



## CITIZEN'S CHARTER NO.R6-05.REQUEST FOR CERTIFICATION AS TO ALIENABLE AND DISPOSABLE, RESIDENTIAL, COMMERCIAL AND AGRICULTURAL LOT.

This Certification serve as a legal proof regarding to the status of lot if it is Alienable and Disposable, Residential, Commercial and Agricultural lot.

<b>Office or Division:</b>	Records Unit, CENROs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Requesting Party		
2. Tax Declaration		Requesting Party		
		CENR Office		
		Official Receipt, Package or the Physical Chainsaw		
		Requesting party, Private Lawyer or Notary Public Office		
		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit letter request and supporting documents to the	1. Check completeness of application and supporting documents. Receive and	None	10 min.	<i>Receiving/Releasing Clerk</i>



CENR Office.	forward to CENR Officer/Deputy CENR Officer.			CENRO Records Unit
	1.1 Check records on record books and prepare certification. Affix signature on the Certification		30 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit
2. Receive Order of Payment and pay corresponding fee.	2.Receive payment and issue Official Receipt (OR).	Php25.00 Certification Fee	10 min.	<i>Credit Officer</i> CENR Office
3. Receive certification and OR	3.1Receive Certification . Conduct review and evaluation of supporting documents. Affix signature on the certification	None	30mins	<i>CENR Officer</i>
	3.2Record, assign control number and release Certification of Lot Status.	None	20 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit
4. Receive Certificate as of the lot status.		None		
<b>TOTAL</b>		<b>Php25.00</b>	<b>1 hour &amp;40 min.</b>	

