

## CITIZEN'S CHARTER NO. RO-L-03. APPLICATION FOR FREE PATENT (AGRICULTURAL)

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

<b>Office or Division:</b>	DENR PENRO Guimaras			
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All natural born Filipino and with dual citizenship Filipino			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly accomplished Free Patent Application and prescribed forms (1 original)			Concerned PENR Office	
2. Any document showing identity of land and claims of ownership			Land Owner/LGU	
• Tax declaration (1 certified copy)			Assessor's Office	
• Deed of Sale (1 photocopy, present original copy)			Land Owner, Notary Public, or LGU	
• Extra Judicial Settlement (1 photocopy)			Land Owner, Notary Public, or LGU	
• Waiver of Rights (1 photocopy)			Land Owner, Notary Public, or LGU	
3. Certification from the Municipal Circuit/Regional Trial Court (MCTC/RTC) concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 photocopy)			Land Owner, or Municipal Circuit/Regional Trial Court (MCTC/RTC) having Jurisdiction	
4. Approved Survey Plan with Technical Description/Form V37 (if covered with isolated survey) (1 certified copy)			Concerned PENR Office	
5. Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)			Land Registration Authority (LRA) Central Office, Quezon City	
6. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)			Concerned PENR Office	
7. Documentary Stamp (4 pieces)			BIR, Post Office, DENR	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
<b>PENRO</b>				
1. Submit accomplished Application Form	1. Check completeness of application. If found in order, register, allocate,	None	3 hours	<b>Jean G. Hagonoy/ Alma M. Martinez</b> <i>Regulation and Permitting</i>

to the PENR Office with complete supporting requirements	index and assign application number. Scan, encode and upload records in LAMS.			<i>Section</i> <b>Erle Edward M. Hibionada/ Kimth Villy C. Laris</b> <i>Receiving/Releasing Clerk</i> Records Unit
	1.1. Prepare Order of Payment and forward the same to client	None	30 min.	<b>Erle Edward M. Hibionada</b> <i>Receiving/Releasing Clerk</i> Records Unit
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 50.00 <b>Application Fee</b>	30 min.	<b>Franz Norman J. Tianero</b> <i>Collecting Officer</i> <i>Credit Officer</i> Cashier Unit
3. Receive (OR) and forward the same to Records Unit/Section	3. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	None	1 hour	<b>Erle Edward M. Hibionada</b> <i>Receiving/Releasing Clerk</i> Records Unit
	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	3 hours	<b>Leoda Gabutin</b> <i>Chief, RPS</i>
	3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	2 days	<i>LMI/SI</i> <i>PENR Officer</i>
	3.3. Travel to the barangay,	None	2 days	<i>LMI/SI</i>

	municipality or province.			
	3.4. Posting of Notices in the Barangay Hall.  Simultaneously <u>conduct</u> investigation on the land being applied for.	None	30 days posting of Notices (including investigation)	<i>LMI/SI</i>
	3.5. Get the signed proof of posting from the Barangay fifteen (15) days after posting, and prepare, sign and submit investigation report, and forward to LMO I	None	5 days	<i>SI</i>
	3.6. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	10 days	<b>Melchor M. Villaluna</b> <i>Cartographer I</i> RPS
	3.7. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	<b>Geoffrey N. Caunian</b> <i>Engineer II</i> RPS
	3.8. Do final screening of carpeta and forward to PENRO for recommendation.	None	5 days	<b>Leoda Gabutin</b> <i>Chief, RPS</i>
	3.9. Sign Order of Approval	None	2 days	<b>Vicente A. Sardina</b>

	and Free Patent. Forward to PENRO Records for numbering.			<i>PENR Officer</i>
	3.10. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 days	<b>Mary Grace M. Macayan</b> <i>Records Officer</i>
	3.11. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<b>Vicente A. Sardina</b> <i>PENR Officer</i>
	3.12. Scan the order of Approval, signed Free Patent and transmittal letter.  Upload to Land Administration and Management System (LAMS).  Transmit documents to ROD, and copy furnish the client.	None	5 days	<b>Mary Grace M. Macayan</b> <i>Records Officer</i>
<i>PENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>66 days (+ up to 32 additional processing days due extreme case where corrections or revisions on the details of the patentee needs to be done or when the signatories are suddenly replaced which will result into further review)</i>	
<i>PENRO SUB-TOTAL</i>		<i>None</i>	<i>12 days</i>	

<b>TOTAL:</b>	<b>Php 50.00 + Transfer fee of Php 10.00 per hectare but not less than Php 100.00, if applicable</b>	<b>110 days maximum</b>
---------------	--	-------------------------

*Note:*

- *Transfer fee shall be paid when the lot is transferred during the processing of the application. The fee shall be paid based on where the application is being processed during the transfer i.e. PENR or PENR Office.*

*This service is under the following laws:*

- *Commonwealth Act No. 141 or the “Public Land Act” (1936)*
- *Republic Act No. 782 or the “An Act to Grant Free Patents to Occupants of Public Agricultural Land since or prior to July Fourth, Nineteen Hundred and Forty-Five” (1952)*
- *Republic Act No. 11231 or the “Agricultural Free Patent Reform Act” (2018)*  
***\*processing time is aligned with the realities in the field as considered in the 125 processing days for Residential Free patent***