









**SECSIME NO. RO-\_\_\_\_\_ . PROCESSING ON ISSUANCE OF FREE PATENT APPLICATION (AREA ABOVE 5 HECTARES TO 10 HECTARES)**





This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

<b>Office or Division:</b>	CENRO PENRO DENR Regional Office	DENR Central Office LMB		
<b>Classification:</b>	Highly Technical – 20 working days			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished customer request form (1 original)		CENRO		
2. Application fee of P50.0		CENRO		
3. Approved plan and technical description of the land applied for		DENR Regional Office (SMD)		
4. Joint Affidavit of two disinterested parties		Requesting Party		
5. Proof of payment of real estate taxes/ tax declaration		Requesting Party		
6. Proof of ownership		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None	1. Receive and record the document	None	45 mins.	<p><b>Receiving Officer</b></p>  <p><b>HELEN GRACE A. GARCISO</b> MATH AIDE I</p>



	1.1 Initial review of document and refer to Action Officer	None	1 hour	<b>Chief, Licenses, Patents &amp; Deeds Division</b>  <b>MA. CLEA A. ARCEÑO</b> DMO V
	1.2 Reviews all mandatory requirements of completeness of documents, for Regional Executive Director's approval of application and issuance of Patent above 5 has. to 10 has.	None	2 days	<b>ACTION OFFICER</b>  <b>DENNIS A. CAYA</b> LMO I
	1.3 Review of documents and counter sign endorsement	None	4 hours	<b>Chief, Licenses, Patents &amp; Deeds Division</b>  <b>MA. CLEA A. ARCEÑO</b> DMO V
	1.4 Record documents and forward to ARD for Technical Services for countersign	None	1 hour	<b>Releasing Officer</b>   <b>NEMFA RELIGIOSA J. CUYOS</b> <b>JELI B. GATIS</b> Admin Aide VI                      Clerk
<b>Processing under LPDD (For Approval) Sub-Total:</b>		<b>None</b>	<b>Highly Technical</b>	<b>2 days and 6 hours and 45 min.</b>



	<p>1.5 From Office of the Regional Executive Director (ORED) LPDD Clerk receive, segregate and photocopy the approved Permit (copy furnished to PENRO/ CENRO and forward to Records Section.</p>	None	1 hour	<p style="text-align: center;"><b>Receiving Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>HELEN GRACE A. GARCISO</b>            MATH AIDE I         </div> <div style="text-align: center;">   <b>DENNIS A. CAYA</b>            LMO I         </div> </div> <p style="text-align: center;"><b>Releasing Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>NEMFA RELIGIOSA J. CUYOS</b>            Admin Aide VI         </div> <div style="text-align: center;">   <b>JELI B. GATIS</b>            Clerk         </div> </div>
<p><b>Approved Permit from ORED to LPDD to Records</b></p> <p><b>Sub-Total:</b></p>				<p><b>1 hour</b></p>
<p><b>TOTAL</b></p>			<p><b>Highly Technical</b></p>	<p><b>2 days and 7 hours and 45 min</b></p>