



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.

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| Office or Division: | DENR CENR Offices to PENR Offices | | | |
| 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 CENR 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 CENR 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 CENR 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 |



| CENRO | | | | |
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| 1. Submit accomplished Application Form to the CENR 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 | <i>LMO / RPS</i> <i>Staff</i> CENRO Records Unit |
| | 1.1. Prepare Order of Payment and forward the same to client | None | 30 min. | <i>Staff</i> CENRO Records Unit |
| 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. | Bill collector Cashier |
| 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 | <i>Staff</i> CENRO Records Unit |
| | 3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation | None | 3 hours | <i>Chief</i> RPS |
| | 3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where | None | 1 day | <i>LMI/DPLI</i> <i>CENR Officer</i> |



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| | 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 | <i>GE RPS</i> |



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| | 3.9. Do final screening of carpeta and forward to CENRO for recommendation. | None | 5 days | <i>Chief RPS</i> |
| | 3.10. Review and initial file copy of Patent and Sign Indorsement to PENRO for approval. | None | 3 days | <i>CENR Officer</i> |
| | 3.11. Transmit carpeta to PENRO | None | 3 days or less depending on the location of the PENR Office | <i>Records Officer CENRO Records Unit</i> |
| PENRO | | | | |
| | 3.12. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable. | None | 2 hours | <i>Records Officer PENRO Records Section</i> |
| | 3.13. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD). | None | 2 hours | <i>Chief RPS</i> |
| | 3.14. 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 | <i>Chief TSD</i> |
| | 3.15. Review and sign Order of Approval and Free Patent. Forward to | None | 2 days | <i>PENR Officer</i> |



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| | PENRO Records for numbering. | | | |
| | 3.16. Assign Patent Number/Indexing, prepare transmittal letter and forward to PENRO for signature. | None | 2 hours | <i>Records Officer/Staff PENRO Records Section</i> |
| | 3.17. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD). | | | <i>PENR Officer</i> |
| | 3.18. 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 | <i>Liaison Officer PENRO Records Section</i> |
| <i>CENRO 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 | 125 days maximum | |



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| | + Transfer fee of Php 1,000.00 for lands not exceeding 1,000 sq. m., if applicable | |
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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. CENR 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 **CENR 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.*