







CITIZEN'S CHARTER NO. R6-L-06.REQUEST FOR THE APPROVAL OF REVOCABLE OR PROVISIONAL PERMIT APPLICATIONS




Provisional Permit – a permit used for the temporary occupation and use of a tract of land covered by a prescribed public land application.



Revocable Permit – a permit used for the temporary occupation and used of a tract of land not covers by a regular public land application.


Office or Division:	Patents and Deeds Section – Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo City	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	Private Individuals/Corporations/Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly Accomplished Provisional Permit Application; (1 original, 2 certified copies) 1.a Documentary Stamp; 1.b Sketch of the land applied for at the back thereof; 1.c Subscription by the concerned Official;		Concerned CENRO office
2. Official receipt of the application fee;		Concerned CENRO office
3. Certified machine copy of the regular public land application (FLA);		Concerned CENRO office
4. Sketch plan or approved survey plan;		Survey and Mapping Division
5. Development Plan;		Proponent
6. Investigation Report; 6.a Sketch at the back; 6.b Duly endorsed by the CENRO;		Concerned CENRO office
7. Proof of ownership of the littoral owner, such as Certificate of Title, Tax Declaration. If applicant is other than the Littoral owner, Waiver of Rights from the latter. If applicant is a Corporation/ Association; 7.a Articles of Incorporation 7.b SEC Reg. Certificate 7.c By-Laws: Secretary Certificate/ Board Resolution;		Proponent

7.d Feasibility Study	
8. Certification as to the legal classification of the area:	 <p style="text-align: center;"> <i>Lawrence Andrew Tilano</i> <i>DMO II</i> <i>Land Verification Unit</i> </p>
9. Comment/recommendation from other Government agencies concerned: 9.a DPWH 9.b PPA- if area adjoins a navigable body of Water; 9.c DOT- if area is for beach resort or tourism-oriented; 9.d LGU;	<p style="text-align: center;">DPWH, PPA, DOT, LGU/ Concerned CENRO office</p>
10. Appraisal Report 10.a Attach certified copies of latest tax Declaration, Assessors Certification and/or BIR zonal valuation;	 <p style="text-align: center;"> <i>Mindalyn Casidsid</i> <i>LMO III</i> <i>Patents and Deeds Section</i> </p>
11. Payment of at least one (1) year occupation fee: Official receipt of the occupation fee;	 <p style="text-align: center;"> <i>Mindalyn Casidsid</i> <i>LMO III</i> <i>Patents and Deeds Section</i> </p>

12. Draft copy of the Provisional Permit		 <i>Mindalyn Casidsid</i> <i>LMO III</i> <i>Patents and Deeds Section</i>		
12.a Sketch of the land applied for at the back thereof;		 <i>Mindalyn Casidsid</i> <i>LMO III</i> <i>Patents and Deeds Section</i>		
13. Endorsement of CENRO and PENRO		Concerned CENRO Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO thru PENRO submits Completed Staff Work (CSW) of Revocable or Provisional Permit	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	20 min.	

Applications to LPDD				<i>Ma. Theresa M. Sallador AA VI Regulation and Permitting Section</i>
	Evaluates all incoming documents/communications and routes the same for appropriate action	None	4 hours	 <i>Imafe N. Ejar RPS Chief</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>Cherry Syl Oleta Administrative Assistant I</i>
	Reviews and assigns to Personnel concerned the documents/communications	None	4 hours	 <i>Mindalyn Casidsid LMO III Patents and Deeds Section</i>

	Reviews, evaluates and conducts data analysis on the documents				 <i>Cherry Syl Oleta</i> <i>Administrative Assistant I</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 Revocable or Provisional Permit for approval of the Regional Executive Director	None	10 working days	
	Reviews and Initials all communications/documents acted by the Personnel Concerned				 <i>Imafe N. Ejar</i> <i>RPS Chief</i>
	Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance	Endorses Revocable or Provisional Permit to the Office of the Regional Executive Director for approval.	None	3 days	

	Reviews and Initials Revocable or Provisional Permit Applications acted by the Section Chief; Reviews and initials Revocable or Provisional Permit Applications for signature of ARD for Technical Services and Regional Executive Director		None	2 days	 <i>Engr. Jurlie D. Zubiaga</i> <i>Chief, TSD</i>
	Signs communications to applications/documents with discrepancies to be returned to PENROs/CENROs for rectification/compliance	Reviews and initials communications and Revocable Permit/Provisional Permit for signature of the Regional Executive Director	None	2 days	ARD for Technical Services
	Signs Revocable or Provisional Permit as per DAO 2016-07		None	1 day	<i>Regional Executive Director</i>
	Releases communications to applications/documents with discrepancies for release/ mailing	Releases signed communications and Revocable/Provisional Permit to Records Section	None	20 min.	<i>Receiving Personnel, LPDD</i>
	Releases all communications for mailing to PENROs/CENROs		None	20 min.	Records Section, Regional Office
Receives communications/ documents/Revocable Permit/Provisional Permit					

	Total	None	20 days
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This service is under the following rules:

- **Section 68 of C.A. No. 141** – the secretary of Agriculture and Natural Resources may grant to qualify persons temporary permission, upon payment of a reasonable charge, for the use of any portion of the lands covered by this chapter for any lawful private purpose, subject to revocation at any time when, in his judgment, the public interest shall require it.
- **DANR Lands Administrative Order No. 8-3 entitled:** “Rules and Regulations Governing the Issuance of temporary Permits of Occupation and Use of Non-Mineral, Non-Timber Public Lands, and of Lands and other Real properties of the Commonwealth of the Philippines”