






**CITIZEN'S CHARTER NO.R6-L-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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to the CENR Office.	1. Check completeness of application and supporting documents. Receive and forward to CENR Officer/Deputy CENR Officer.	None	10 min.	 <i>Nina Quely Nadua Records Officer I General Records Unit</i>
	1.1 Check records on record books and verify/projects and review prepare certification. Affix signature/ initial on the Certification		30 min.	 <i>Mae Ann V. Inawasan Land Record Officer Records Unit</i>

2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue Official Receipt (OR).	Php25.00 Certification Fee	10 min.	 <i>Jean A. Oquendo</i> <i>Credit Officer I</i> <i>Cashiering Unit</i>
3. Receive certification and OR	3.1 Receive Certification, Conduct review and evaluation of supporting documents. Affix signature on the certification	None	30min.	 <i>Joannette S. Opeda</i> <i>CENR Officer</i>
	3.2 Record, assign control number and release Certification of Lot Status.	None	20 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>
4. Receive Certificate as of the lot status.		None		
<b>TOTAL</b>		<b>Php25.00</b>	<b>1 hour &amp; 40 min.</b>	