



CITIZEN'S CHARTER NO. RO-AF-02. AUTHENTICATION OF RECORD/S*

Authentication of record/s is made by a requesting party (DENR personnel, official or external clientele) for a certified true copy of a record/s issued by the DENR and being filed in the Records Unit/Section. The purpose for the request is included in the Request Form.



Office or Division:	Records Section, Surveys and Mapping Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. FOI Request Form (1 original)	Public Assistance Desk, Receiving Area or Records Unit/Section
2. Government issued ID (present 1 original)	Requesting Party
Additional if from the Government Sector	
3. Official Letter Request (1 original)	Requesting Party
Additional if Requesting Party is a representative	
4. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer, Public Attorney's Office (PAO) or Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished request form and complete requirements to Receiving/ Releasing Clerk	1. Receive, check, and stamp date and time on document. Upload the document to Document Tracking System. Forward document to the concerned Action Officer	None	15 min.	 <p>LEASEL L. CELIZ Font Desk Officer Records Section Surveys and Mapping Division</p>
1.1. None	<p>1.1. Check the availability of records.</p> <p>Process the request (photocopy and stamp “<i>Certified True Copy</i>”) and sign the certification or documents.</p> <p>Indicate amount to be paid in the Request Form/Order of Payment.</p>	None	30 min. to 3 hours	 <p>ROSEMELIDA P. JOTEA Forest. Tech. I Records Section Surveys and Mapping Division</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>**Regional Office Authentication of Documents Surveys and Mapping Division</p>		1 day	<div data-bbox="1688 302 1940 548" data-label="Image"> </div> <p>JOYCEE G. CUADRAS <i>Records Management Officer Records Section Surveys and Mapping Division</i></p> <div data-bbox="1696 833 1955 1092" data-label="Image"> </div> <p>MELMAR B. SUMBING <i>Office Support Staff Records Section Surveys and Mapping Division</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				 <p>MARJOHN B. RELATOS Office Support Staff Records Section Survey and Mapping Division</p>
2. Pay to the Cashier the Authentication Fee.	2. Accept payment and issue Official Receipt.	Php 50.00 Authentication Fee*** per set + Php 5.00 per page <i>(Internal Clients are free of Charge)</i>	10 min.	 <p>MANUELA S. SUBANO Cashier/Administrative Aide VI Records Section Surveys and Mapping Division</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.1 . None	2.1 Check the Official Receipt and photocopy for filing.	None	5 min.	 <p>HANNE JANE QUIÑONERO Office Support Staff Records Section Surveys and Mapping Division</p>
3.Receive Authenticated document/s	3.1 Release the approved Authenticated document/s to the customer	None	5 min.	 <p>LEASEL L. CELIZ Font Desk Officer Records Section Surveys and Mapping Division</p>
TOTAL:		Php 50.00 Authentication	CENRO/PENRO: 3 hours & 35 min. If Land Claims and Conflicts	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		Fee*** per set +	documents in the Regional Office: 1 day & 35 min.	
		Php 5.00 per page	<i>TAT does not include waiting time and is the minimum processing time up to three (3) working days</i>	

*Confidential and Top Secret Documents are subject for approval of the Secretary and is not included in this process.

**If transaction is in the Regional Office

***Except those with Official Letter Request