





**SECSIME NO. RO-\_\_\_\_\_ . ISSUANCE OF SPECIAL LAND USE PERMIT**






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>	DENR 7, LPDD
<b>Classification:</b>	Highly Technical – 20 working days
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
<b>Who may avail:</b>	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Duly accomplished application form	Public Assistance Desk, Receiving Area or Records Unit/Section
2. Application fee of Php 500.00	Requesting Party
3. Proof of financial capability to develop and manage the area applied for	Requesting Party
4. Indicative Management Plan/ Comprehensive Development and Management Plan using the DENR prescribed form	Public Assistance Desk, Receiving Area or Records Unit/Section
5. Certificate of Non-overlap from NCIP	National Commission on Indigenous Peoples (NCIP)
6. Environmental Compliance Certificate (ECC)/ EIA/IEE	DENR-EMB
7. <b>For an association, corporation, cooperative or partnership</b> , certified copy of SEC registration certificate and Articles of Incorporation/partnership, and a resolution of the corporate governing body (Board of Directors, Board of Trustees, etc.) designating the authorized representative of said corporation, association or partnership to apply/sign documents for and in behalf of the company.	SEC








8. <b>For an individual applicant</b> , certified copy of birth certificate or, if applicant is naturalized Filipino citizen, a certified copy of his/her Certificate of Naturalization.		PSA		
9. Endorsement from Local Government Units (LGUs)		LGU		
10. BIR certification on the zonal valuation of the nearest commercial zone of the Barangay/Municipality or Province whichever is higher		BIR		
11. <b>For FLAgT</b> , Tourism Development Plan (TDP) prepared by the Local Government Unit (LGU) and duly approved by the Department of Tourism		LGU, DOT		
12. Bank Certification/Annual Income Tax Return for the past 3-5 years as proof of financial capability		Requesting party		
<b>Additional if from the Government Sector</b>				
13. Official Letter Request (1 original)		Requesting Party		
<b>Additional if Requesting Party is a representative</b>				
14. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None	1. Receive and record the document	None	45 min.	<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         </div> </div>







	<p>1.1 Initial review of document and refer to Action Officer</p>	<p>None</p>	<p>5 min.</p>	<p><b>Chief, Licenses, Patents &amp; Deeds Division</b></p>  <p><b>MA. CLEA A. ARCEÑO</b> DMO V</p>
	<p>1.2 Review and evaluate Application documents</p> <p>Note: <i>If incomplete documents, prepare Memorandum returning the application documents to PENRO concerned attention CENRO for compliance.</i></p>	<p>None</p>	<p>1 day</p>	<p><b>Action Officer</b></p>   <p><b>RAFAEL J. OLODIN</b> <b>JOCELYN B. BALBUENA</b> Chief, Special Land Use Section/ FMS II FMS I</p>
<p>2. Accompany with applicant</p>	<p>1.3 Conduct verification of the applied area and prepare final map.</p>	<p>None</p>	<p>4 days (it depends on the location of applied area)</p>	<p><b>Geographical Information System Section</b></p>   <p><b>SAMUEL B. LAURINO</b> <b>RAFAEL J. OLODIN</b> Chief, GIS Section FMS II DMO III</p>



	1.4 Prepare Memorandum Endorsement and SLU Permit for countersign of Division Chief.	None	2 days	<p style="text-align: center;"><b>Action Officer</b></p> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around;"> <p><b>RAFAEL J. OLODIN</b> Chief, Special Land Use Section/ FMS II</p> <p><b>JOCELYN B. BALBUENA</b> FMSII</p> </div>
	1.5 Final review of documents and counter sign Memorandum Endorsement for ARD for technical Services and Surveys and Mapping (SMD) Division.	None	30 min	<p style="text-align: center;"><b>Chief, Licenses, Patents &amp; Deeds Division</b></p> <div style="text-align: center;">  <p><b>MA. CLEA A. ARCEÑO</b> DMO V</p> </div>
	1.6 Record documents and forward to ARD for Technical Services and SMD for the countersign prior to approval by the Regional Director for Special Land Use Permit	None	1 hour	<p style="text-align: center;"><b>Releasing Officer</b></p> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around;"> <p><b>NEMFA RELIGIOSA J. CUYOS</b> Admin Aide VI</p> <p><b>JELI B. GATIS</b> Clerk</p> </div>
<b>Processing under LPDD (For Approval) Sub-TOTAL:</b>		<b>None</b>	<b>Highly Technical</b>	<b>7 days and 2 hours and 20 min.</b>



<p>3. Receive Approved Application</p>	<p>1.6 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>	<p>None</p>	<p>1 hour</p>	<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>  <b>Sub-TOTAL:</b></p>				<p><b>1 hour</b></p>
<p><b>TOTAL:</b></p>				<p><b>7 days and 3 hours and 20 min</b></p>