

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.

Office or Division:	DENR Provincial Environment and Natural Resources Offices (PENRO)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	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			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Form (1 original, 1 duplicate copy)			PENRO 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 PENRO Receiving Area/Records Unit.	1. Receive the request, record in logbook and/or Document Tracking System, and forward to Records Unit.	None	15 min.	Erle Edward M. Hibionada <i>Receiving/Releasing Clerk</i> Records Unit
	1.1. Receive documents, and check the lot status in the	None	15 min.	Mary Grace M. Macayan <i>Records Officer</i>

	Land Administration and Management System (LAMS), allocation book or index card. Forward to Technical Staff.			PENRO Records Unit
	1.2. Receive request and prepare Order of Payment and forward the same to client.	None	15 min.	Erle Edward M. Hibionada <i>Receiving/Releasing Clerk</i> Records Unit
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 25.00/lot + Php 10.00/ additional lot Certification Fee of Status	30 min.	Franz Norman J. Tianero <i>Collecting Officer</i> <i>Credit Officer</i> Cashier Unit
3. Receive Official Receipt and forward the same to Technical Staff, RPS.	3. Receive copy of official receipt. Verify and project the lot, and prepare and sign the Certification. (*If area falls within boundary line of Timberland and A&D, near rivers, creeks and shoreline, and other special cases).	None	1 day (without issue) 10-15 days (if with issue*)	Melchor M. Villaluna <i>Cartographer I</i> RPS

	<p>Conduct actual ground verification, plot coordinates in map, and prepare and sign report.</p> <p>Forward the Certification and supporting documents, if any, to Chief, RPS.</p>			
	3.1. Receive, review and sign the Certification and forward to PENR Officer.	None	30 min.	Leoda Gabutin <i>Chief, RPS</i>
	3.2. Receive, review, sign and approve the Certification.	None	1 hour	Vicente A. Sardina <i>PENR Officer</i>
	3.3. Record and release documents.	None	20 min.	Erle Edward M. Hibionada <i>Receiving/Releasing Clerk</i> Records Unit
4. Receive the Certification.				
TOTAL:		Php 50.00+ depending on the number of lot/s and kind of Certification	1 day, 3 hours & 5 min. – 15 days, 3 hours & 5 min.	