

CITIZEN'S CHARTER NO. RO-L-04. APPLICATION FOR FREE PATENT (RESIDENTIAL)

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

Office or Division:	DENR PENRO Guimaras			
Classification:	Highly Technical (Multi-Stage Processing)			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	All natural born and naturalized Filipino			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
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			
8. Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)	LGU			
9. Latest photograph of land and house (preferably geo-tagged)	Land owner			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE

PENRO				
1. Submit accomplished Application Form to the PENR Office with complete supporting requirements	1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	3 hours	Jean G. Hagonoy/ Alma M. Martinez <i>Regulation and Permitting Section</i> Erle Edward M. Hibionada/ Kimth Villy C. Laris <i>Receiving/Releasing Clerk Records Unit</i>
	1.1. Prepare Order of Payment and forward the same to client	None	30 min.	Erle Edward M. Hibionada <i>Receiving/Releasing Clerk Records Unit</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 50.00 Application Fee	30 min.	Franz Norman J. Tianero <i>Collecting Officer Credit Officer Cashier Unit</i>
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	Erle Edward M. Hibionada <i>Receiving/Releasing Clerk Records Unit</i>
	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	3 hours	Leoda Gabutin <i>Chief, RPS</i>
	3.2. Prepare posting of notices at the	None	1 day	<i>LMI/DPLI PENR Officer</i>

	barangay, municipal, or provincial hall where the property is situated.			
3.3.	Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI</i>
3.4.	Posting of Notices in the Barangay Hall.	None	20 days	<i>LMI/DPLI</i>
3.5.	Get the signed proof of posting from the Barangay fifteen (15) days after posting.	None	3 days	<i>DPLI/LMI</i>
3.6.	Conduct investigation on the land being applied for. Prepare, sign and submit investigation report, and forward to LMO I.	None	30 days	<i>LMI/DPLI</i>
3.7.	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	<i>LMO I/Cartographer/ Encoder whoever is available RPS</i>
3.8.	Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	Geoffrey N. Caunian <i>Engineer II</i> RPS
3.9.	Receive and review the	None	2 hours	Leoda Gabutin

	carpeta, and forward to Chief, Technical Services Division (TSD).			<i>Chief, RPS</i>
	3.10. Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application and issuance of Patent.	None	2 days	Julieta T. Gabayeron <i>Chief TSD</i>
	3.11. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	Vicente A. Sardina <i>PENR Officer</i>
	3.12. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 hours	Mary Grace M. Macayan <i>Records Officer</i>
	3.13. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			Vicente A. Sardina <i>PENR Officer</i>
	3.14. Scan the order of Approval, signed Free Patent and transmittal letter. Upload to Land Administration and Management System	None	5 days	Mary Grace M. Macayan <i>Records Officer</i>

	(LAMS). Transmit documents to ROD, and copy furnish the client.			
<i>PENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>83 days (+ up to 32 additional processing days due extreme case were 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>10 working days</i>	
TOTAL:		Php 50.00 + Transfer fee of Php 1,000.00 for lands not exceeding 1,000 sq. m., if applicable	125 days maximum	

This service is under the following laws:

- *Republic Act No. 10023 or “An Act Authorizing the Issuance of Free Patents to Residential Lands” (2009)*

Notes:

- *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.*
- *One (1) application per applicant for Residential Free Patent.*
- *The maximum area for the application of Residential Free Patent is:*
 - *200 sq. m. for highly urbanized cities*
 - *500 sq. m. for other cities*

- 750 sq. m. for first to second class municipalities
 - 1,000 sq. m. for third and below/all others.
- Per RA No. 10023, the **PENR Office is allowed a maximum of 120 calendar days** to process the application of RFPA, while the **PENR Officer is allowed a maximum of five (5) working days** to do the same.