






CITIZEN'S CHARTER NO.R6-L-03. ISSUANCE OF CERTIFICATION OF CADASTRY

This Certification is being issued based from the land title being applied for. The requesting party may also request for the This Certification does not construe ownership and is for reference only.

Office or Division:	Billing/Cashier Unit, CENROs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Land Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Form (1 original, 1 duplicate copy)			CENRO Collecting Officer	
2. Land Title (1 photocopy)				
3. Tax Identification Number				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. File application with complete supporting documents to the CENRO Collecting Officer	1.1 Receive the request form and other documents	None	5 min.	 <i>Mae Ann V. Inawasan</i> <i>Land Record Officer</i> <i>Records Unit</i>
	1.2 Check the documents	None	5 min.	 <i>Jean A. Oquendo</i> <i>Credit Officer I</i> <i>Cashiering Unit</i>

2. Pay to the cashier	Receive payment and issue Official Receipt.	Php25.00 Cadastry Certification Fee	10 min.	 <i>Jean A. Oquendo</i> <i>Credit Officer I</i> <i>Cashiering Unit</i>
	2. Make certificate and give it to the owner		30 min.	 <i>Mae Ann V. Inawasan</i> <i>Land Record Officer</i> <i>Records Unit</i>
	3. Release certification		10 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>
3. Received Certification				
TOTAL:		Php25.00		1 hour