





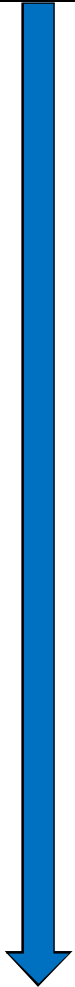

























**CITIZEN'S CHARTER PROCESS NO. 9**

**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><b>CENRO LEVEL</b>                      Verify status of land whether titled or not and/or claimed by others</p> 	Records Officer, Land Records	30 Minutes	1. Any document showing identity of land (e.g. lot number, survey card, tax declaration, Deed of Sale, etc.) 2. Certified True Copy of Approved Survey Plan, Technical Description or Cadastral Map 3. Tax declaration, Proof of payment of taxes 4. Certification from the Barangay that he is a resident in the area.	
		Determine Land Classification Status (whether A and D, or not) 	Geodetic Engineer, Surveys and Mapping Section	2 hours and 30 minutes		
		Sign and approve Certification of Status of Land 	CENRO/ PENRO*	30 minutes		
		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	Land Investigators/ DPLI Land Management Officer	30 minutes		
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 Hour	<ol style="list-style-type: none"> <li>1. Proof of Claims/Ownership of Land</li> <li>2. Certified True Copy of Approved Survey Plan or Cadastral Map</li> <li>3. Copy of technical description</li> <li>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</li> <li>5. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for</li> <li>6. Certification from LGU that the area applied for is zoned as Residential</li> <li>7. Certification from CENRO that the land is A and D</li> <li>8. Affidavit stating that the land is the only land applied for by the applicant.</li> <li>9. Government issued ID of applicant and representative (Postal, Voter's, GSIS, LTO, PhilHealth, Senior Citizen's, SSS, etc.)</li> <li>10. Latest photograph of land and house (preferably geo-tagged)</li> <li>11. Latest photograph of the applicant and representative</li> </ol>	
	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 	Credit Officer	10 Minutes	<ul style="list-style-type: none"> <li>• Application Fee (P50.00)</li> <li>• Documentary Stamp (P15.00 per document)</li> <li>• Cadastral Cost (depending on the size of the area and number of corners, etc.)</li> </ul>
		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/PENRO*	5 minutes	
		Post Notices 	Land Investigator/DPLI	15 Days (as required by Commonwealth Act 141: Public Land Act)	
4	Submit Proof of Posting from the Barangay, Applicant, CENRO 	Prepare and process patent: ~ Prepare B.L. Form 700-2A 	Administrative Aide	30 minutes	
		• Prepare Order of Approval and Issuance of Patent 	Staff, Patents and Deeds	30 minutes	
		• Type Judicial Forms and Technical Descriptions and Prepare Indorsement to PENRO 	Administrative Aide	1 hour and 30 minutes	

		<ul style="list-style-type: none"> <li>• Verify and certify the correctness of the Technical Description</li> </ul> 	Geodetic Engineer	30 minutes		
		<ul style="list-style-type: none"> <li>• Review FPA (Preliminary)</li> </ul> 	Chief, Patent and Deeds	30 minutes		
		<ul style="list-style-type: none"> <li>• Review and Initial Patent and Sign Indorsement to PENRO</li> </ul> 	CENRO	30 minutes		
		<ul style="list-style-type: none"> <li>• Transmit carpeta to PENRO</li> </ul> 	Liaison Officer, Records	2 Days (depends on the location of PENRO)		
		<p><b>PENRO LEVEL</b></p> <ul style="list-style-type: none"> <li>• Receive the Free Patent documents</li> </ul> 	Administrative Aide, PFNRO	5 minutes		
		<ul style="list-style-type: none"> <li>• Review Free Patents documents (Final)</li> </ul> 	Chief, Patent and Deeds	1 Hour		
		<ul style="list-style-type: none"> <li>• Review and Initial Free Patents Documents</li> </ul> 	Chief, Technical Services	30 minutes		
		<ul style="list-style-type: none"> <li>• Sign Order of Approval, Free Patent</li> </ul> 	PENRO	5 minutes		
		<ul style="list-style-type: none"> <li>• Assign Patent Number / Indexing</li> </ul> 	Records Officer	30 minutes		
		<ul style="list-style-type: none"> <li>• Prepare Transmittal Letter</li> </ul> 	PENRO Staff	20 minutes		
		<ul style="list-style-type: none"> <li>• Sign Transmittal Letter</li> </ul> 	PENRO	10 minutes		
		<ul style="list-style-type: none"> <li>• Transmit documents to Register of Deeds</li> </ul> 	Records Officer	2 hours (depends on location of		
5	Secure copy of Title at the Registry of Deeds concerned					

**NOTE:**

1. Approving Official: PENRO
2. Maximum Area Allowed (See IRR of R.A. 10023):
  - 250 sq. m.
  - 500 sq. m.
  - 750 sq. m.
  - 1000 sq. m.
3. Time Frame for the processing and approval of Residential Free Patent is 120 working days.

\*In case no CENRO in the area