






## CITIZEN’S CHARTER NO. R6-L-04. ISSUANCE OF PROCLAMATION/RESERVATION/SPECIAL PATENT



**Presidential Proclamation** – is a presidential act reserving tract of land of the public domain to be utilized by the government for public or quasi-public use or purpose.




**Special Patent** - A patent issued to a *grant ceding and conveying full ownership of Agricultural (A & D) lands pursuant to a special law, act of Congress or a Proclamation*, authorizing the DENR Secretary to issue patent.



<b>Office or Division:</b>	Patents and Deeds Section – Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Public Corporations/Institutions, Private Individuals/Corporations/Entities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter request for issuance of proclamation/reservation/special patent		Applicant
<b>2. COMMENT AND/ OR RECOMMENDATION</b> a. DPWH District/City Engr; b. PPA; c. LGU concerned; d. DOT (for Beach purposes only);		- DPWH District Eng’r. & DPWH Regional Office - Philippine Ports Authority - LGU concerned - Department of Tourism
3. Survey Plan of the land to be reserved duly approved by the Regional Technical Director for Lands concerned and <b>approved plan</b> ;		- CENRO/DENR Region - Surveys and Mapping Division
4. Verified and certified correct <b>technical descriptions</b> ;		- CENRO/DENR Region - Surveys and Mapping Division
5. Certified <b>photographs</b> (or visual documentation) showing panoramic view of the area subject of the proposed proclamation as		-Applicant

well as adjacent vicinities, improvements introduced, landmarks, identifying features, settlements, if any, etc;				
<b>6. Land classification or municipal index map</b> Projecting the area covered by the proposed proclamation and land uses of the area and surrounding vicinities within 2 kilometer radius;				- CENRO
<b>7. Report</b> pursuant to M.C. No. 28 dated January 19, 1993 following the tenets of <b>Completed Staff Work (CSW)</b> , draft memorandum should incorporate the justification, legal basis, coordination with concerned agencies and their comments and potential problem, if any, in the case of watershed reservation, the setting up of Watershed Management Council is a requisite;				- CENRO
8. Narrative <b>Report of investigation</b> with Recommendation officially indorsed to the Secretary by the Regional Executive Director through the Undersecretary for Field Operations.				- CENRO
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
CENRO thru PENRO submits Completed Staff Work (CSW) of proclamation/reservation/special patent application to LPDD	Receives the applications/documents for logging the same in the Division's Tracking System for numbering and monitoring purposes; Transmits documents/communications to the Division Chief for eventual routing	None	10 min.	 <p><b>NARCISA C. TICZON</b> Cartographer I Licenses, Patents and Deeds Division</p>

	Evaluates all incoming documents/communications and routes the same for appropriate action	None	20 min.	 <b>ATTY. ELIZUR G. MILITAR</b> DMO V Chief, Licenses, Patents and Deeds Division
	Receives the applications/documents for logging the same in the Section's Tracking System for numbering and monitoring purposes; Transmits documents/communications to the Section Chief for eventual routing	None	10 min.	 <b>NARCISA C. TICZON</b> Cartographer I LPDD   <b>FOR. SHARCEL N. GALLEGO</b> OIC, Chief, Patents and Deeds Section LPDD
	Reviews and assigns to Personnel concerned the documents/communications	None	20 min.	 <b>FOR. SHARCEL N. GALLEGO</b> OIC, Chief, PDS LPDD

	Reviews, evaluates and conducts data analysis on the documents.		None	5 working days	 <p><b>MELANIE B. CASUELA</b> Draftman PDS, LPDD</p>
	<p><b>If incomplete documents</b></p> <p>Prepares communications/ documents/ applications to be returned with discrepancies indicated to the CENRO thru the PENRO concerned for appropriate action</p>	<p><b>If complete documents</b></p> <p>Prepares proclamation/ reservation/special patent for approval of the Regional Executive Director/ Land Management Bureau/DENR Secretary/President</p>	None	5 working days	 <p><b>MELANIE B. CASUELA</b> Draftman PDS, LPDD</p>

	Reviews and Initials all communications/documents acted by the Personnel Concerned				
	Initials communications to applications/ documents with discrepancies to be returned to PENROs/ CENROs for rectification/compliance	Endorses CSW of proclamation/ reservation/special patent to the Office of the Regional Executive Director for approval.	None	20 min.	 <p><b>FOR. SHARCEL N. GALLEGO</b> OIC, Chief, PDS LPDD</p>
	Reviews and Initials endorsement acted by the Section Chief; Reviews and initials endorsement/reports/documents for signature of ARD for Technical Services or Regional Executive Director		None	30 min.	 <p><b>ATTY. ELIZUR G. MILITAR</b> DMO V Chief, LPDD</p>
	Signs communications to applications/documents with discrepancies to be returned to PENROs/CENROs for rectification/compliance	Reviews and initials communications to applications/documents/ reports for signature of the Regional Executive Director	None	30 min.	 <p><b>FOR. RAUL L. LORILLA</b> ARD for Technical Services</p>

	Signs communications to applications/documents CSW of proclamation/reservation/special patent		None	30 min	 <b>FOR. LIVINO B. DURAN</b> <i>Regional Executive Director</i>
	Releases communications to applications/documents with discrepancies for release/ mailing	Releases signed communications to applications/documents/ reports to Records Section	None	10 min.	 <b>NARCISA C. TICZON</b> <i>Cartographer I LPDD</i>
	Releases all communications for mailing to PENROs/CENROs	Releases all communications for mailing to Office of the DENR Secretary thru the Director, Land Management Bureau	None	10 min.	<b>MARIA ELSIE M. SUMERGIDO</b> <i>OIC, Chief, Records Section Regional Office</i>
Receives communications/ documents to Foreshore/Misce					

Ilaneous Lease Applications for appropriate action				
	<b>TOTAL:</b>	<b>None</b>	<b>10 days 3 hours and 10 minutes</b>	

This service is under the following rules:

**Legal Basis:**

- **DENR Memorandum Circular No. 2001-13** - Submission of CSW Reports
- ↳ **DENR Memorandum Circular No. 2000-04** - Prescribing Guidelines in Complying with CSW in relation to the documentation requirements of Presidential Proclamation

**DENR Memorandum Circular No. 1997-02** - Requirements in the Issuance of Proclamation/Reservation

- ↳ Salient Provisions of The Ra No. 10023 And Other Land Related Laws And Administrative Issuances – Section 4 On Special Patents
- ↳ Dao No. 2016-21: Guidelines Governing the Processing Of Requests for Proclamations And Issuance Of Special Patents Over Agricultural Lands.