



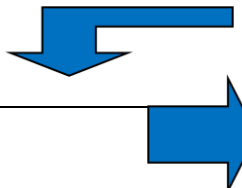
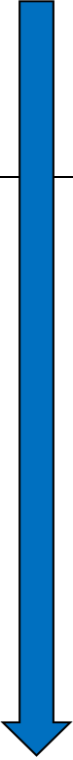


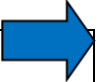
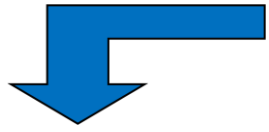
CITIZEN'S CHARTER PROCESS NO. 9







Name of Agency : DENR Community Environment and Natural Resources (CENRO) to Provincial Environment and Natural Resources (PENRO)
 Frontline Service : Application for Free Patent (RESIDENTIAL)
 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)
1	Inquire status of the lot being applied for free patent 	<p>CENRO LEVEL</p> <p>Verify status of land whether titled or not and/or claimed by others </p> <p>Determine Land Classification status and prepare A and D Certification </p> <p>Sign and approve Certification of Status of Land </p> <p>Provide to the applicant/s the following: 1. Checklist of Requirements 2. Free Patent Application Form and other prescribed forms 3. Advice on the procedures</p>	<p>Officer of the Day/ Records Officer</p> <p>Chief FMS</p> <p>CENRO</p> <p>Land Investigators/ DPLI Land Management Officer</p>	4 hours	<p>Any document showing identity of land (e.g. lot number, survey card, tax declaration, Deed of Sale, etc.)</p>	



2	File application with complete supporting documents	Receive application, record, index and assign control number	Records Officer, Land Investigator/ DPLI		Duly accomplished Free Patent Application and prescribed forms, with the following attached documents: 1. Proof of Claims/Ownership of Land 2. Copy of approved plan showing the parcel of land applied for 3. Copy of technical description	
				30 minutes	4. Affidavit of two (2) disinterested persons residing in the barangay of the city or municipality where the land is located attesting that the applicant thereof has either by himself or through his predecessors-in interest, actually resided on and continuously possessed and occupied under a bonafide claim of acquisition of ownership, the subject land for at least ten (10) years 5. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for 6. Certification from LGU that the area applied for is zoned as Residential 7. Certification from CENRO that the land is A and D 8. Affidavit stating that the land is the only land applied for by the applicant.	
			Compute Fees and prepare Order of Payment		Land Investigator/ DPLI	15 minutes
3	Pay corresponding fee and documentary stamp	Receive payment and issue Official Receipt	Bill Collector	10 Minutes		<ul style="list-style-type: none"> • Application Fee (P50.00) • Documentary Stamp (P15.00 per document)



					•Cadastral Cost (depending on the size of the area and number of corners, etc.)
		Conduct investigation on the land being applied for and submit investigation report with geo-tagged photos 	Land Investigator/DPLI	3 days	
		Preparation of Notices and letter to the barangay, municipality or city, applicant 	Land Management Officer	1 day	
		Sign notices and letters 	CENRO	5 minutes	
		Post Notices 	Land Investigator/DPLI	15 Days (as required by Commonwealth Act 141: Public Land Act)	
		Prepare and process patent: • Prepare B.L. Form 700-2A 	Land Investigator/ Chief, FMS Clerk	4 Days	
		• Prepare Order of Approval of Application 	Staff, LMS		
		• Type Judicial Forms and Technical Descriptions	Clerk		

↓				
• Verify and certify the correctness of the Technical Description	Geodetic Engineer			
↓				
• Examine Carpeta/Folder of the FPA	Land Examiner/LMO			
↓				
• Review FPA (Preliminary)	Chief, LMS			
↓				
• Sign and transmit carpeta to PENRO	CENRO			
↓				
PENRO LEVEL • Receive the Free Patent documents	Receiving Clerk			
↓		1 Day		
• Review Free Patents documents (Final)	Chief, LMS			
↓				
• Assign control number, record	Receiving Clerk/Records Officer	5 minutes		
↓				
• Sign Order of Approval, Free Patent	PENRO			
↓				
• Prepare Transmittal Letter	PENRO Staff			
↓		30 minutes		
• Sign Transmittal Letter	PENRO			
↓				



• Transmit documents to Register of Deeds

Records Officer

2 hours
*(depends on
location of
ROD)*

4

Secure copy of Title at the Registry of Deeds concerned

1. Two hundred (200) square meters for highly urbanized cities
2. Five hundred (500) square meters for other cities
3. Seven hundred fifty (750) square meters for 1st class and second class municipalities
4. One thousand square meters (1000) other municipalities

Approving Official of Patent
PENRO