











## CITIZEN'S CHARTER NO.R6-L-01.ISSUANCE OF CERTIFICATION OF CADASTRAL COST, STATUS OF LOT, CERTIFICATE OF AUTHENTICATION, ETC.

This certification is made upon request of DENR Personnel, official or external party of Certification of Cadastral Cost, Status of Lot, Certificate of Authentication, etc.

<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>	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			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Request letter from the client/ FOI Request Form</li> <li>2. Any document showing the identity of the lot (1 photocopy)</li> <li>3. Identification Card</li> </ol>			Implementing PENRO/CENRO Records Office or Public Assistance Desk  End-user or Assessor's Office	
<b>Additional if Requesting Party is a representative</b>				
<ol style="list-style-type: none"> <li>4. SPA for representative (1 original) with Identification Card</li> </ol>			Requesting Party or CENRO concerned	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
<ol style="list-style-type: none"> <li>1. Accomplish letter-request and forward to Receiving/ Releasing Clerk</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Check the completeness of request of the submitted requirements.</li>   <li>Receive the documents, stamp the date and time on documents and</li> </ol>	None	30 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>

	forward all documents to CENR Officer			
	1.2. Receive and review the request and forward to action officer	None	1 hour	 <p><i>Lani Bueno</i> Receiving Clerk</p>
	1.3. Evaluates the request, verifies and prepares and signs Order of Payment and forward the same to the client for payment to Cashier	None	1 hour	 <p><i>Mae Ann V. Inawasan</i> Records Officer</p>

<p>2. Pay corresponding fee.</p>	<p>1.1. Accept fees and issue Official Receipt.</p>	<p>Authentication of any official records or documents ₱50.00 Certification of any document or information based on records ₱25.00 Copy for every page/sheet of official records or documents ₱5.00</p>	<p>45 min.</p>	 <p><i>Jean A. Oquendo</i> <i>Credit Officer I</i></p>
	<p>1.2 Check status and verify cadastral claimant area and prepare Certification.</p> <p>Forward the Certification and supporting documents, if any, to Chief, RPS/TSD.</p>	<p>None</p>	<p>3 days  (Other factors such as no reference data available on file needed for verification that may cause the turn-around-time to be longer)</p>	 <p><i>Mae Ann V. Inawasan</i> <i>Records Officer</i></p>
	<p>1.1 Receive, review and sign the Certification and forward to PENR/CENR Officer.</p>	<p>None</p>	<p>1 hour</p>	 <p><i>Imafe N. Ejar</i> <i>SVEMS/Chief, RPS</i></p>

				 <i>Engr. Jurlie D. Zubiaga</i> <i>Chief, Technical Services Division</i>
	1.2 Determine the accuracy of the Certification and affix signature	None	1 hour	 <i>Merlene B. Aborka</i> <i>PENR Officer</i>
	1.3 Releases the Approved Certification to the client		10 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>
2. Receives the Approved Certification	1.1. Files the Client's Received Copy		5 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i>

			<i>General Records Unit</i>
	<p style="text-align: center;"><b>TOTAL:</b></p> <p>Authentication of any official records or documents 50.00</p> <p>Certification of any document or information based on records 25.00</p> <p>. Copy for every page/sheet of official records or documents 5.00</p>	<p style="text-align: center;"><b>3 Days, 5 hours and 30 min.</b></p>	