



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.

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 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 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 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.	<i>Receiving Personnel Cartographer I LPDD</i>
	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.	<i>Receiving Personnel, Patents & Deeds Section</i>



	Reviews and assigns to Personnel concerned the documents/communications		None	20 min.	<i>Chief, Personnel, Patents & Deeds Section</i>
	Reviews, evaluates and conducts data analysis on the documents.		None	5 days	<i>LPDD PDS Staff</i>
	If incomplete documents Prepares communications/documents/applications to be returned with discrepancies indicated to the CENRO thru the PENRO concerned for appropriate action	If complete documents Prepares proclamation/reservation/special patent for approval of the Regional Executive Director/Land Management Bureau/DENR Secretary/President	None	10 days	<i>LPDD PDS Staff</i>
	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, LPDD 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	<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.	<i>Receiving Personnel 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.	<i>Releasing Personnel, Records Section Regional Office</i>
	TOTAL:		None	15 days, 3 hours and 10 min.	



This service is under the following rules:

- **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/Special Patents
 - 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



L-04-01. ISSUANCE OF SPECIAL PATENT

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.

Office or Division:	Regulation and Permitting Section PENR Office			
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 special patent		Applicant		
2. Certification from DWPH (if along National Road)		-DPWH District Eng'r. & DPWH Regional Office		
3. Tax Declaration (declared as School site or Special)		- Municipal Assessors Office (where the land is located)		
4. Court Certification (if the land applied for has no pending land registration cases)		-Municipal Circuit /Regional Trial Court (MCTC/RTC) having jurisdiction		
5. Approved Survey of the land (if covered with isolated survey)		- Concerned Geodetic Engineer conducted the survey (Surveys and Mapping Division, Regional Office)		
6. Verified and certified correct technical descriptions ;		- CENRO/DENR Region - Surveys and Mapping Division		
7. Recent photographs showing the panoramic view of the area as well as adjacent areas, vicinity improvements introduced, buildings, landmarks, identifying features , settlements, if any, etc.		-Applicant		
8. Certification of A&D		-CENRO		
9. Vicinity plan		-CENRO		
10. Historical background of Possession or occupation		-CENRO		
11. Others:				
a. Document to support ownership		-Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				



1. Submit accomplished Application Form to the CENR Office with complete supporting documents	1. Check completeness of application. If found in order. 2. register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	1 day 1 day	<i>LMO</i> <i>RPS</i> <i>CENRO</i> <i>Staff</i> <i>CENRO Records Unit</i>
2. None	3. Review application by the assigned Land Management Officer	None	1 day	<i>LMO/RPS Chief</i> <i>CENRO</i>
2.1 None	3.1. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	2 days	<i>LMO</i> <i>CENRO</i>
2.2 None	3.2. Posting of Notices in the Barangay Hall/Municipal Hall	None	15 days	<i>LMO</i> <i>CENRO</i>
2.3 None	3.3. Get the signed proof of posting from the Barangay/Municipal fifteen (15) days after posting	None	20 days	<i>LMO</i> <i>CENRO</i>
2.4 None	3.4. Conduct investigation of the land being applied for. Prepare, sign and submit Investigation Report.	None	35 days	<i>LMO</i> <i>CENRO</i>
2.5 None	3.5. Screen the carpeta and prepare V37/certified lot data computation, Order of Award and Judicial Form, and forward to Geodetic Engineer (GE)	None	15 days	<i>LMO/Cartographer</i> <i>/Encoder</i> <i>CENRO</i>
2.6 None	3.6. Verify and certify the correctness of the Technical Description and forward to the CENRO RPS Chief	None	5 days	<i>GE</i> <i>CENRO</i>
2.7	3.7. Do final screening of carpeta and forward to CENRO for recommendation	None	5 days	<i>CENRO RPS Chief</i>



2.8	3.8. Review and initial file copy of Patent and sign indorsement to PENRO approval	None	5 days	CENR Officer CENRO
2.9	3.9. Transmit carpeta to PENRO	None	5 days	Records Officer CENRO Records Unit
PENRO				
2.1. None	3.10. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	2 hours	Records Officer PENRO Records Section
3.11. None	2.2. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	2 hours	PENRO Chief RPS
2.3. None	3.12. Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application and issuance of Patent.	None	2 days	PENRO Chief TSD
3.13. None	2.4. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	PENR Officer PENRO
2.5. None	3.14. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 hours	Records Officer/Staff PENRO Records Section
3.15. None	3.17. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			PENR Officer PENRO
3.18. None	3.16. Scan the signed Judicial Form and transmittal letter to Registry of Deeds (ROD) Transmit documents to ROD, and copy furnish the client.	None	5 days	Liaison Officer PENRO Records Section



CENRO SUB-TOTAL	None	110 working days
PENRO SUB-TOTAL	None	10 working days
		120 days maximum