

**CITIZEN'S CHARTER NO. RO-L-04 ISSUANCE OF RESIDENTIAL FREE PATENT**

<b>Office or Division:</b>	Licenses, Patents and Deeds Division, DENR - NCR
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Filipino Citizen who possessed and occupied the residential land for at least 10 years

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form	Patents and Deeds Records Unit, DENR-NCR
2. Copy of DENR Approved Plan	Surveys and Mapping Division - Records Section, DENR-NCR
3. Lot Data Computation/ Lot Description	Surveys and Mapping Division - Records Section, DENR-NCR
4. Two (2) Affidavits of Disinterested Persons/ Two (2) Copies Each Person / Notarized	Patents and Deeds Records Unit, DENR-NCR
5. LRA/Court Certification (For Isolated Survey)	Land Registration Authority (LRA), NIA Road, Quezon City
6. LLDA Certification (if applicable)	Laguna Lake Development Authority
7. Waiver/Transfer of Rights / Extra Judicial Settlement (If Applicable) Original Copy	Applicant
8. Marriage Contract	Philippine Statistics Authority (PSA)
9. Birth Certificate (if single) and/or Affidavit of Guardianship (Minor)	Philippine Statistics Authority (PSA)
10. Residence Certificate/Government issued ID of applicants and Affiants	Cityhall/Barangay
11. Zoning Certification (For Isolated Survey)	City Planning & Development Office of Respective Cities

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of application	Receiving of Application			Records Officer
	Assesment of the completeness of basic requirements Issuance of Order of Payments Validation of the applicants' information and lot status Verification of validated applicants' information and lot status	Php50.00	6 days	Special Investigator I  Property Appraiser I
	Assignment of RFPA to Examiners, Investigators and V-37 preparer	None	1 day	Development Management Officer IV (Section Chief , Patents and Deeds Section)

	Preparation of Travel Order (TO)	None	1 day	Special Investigator II
	Approval of Travel Order (TO)	None	5 days	
	Ocular Inspection/ Investigation	None	1 day	
	Documentation Research	None	10 days	Land Management Inspector
	Preparation of Report	None	5 days	Deputy Public Land Inspector  Special Investigator I  Land Management Inspector
	Review and Subscription of Investigation Report	None	3 days	Land Management Officer III
	Numbering and Allocation of RFP Application	None	5 days	Special Investigator I  Property Appraiser I
	Scanning and Encoding of application in LAMS			Land Management Inspector

	Preparation of Form V-37	None	2 days	Land Management Inspector  Admin Aide VI
	Preparation of Draft Technical Description (TD)	None	4 days	Special Investigator I  Land Management Inspector  Special Investigator I
	Review of Technical Description (TD) on Judicial Form	None	5 days	Engineer II
	Preliminary Examination	None	4 days	Land Management Officer III  Land Management Officer II
		None	3 days	Development Management Officer III

	Review of Notice of Posting	None	3 days	Development Management Officer IV (Section Chief , Patents and Deeds Section)
	Approval of Notice of Posting	None	4 days	Development Management Officer V (Chief, Licenses, Patents and Deeds Division)
	Stamping of date of approval , sorting, photocopy of documents	None	5 days	Data Encoder
	Delivery of Notice of Posting for each municipality / city	None		Land Management Inspector
	Posting in Barangays	None	15 days	
	Preparation of Certificate of Posting	None	1 day	Data Encoder
	Review of Certificate of Posting	None	1 day	Development Management Officer III
		None	1 day	Development Management Officer IV (Section Chief , Patents and Deeds Section)
	Approval of Certificate of Posting (15 days upon delivery)	None	2 days	Development Management Officer V (Chief, Licenses, Patents and Deeds Division)

	Issuance of Judicial Form	None	1 day	Special Investigator I
	Typing of Applicant's information in Judicial Form	None	1 day	Land Management Inspector
	Printing of Technical Description/ Preparation of Transmittal	None	3 days	Special Investigator I  Land Management Inspector  Special Investigator I
	Signature of Technical Description	None	4 days	Engineer II
	Approval of Technical Description	None	4 days	Engr. Margie Gianan Development Management Officer IV (Section Chief, Patents and Deeds Section)

	Preparation of Order of Award / Review of JF and Transmittal	None	4 days	Land Management Officer III
	Final Review / Initial of Patent Application	None	1 day	Records Officer
		None	5 days	Development Management Officer III
		None	5 days	Development Management Officer IV (Section Chief , Patents and Deeds Section)
		None	5 days	Development Management Officer V (Chief, Licenses, Patents and Deeds Division)

	Issuance of Legal Clearance	None	5 days	Attorney V (Chief, Legal Division)
	Recommending Approval	None	5 days	OIC Assistant Regional Director for Technical Services
	Approval of Patent	None	5 days	Regional Executive Director
	Typing of Date of Approval of Patents	None	1 day	Land Management Inspector
	Preparation of Travel Order (TO) Approval of Travel Order (TO)	None	3 days	Land Management Inspector
	Delivery of Patents to Registry of Deeds	None	1 day	Land Management Inspector
		Total number of Days	120 days	