

## CITIZEN'S CHARTER NO. RO-L-01. ISSUANCE OF CERTIFICATION OF LAND STATUS AND/OR CERTIFICATION OF SURVEY CLAIMANT

This Certification is being issued based from the land records/status and projection in the land classification map for alienability or disposability of the land being applied for. The requesting party may also request for the Certification of Survey Claimant for additional fee. This Certification does not construe ownership and is for reference only.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENRO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Banks, Corporations, Private Associations e.g. Surveying Firms; Realtors'/Developers' Corporations, Land Owners, LGUs, DPWH, Philippine Port Authority, Department of Tourism, DepEd and other stakeholders	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Form (1 original, 1 duplicate copy)	CENRO Records Office or Public Assistance Desk	
2. Any document showing the identity of the lot (1 photocopy)	End-user or Assessor's Office	
3. Sketch Plan with Complete Technical Description (1 original)	Geodetic Engineer	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. File application with complete supporting documents to the CENRO Receiving Area/Records Unit.	1. Check completeness of application and supporting documents and receive the request, record in logbook and/or Document Tracking System, and forward to Records Unit.	None	30 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit
1.1. None	1.1. Receive documents, and check the lot status in the Land Administration and Management System (LAMS), allocation book or index card. Forward to Technical Staff.	None	30 min.	<i>Records Officer</i> CENRO Records Unit
1.2. None	1.2. Receive request and prepare Order of Payment and forward the same to client.	None	30 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)
2. Receive Order of Payment and pay corresponding fee. Pay additional fee if the request includes Certification of Survey Claimant.	2. Receive payment and issue and photocopy Official Receipt.	Php 20.00/lot + Php 10.00/ additional lot <b>Certification Fee of Status</b>  Php 30.00	30 min.	<i>Bill Collector</i> Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		<p><b>Documentary Stamp</b></p> <p><i>Additional if for Certificate of Survey Claimant:</i></p> <p>Php 20.00/lot + Php 10.00/ additional lot</p> <p><b>Certification Fee of Survey Claimant</b></p>		
<p>3. Receive Official Receipt and forward the same to Technical Staff, RPS.</p>	<p>3. Receive copy of official receipt.</p> <p>Verify and project the lot, and prepare and sign the Certification.</p> <p>(*If area falls within boundary line of Timberland and A&amp;D, near rivers, creeks and shoreline, and other special cases).</p> <p>Conduct actual ground verification, plot</p>	<p>None</p>	<p>1 day (without issue)</p> <p>4 days (if with issue*)</p>	<p><i>Technical Staff</i> RPS</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>coordinates in map, and prepare and sign report.</p> <p>Forward the Certification and supporting documents, if any, to Chief, RPS.</p>			
3.1. None	3.2. Receive, review and sign the Certification and forward to CENR Officer.	None	30 min.	<i>Chief RPS</i>
3.3. None	3.3. Receive, review, sign and approve the Certification.	None	1 hour	<i>CENR Officer</i>
3.4. None	3.4. Record and release documents.	None	15 min.	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
4. Receive the Certification.				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<b>TOTAL:</b>	Php 20.00/lot + Php 10.00/ additional lot <b>Certification            Fee of Status</b>  Php 30.00 <b>Documentary            Stamp</b>  <i>Additional if for            Certificate of            Survey            Claimant:</i>	<b>Without issues</b>	<b>1 day, 3 hours &amp; 45 min.</b>
		Php 20.00/lot + Php 10.00/ additional lot <b>Certification            Fee of Survey            Claimant</b>  <b>TOTAL            Php 50.00 +</b>  <b>If with            Certificate of            Survey            Claimant:            Php 70.00 +</b>	<b>With issues</b>	<b>4 days, 3 hours &amp; 45 min.</b>

