


CITIZEN'S CHARTER PROCESS NO. 1

Name of Agency : DENR (CENRO TO PENRO)
 Frontline Service : Application for Free Patent
 Schedule of Availability of Service : 8:00 - 5:00 Monday to Friday
 How to Avail of the Service :

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT OF FEES (G)
		CENRO LEVEL				
1	Go to CENR Office to verify status of the lot being applied for free patent	Verifies status of land whether titled or not and/or claimed by others	Officer of the Day/ Land Investigator/ Depu- Public Land Inspector/ Records Officer	4 Hours	Any document showing identity of land (e.g. lot number, survey card, tax declaration, Deed of Sale, etc.	
		Determines Land Classification status	Chief FMS			
		Provides to the applicant/s the following: 1. Checklist of Requirements 2. Free Patent Application Form and other prescribed forms 3. Advice on the procedures	Land Investigators/DPLI			
2	Files application with complete supporting documents	Receives application, recording, indexing and assignment of control number	Records Officer, Land Investigator/DPLI	4 Hours	Duly accomplished Free Patent Application and prescribed forms Proof of Claims/Ownership of Land - Deed of Sale - Transfer of Rights	
		Computes Fees and prepares Order of Payment	Land Investigator/DPLI			
3	Pays corresponding fee	Receives payment and issues Official Receipt	Bill Collector	10 Minutes		Application Fee-P60.00 Documentary Stamp at P5.00 per document Cadastral Cost - depending on the size of the area and number of corners, etc.
		Posts Notice, Accomplishes Joint Affidavit and conducts of investigation	Land Investigator/DPLI	15 Days (as required by Commonwealth Act 141 (Public Land Act))		

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(A)	(B)	(C)	(D)	(E)	(F)	(G)
		Patent preparation and processing		4 Days		
		↓ Prepares B.L. Form V-37 and Investigation Report	Land Investigator			
		↓ Prepares A and D Certification	Chief, FMS			
		↓ Prepares Order of Approval of Application and Issuance of Patent	Clerk			
		↓ Types Judicial Forms and Technical Descriptions	Clerk			
		↓ Checks Technical Description	Geodetic Engineer			
		↓ Examines Carpeta/Folder of the FPA	Land Examiner/LMO			
		↓ Reviews FPA (Preliminary)	Chief, LMS			
		↓ Signs and transmits carpeta to PENRO	CENRO			
						
		PENRO LEVEL (5 Hectares and below)				
		↓ Receives the Free Patent documents	Receiving Clerk	2 Days		
		↓ Reviews Free Patents documents (Final)	Chief, LMS			
		↓ Assigns control number, records and prepares Transmittal Letter to the Register of Deeds	Receiving Clerk/Records Officer			
		↓ Signs Order of Approval, Free Patent and Transmittal Letter	PENRO			
		↓ Transmits documents to Register of Deeds	Records Officer			
		Notes: 1. For lots that are more than 5 hectares but not exceeding 10 hectares approval is made by the REGIONAL EXECUTIVE DIRECTOR				
		2. For lots that are more than 10 hectares approval is by the DENR SECRETARY				