



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 *grantcedingandconveying 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.

Office or Division:	Patents and Deeds Section – Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Public Corporations/Institutions, Private Individuals/Corporations/Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for issuance of proclamation/reservation/special patent	Applicant
2. COMMENT AND/ OR RECOMMENDATION DPWH District/City Engr; a PPA; b LGU concerned; c DOT (for Beach purposes only);	- DPWH District Eng'r. & DPWH Regional Office - Philippine Sports Authority - LGU concerned - Department of Tourism



3. Survey of the land to be reserved duly approved by the Regional Technical Director for Lands concerned and approved plan ;	- CENRO/DENR Region - Surveys and Mapping Division
4. Verified and certified correct technical descriptions ;	- CENRO/DENR Region - Surveys and Mapping Division
5. Certified photographs (or visual documentation) showing panoramic view of the area subject of the proposed proclamation as well as adjacent vicinities, improvements introduced, landmarks, identifying features, settlements, if any, etc;	-Applicant
6. Land classification or municipal index map Projecting the area covered by the proposed proclamation and land uses of the area and surrounding vicinities within 2 kilometer radius;	- CENRO
7. Report pursuant to M.C. No. 28 dated January 19, 1993 following the tenets of Completed Staff Work (CSW) , 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 Report of investigation with Recommendation officially indorsed to the Secretary by the Regional Executive Director through the Undersecretary for Field Operations.	- CENRO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO thru PENRO submits Completed Staff Work (CSW) of proclamation/reservation/special patent	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	None	10 min.	Receiving Personnel, LPDD



application to LPDD	Chief for eventual routing				
	Evaluates all incoming documents/communications and routes the same for appropriate action		None	20 min.	<i>Chief, LPD Division</i>
	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.	Receiving Personnel, Patents & Deeds Section
	Reviews and assigns to Personnel concerned the documents/communications		None	20 min.	Chief, Personnel, Patents & Deeds Section
	Reviews, evaluates and conducts data analysis on the documents.		None	5 working days	<i>LPDD PDS Staff</i>
	If incomplete documents Prepares communications/documents/applications to be returned with discrepancies indicated to the	If complete documents Prepares proclamation/reservation/special patent for approval of the Regional Executive Director/Land	None	5 working days	<i>LPDD PDS Staff</i>



	CENRO thru the PENRO concerned for appropriate action	Management Bureau/DENR Secretary/President			
	Reviews and Initials all communications/documents acted by the Personnel Concerned		None	20 min.	<i>Chief, Patents and Deeds Section</i>
	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.			
	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.	<i>Chief, LPD Division</i>



	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.	<i>ARD for Technical Services</i>
	Signs communications to applications/documents CSW of proclamation/reservation/special patent		None	30 min	Regional Executive Director
	Releases communications to applications/documents with discrepancies for release/ mailing	Releases signed communications to applications/documents/ reports to Records Section	None	10 min.	Receiving Personnel, LPDD
	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.	Releasing Personnel, Records Section Regional Office
Receives communications/ documents to					



Foreshore/Miscellaneous Lease Applications for appropriate action				
	TOTAL:	None	10 days 3 hours and 10 minutes	

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.