



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.

Office or Division:	Records Unit – CENROs			
Classification:	Simple			
Type of Transaction	G2B – Government to Business G2C–Government to Citizen G2G – Government to Government			
Who may avail:	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			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter from the client/ FOI Request Form			Implementing PENRO/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. Identification Card				
Additional if Requesting Party is a representative				
4. SPA for representative (1 original) with Identification Card				
			Requesting Party or CENRO concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish letter-request and forward to Receiving/ Releasing Clerk	1.1 Check the completeness of request of the submitted requirements.	None	30 min.	<i>Chief/Staff Concerned Unit/Section</i> <i>Receiving/Releasing Clerk, CENRO Records Unit</i>



	Receive the documents, stamp the date and time on documents and forward all documents to CENR Officer			
	1.2. Receive and review the request and forward to action officer	None	1 hour	<i>CENR Officer (Omit this process)</i>
	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	<i>Chief/Staff Concerned Unit/Section</i>
2. Pay corresponding fee.	1.1. Accept fees and issue Official Receipt.	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	45 min.	<i>Credit Officer</i>



	<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>	None	<p>3 days</p> <p>(Other factors such as no reference data available on file needed for verification that may cause the turn-around-time to be longer)</p>	<i>Chief/ Staff Concerned Unit/Section</i>
	1.3 Receive, review and sign the Certification and forward to PENR/CENR Officer.	None	1 hour	Chief RPS/TSD
	1.4 Determine the accuracy of the Certification and affix signature	None	1 hour	<i>CENR Officer/PENR Officer</i>
	1.5 Releases the Approved Certification to the client		10 min.	<i>Receiving/Releasing Clerk, CENRO Records Unit</i>
2. Receives the Approved Certification	1.1. Files the Client's Received Copy		5 min.	<i>Receiving/Releasing Clerk, CENRO Records Unit</i>



TOTAL:	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	3 Days, 5 hours and 30 min.
---------------	--	------------------------------------