



## 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.

<b>Office or Division:</b>	Licenses Patents and Deeds Division DENR National Capital Region,	
<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 and naturalized Filipino who possessed and occupied the residential land for at least 10 years.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Free Patent Application form (1 original copy and 1 photocopy)		DENR NCR
2. Duly accomplished Affidavit of two (2) disinterested persons residing in the concerned barangay (2 original Notarized copies each)		DENR NCR
3. Document showing proof of claim, if applicable		
<ul style="list-style-type: none"> <li>• Deed of Sale/ Waiver of Rights/ Last will and testament/ (Notarized, 1 photocopy, present original copy)</li> </ul>		Applicant
<ul style="list-style-type: none"> <li>• Extra Judicial Settlement (1 photocopy, present original copy)</li> </ul>		Applicant
4. Approved Survey Plan with Technical Description/Form V37/Lot Data Computation/Lot Description (if covered with isolated survey) (1 copy)		DENR NCR
5. Certification of status of land from LRA that there is an old survey and/or pending land registration case involving the parcel being applied for (issued within 1 year) (1 photocopy)		Land Registration Authority (LRA) Central Office, Quezon City
6. Documentary Stamp (3 pcs.): 2- Affidavits of Disinterested Persons 1- Application Form		BIR, Post Office
7. Certification from LGU that the area applied for is zoned as Residential (1 original or photocopy), or approved CLUP, if applicable (1 photocopy)		LGU
8. LLDA Clearance (if applicable) (1 original or photocopy)		LLDA
9. Any valid/government issued ID of applicants and Affiants (with picture and signature)		Applicant
10. Other documents (If applicable): a. Birth Certificate b. Marriage contract		Applicant



<ul style="list-style-type: none"> <li>c. Death Certificate</li> <li>d. Affidavit of Guardianship (if the applicant is minor)</li> <li>e. Certification as bonafide member (Homeowners Association)</li> <li>f. Affidavit of marital consent (if applicable)</li> <li>g. Affidavit of one and the same person</li> <li>h. CENOMAR</li> <li>i. Barangay Certification for no listed claimant</li> <li>j. Affidavit of Quitclaim</li> <li>k. Affidavit</li> </ul>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO/REGIONAL OFFICE (NCR)</b>				
1. Submit accomplished Application Form to the Regional Office (NCR) with complete supporting requirements	<b>1. Receiving of Public Land Application</b>	None	1 day	<i>Land Records Unit (LRU) Staff</i>
	1.1. Verify lot status/ claimant in LAMS / index 1.2. Verify lot status/ claimant in Survey Records 1.3. Check allocation book if covered by previous application			
	<b>2. Preliminary Examination</b>			
	2.1 Assign to Examiner	None	1 hour	<i>Head, Processing Unit</i>
	2.2 Check completeness of application and veracity of documents submitted	None	2 days	<i>Examiner</i>
	<b>3. Conduct of Investigation/Ocular Inspection</b>			
	3.1 Assign to investigator	None	1 hour	<i>Head, Investigation Unit</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.2 Conduct research on land being applied for	None	5 days	<i>Investigator</i>
	3.3 Preparation of Travel Order	None	1 hour	<i>Investigator</i>
	3.4 Approval of Travel Order ground investigation	None	1 day 1 day 1 day 1 day 1 day 1 day	<i>Head, Investigation Unit</i>  <i>Chief, Patents and Deeds Section (PDS)</i>  <i>Chief, Licenses, Patents and Deeds Division (LPDD)</i>  <i>Assistant Regional Director – Technical Services (ARD-TS)</i>  <i>Assistant Regional Director – Management Services (ARD-MS)</i>  <i>Regional Executive Director (RED)</i>  <i>Personnel Section, Admin Division</i>
	3.5 Conduct ground Validation	None	1 day	<i>Investigator</i>
	3.6 Preparation of Investigation Report	None	5 days	<i>Investigator</i>
	3.7 Review, approve and subscribe investigation report	None	2 days	<i>Head, Investigation Unit</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
	<b>4. Prepare Order of Payment for Application Fee and forward the same to client</b>	None	1 hour	<i>LRU Staff</i>
2. Receive Order of Payment and pay corresponding fees	<b>5. Accept payment, issue Official Receipt (OR) to the applicant</b>	Php 50.00 <b>Application Fee</b>	1 hour	Bill collector Cashier
	<b>6. Affix/indicate verification in the application form, allocate in allocation book and assign/ stamp application number.</b>	None	1 day	<i>LRU Staff</i>
	<b>7. Grooming, sorting, scanning, encoding and uploading in LAMS (Application documents/ requirements)</b>	None	1 day	<i>LRU Staff</i>
	<b>8. Prepare BL form V37 and Draft of Technical Description (TD)</b>			
	8.1 Assignment of PLAs for BL form V37 and TD	None	1 hour	<i>LRU Staff</i>
	8.2 Prepare BL form V37 and Draft Technical Description	None	1 day	<i>Cartographer</i>
	8.3 Review of draft TD (polygon closure/boundaries/ autocad plotting/ LAMS IVAS verification)	None	1 day	<i>Geodetic Engineer</i>
	<b>9. Prepare Notice of Posting</b>	None	2 days	<i>Examiner</i>
	<b>10. Review and Initial on Posting Documents</b>	None	1 day 1 day	<i>Head, Processing Unit</i>  <i>Chief, PDS</i>
	<b>11. Approve Notice of Posting</b>	None	2 days	<i>Chief, LPDD</i>
	<b>12. Deliver Notice of Posting to concerned barangay</b>			
	12.1. Preparation of Travel Order	None	1 hour	<i>SI/LMI/Admin. Aide</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
	12.2. Approval of Travel Order for posting document	None	1 day 1 day 1 day 1 day 1 day 1 day	<i>Head, Investigation Unit</i>  <i>Chief, PDS</i>  <i>Chief, LPDD</i>  <i>ARD-TS</i>  <i>ARD-MS</i>  <i>RED</i>  <i>Personnel Section, Admin Division</i>
	12.3. Delivery to concerned barangays	None	1 day	<i>LMI/SI/Admin. Aide</i>
	<b>13. Posting of Notices in the Barangay Hall.</b>	None	15 days	<i>LGU</i>
	<b>14. Final Examination and Prepare Order :Issuance of Residential Free Patent</b>	None	2 days	<i>Examiner</i>
	<b>15. Issue Judicial Form</b>	None	1 day	<i>Land Records Unit Staff</i>
	<b>16. Prepare Judicial Form/Patent</b>			
	16.1. Typing of Marginal Information on JF	None	1 day	<i>LMI</i>
	16.2. Adopt corrections (if any) and Print Technical Description in Judicial Form/Patent	None	1 day	<i>Cartographer</i>
	16.3. Review and sign Technical description	None	1 day	<i>Geodetic Engineer</i>
	<b>17. Prepare Transmittal to Registry of Deeds</b>	None	1 day	<i>Cartographer/LMI/LMO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<b>18. Approve Order of Award/Transmittal/Judicial Form</b>			
	18.1. Quality Control (Review of typographical errors on JF/Order/Transmittal)	None	1 day	<i>SI/Examiner</i>
	18.2. Review/Initial of Order of Award/Transmittal/Judicial Form	None	1 day 1 day 1 day	<i>Head, LRU</i> <i>Head, Processing Unit</i> <i>Chief, PDS</i>
	18.3. Review/Initial of Order of Award/Transmittal/Judicial Form	None	2 days	<i>Chief, LPDD</i>
	18.4. Issue Legal Clearance	None	3 days	<i>Chief, Legal Division</i>
	18.5. Review/ Initial Order of Award/ Transmittal/ Judicial Form	None	3 days	<i>ARD-TS</i>
	18.6. Review/ Approve of Order of Award/ Transmittal/ Judicial Form	None	5 days	<i>RED</i>
	<b>19. Stamp Date of Approval/ Photocopy of Signed Judicial Form</b>	None	1 day	<i>LMI</i>
	<b>20. Transmit to Registry of Deeds (RoD)</b>			
	20.1. Preparation of Travel Order	None	1 hour	<i>SI/LMI/Admin. Aide</i>
	20.2. Approval of Travel Order for delivery of documents	None	1 day 1 day 1 day 1 day	<i>Head, Investigation Unit</i>  <i>Chief, PDS</i>  <i>Chief, LPDD</i>  <i>ARD-TS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
			1 day	ARD-MS
			1 day	RED
			1 day	Personnel Section, Admin Division
	20.3. Delivery to concerned Registry of Deeds	None	1 day	LMI/SI/Admin. Aide
	<b>21. Groom, sort, scan, encode and upload in Land Administration and Management System (LAMS) PLA.</b>	None	1 day	LRU Staff
<i>Regional Office (NCR) TOTAL</i>			<i>90 days (+ up to 30 additional processing days due to extreme cases where corrections or revisions on the details of the patentee need to be done or when the signatories are suddenly replaced which will result into further review)</i>	
<b>TOTAL:</b>		<b>Php 50.00</b> Application Fee	<b>120 days maximum</b>	

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:

- 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.