots.
- f. Simple Subdivision - a subdivision project less than one hectare in area, covered by simple division plan where no street or passageway is delineated on the plan.
- g. Complex subdivision - a subdivision project wherein a street or passageway, or open space is delineated on the subdivision plan.
- h. Zoning Certificate - a certification issued by the Zoning Officer as to the conformity and consistency of the land affected with the Comprehensive Land Use Plan.
- i. Local Zoning Board for Subdivision Approval - a special body created responsible for qualification of the subdivision applied for.
- j. Local Zoning Board for Appeals - a special body created responsible to handle appeals for Variances and Exceptions.

SECTION 4. APPLICATION –

(a) All applications for approval of lot subdivision shall be filed with the Secretary to the Sangguniang Bayan and shall consist of the following:

- 1. A duly accomplished form provided by the Sangguniang Bayan;
- 2. Zoning Certificate issued by the Zoning Officer;

3. A certified true copy of the original or transfer certificate of title of the lot being subdivided;
4. Tax Clearance Certificate from the Municipal Treasurer on the lot being subdivided;
5. A certified true copy/blueprint of the subdivision plan duly signed by a licensed Geodetic Engineer;
6. Clearance from the Municipal Engineer that the lot being subdivided is not covered by any existing or proposed government infrastructure project as of the date of the application;
7. Deed of Sale or Deed of Donation, or Deed of Adjudication for surviving heirs;
8. Subdivision Agreement signed by all parties;
9. Real Property Tax Receipt;
10. Certified copies of other pertinent documents (deed of sale or donation etc.);
11. Receipt of Payment of Processing Fee from the Office of the Municipal Treasurer;
12. Barangay Certification that the lot intended to be subdivided is not disputed;

(b) The Secretary to the Sangguniang Bayan shall receive the application papers who shall then include the application in the Calendar of Business of the Regular Session of the Sangguniang Bayan;

(c) The Sangguniang Bayan, through the Presiding Officer, shall transmit these to the Chairman of the Committee on Land Utilization, Zonification, and Assessment during the SB session;

(d) The Chairman of the Committee on Land Utilization, Zonification, and Assessment shall call for a Committee Meeting involving the Local Zoning Board for Subdivision Approval and all other relevant offices and personnel to assess an application;

(e) The Committee on Land Utilization, Zonification, and Assessment shall then provide for a Committee Report recommending for either the approval or denial of the application.

SECTION 5. APPROVAL – The Sangguniang Bayan shall approve or deny such application depending upon the recommendation of the Committee on Land Utilization, Zonification, and Assessment to which the application for subdivision was referred to.

SECTION 6. THE LOCAL ZONING BOARD FOR SUBDIVISION APPROVAL – The Zoning Board shall be responsible for the inspection/validation of the application and requirements, and the subdivision plan applied for approval and recommend the same to the Sangguniang Bayan for appropriate legislative action.

It shall be composed of the following:

1. Zoning Officer
2. SB Committee on Land Utilization, Zonification, and Assessment
3. Representative from the Office of the Municipal Mayor
4. Representative from the Municipal Planning and Development Office
5. Representative from the Municipal Engineering Office
6. Representative from the Municipal Assessor's Office
7. Representative from the Municipal Treasurer's Office
8. Representative from the Municipal Environment and Natural Resources Office

SECTION 7. PROCESSING FEES – Processing Fees shall be collected by the Office of the Municipal Treasurer from any individual or entity applying for lot subdivision within the jurisdiction of the Municipality of Tigbauan, as provided by a valid, legal, and applicable Revenue Code of the Municipality of Tigbauan.

SECTION 8. DURATION – Where approval by a national agency or office is required, approval or any decision made upon an application shall not be withheld for more than thirty (30) days from receipt of the application. Failure to act on the application within the period stated shall be deemed as approval thereof.

SECTION 9. REPEALING CLAUSE – Any ordinance, rule or regulation, or executive order which may be inconsistent herewith is hereby amended or repealed accordingly.

SECTION 10. SEPARABILITY CLAUSE – If for any reason, any part of provision of this Ordinance shall be held or declared to be invalid, other parts or provisions hereof which are not affected thereby shall continue to be in effect.

SECTION 11. EFFECTIVITY – This Ordinance shall take effect on the day following its approval and publication, upon compliance with the requirements of the Local Government Code.

APPROVED.

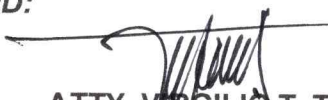
CERTIFIED CORRECT:


MARLENE TAYO-NAVA
SB Secretary

ATTESTED:


LUGEN T. ORTILANO
Vice Mayor & Presiding Officer

APPROVED:


ATTY. VIRGILIO T. TERUEL
Municipal Mayor
17 NOV 2025
(Date signed)

OFFICE OF THE SANGGUNIANG BAYAN

2/F Tigbauan Municipal Hall, Tejero St., Tigbauan, Iloilo 5021 Philippines

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 (033) 511-8532 | +63 977 814 4043
 Sangguniang Bayan Tigbauan

HON. LUGEN T. ORTILANO, *Municipal Vice Mayor*

SANGGUNIANG BAYAN MEMBERS

HON. PINKY ATADERO-JARINA, <i>MD Pediatrician</i>	HON. MARLON R. TERUÑEZ, <i>PhD</i>
HON. GENE ROSE C. CANAYA, <i>Lawyer</i>	HON. NORA ROSE TAMONAN-TUBIANO
HON. ADRIAN S. CAMPOSAGRADO	HON. REYNALDO E. TUMABOTABO
HON. JOEL L. SAYSON	HON. NORBERTO T. TURALBA

HON. LORNA T. DOMINGO, *LnB President*

HON FLORENCE JOY V. CABALONGA, *SKMF President*

