

# CITIZEN'S CHARTER NO. RO-L-01. ISSUANCE OF CERTIFICATION OF LAND CLASSIFICATION STATUS



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. This Certification does not construe ownership and is for reference only.

<b>Office or Division:</b>	Surveys and Mapping Division DENR National Capital Region
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
<b>Who may avail:</b>	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)	DENR-NCR
2. Any document showing the identity of the lot (1 photocopy)	End-user or Assessor's Office
3. Blueprint copy of plan or cadastral map with geographic position (3 copies, certified by SMD-LRS)	SMD-LRS, DENR-NCR
4. Documentary Stamp	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. File request with complete supporting documents	1. Receive the request, record in Online Document Tracking System (ODTS), and forward to SMD-LESS for verification.	None	1 hour	<i>Frontline Desk/Receiving Area Officer/Technical Staff</i>
	a. Receive request and prepare Order of Payment and forward the same to client.	None	40 min	<i>Technical Staff Land Evaluation Survey Section (LESS)</i>
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment, issue official Receipt (OR) and photocopy.	Php 50.00 per <b>Certification</b>	30 min.	<i>Bill Collector Cashier</i>



3. Receive Official Receipt and forward the same to Technical Staff, LESS.	3. Receive copy of official receipt.	None	10 min.	<i>Technical Staff LESS</i>
None	3.1. Verify/ compute GP and project the lot	None	1 day	<i>Technical Staff LESS/ OOSS</i>
None	3.2. Plot coordinates, prepare GIS map, and conduct actual ground verification.	None	4 days	<i>Technical Staff LESS</i>
None	3.3. Prepare and sign inspection report and draft Certification. Forward to Chief, LESS	None	3 days	<i>Technical Staff LESS</i>
None	3.4. Review and initial inspection report and Certification. Forward to Chief, SMD.	None	2 days	<i>Chief, LESS</i>
None	3.5. Review and conform inspection report and approve the Certification	None	2 days	<i>Chief SMD</i>
4. Receive the Certification of Land Classification.				
<b>TOTAL:</b>		<b>Php 50.00 per Certification</b>	<b>12 days, 2 hours &amp; 20 min.</b>	