

**CHECKLIST OF REQUIREMENTS IN THE ISSUANCE OF
PROCLAMATION/RESERVATION/SPECIAL PATENT**
(Per DENR Memorandum Circular No. 97-02 dated January 8, 1997)

Subject: _____
Address: _____
Lot No. _____
Area: _____

	Checklist	Compliance	Date	Remarks
1	Request for special patent by the _____			
2	Comment/recommendation by the following:			
2.a	Provincial Health Officer			
	duly concurred or recommended by the Regional Health Director and Secretary of Health in case of settlement, school, hospital and other reservation when it may effect the health of the people;			
2.b	District Engineer of DPWH,			
	duly concurred or recommended by the DPWH Regional Director and/or DPWH Secretary;			
2.c	District/City Superintendent of the School in case of school site reservation			
	duly concurred or recommended by the DepEd Regional Director and/or Secretary of DepEd;			
2.d	Provincial Commander or the Chief of the Armed Forces of the Philippines in case of Military reservation			
	duly concurred or Recommended by the Secretary by DND ;			
2.e	Philippine Ports Authority in case the land abuts the sea, lake and navigable river			
	duly concurred or recommended by the DOTC ;			
3	Survey of the land to be reserved duly approved by the Regional Technical Director for Lands concerned and approved plan ;			
4	Verified and certified correct technical descriptions ;			
5	Certified photographs (or visual documentation) showing panoramic view of the area subject of the proposed proclamation as well as adjacent vicinities, improvements introduced, landmarks, identifying features, settlements, if any, etc;			
6	Land classification or municipal index map Projecting the area covered by the proposed proclamation and land uses of the area and surrounding vicinities within 2 kilometer radius;			
7	Report pursuant to M.C. No. 28 dated January 19, 1993 following the tenets of Completed Staff Work (CSW) , draft memorandum should incorporate the justification, legal basis, coordination with concerned agencies and their comments and potential problem, if any, in the case of watershed reservation, the setting up of Watershed Management Council is a requisite;			
8	Narrative Report of investigation with Recommendation officially indorsed to the Secretary by the Regional Executive Director through the Undersecretary for Field Operations.			
	Other Attachments			

HOMESTEAD PATENT APPLICATION EVALUATION AND APPROVAL SHEET