

## CITIZEN'S CHARTER NO. RO-L-03. APPLICATION FOR FREE PATENT (AGRICULTURAL)\*

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENRO to PENRO
<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 Filipino and with dual citizenship Filipino

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	Concerned CENR/Implementing PENR Offices
1.1. Notarized SPA (in case the application is filed by a representative or by the heirs of the original applicant)	Land Owner/Notary Public
2. Tax declaration in the name of the applicant. If the tax declaration is in the name of the applicant's predecessor-in-interest, any of the following documents shall be presented: <ul style="list-style-type: none"> <li>2.1. Deed of Sale</li> <li>2.2. Extra Judicial Settlement</li> <li>2.3. Waiver of Rights</li> <li>2.4. Deed of Donation or other form of monuments of ownership</li> </ul>	Assessor's Office Land Owner, Notary Public, or LGU
3. 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
4. Documentary Stamp (to be attached in the application form)	BIR or Post Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>DOCUMENTS TO BE SECURED BY THE CENRO / IMPLEMENTING PENRO</b>	
1. Copy of approved Survey Plan / Cadastral Map	Concerned Regional/CENR Office
2. Technical Description / V-37	Concerned CENR/Implementing PENR Offices
3. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR/Implementing PENR Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
<b>CENRO</b>				
<p>1. Submit accomplished Application Form to the CENR Office with complete supporting requirements.</p> <p>Applicant may also submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI.</p> <p>**</p>	<p>1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.</p>	None	1 Day	<p><i>LMO / RPS</i></p> <p><i>Staff</i> CENRO Records Unit</p>
1.1. None	1.1. Prepare Order of Payment	None	2 hrs.	<p><i>Staff</i> CENRO Records Unit</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
1.2. None	1.2. Approve Order of Payment and forward the same to client.	None	2 hrs.	<i>CENRO or Designated Representative</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 150.00 <b>Application Fee</b>	2 hrs.	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	2 hrs.	<i>Staff</i> CENRO Records Unit
3.1. None	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/ investigation	None	10 Days	<i>Chief</i> RPS
3.2. None	3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	5 Days	<i>LMI/DPLI</i> <i>CENR Officer</i> CENRO
3.3. None	3.3. Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI</i> CENRO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.4. None	<p>3.4. Posting of Notices in the Barangay Hall and take geo-tagged photo.</p> <p>Simultaneously____conduct investigation on the land being applied for.</p>	None	<p>15 days posting of Notices in the municipal bldg. hall &amp; in the brgy. hall where the land applied for is located. (Section 9.2.2.)</p> <p>Notice of posting may also be made in the website in the concerned LGU.</p>	<i>LMI/DPLI</i> CENRO
3.5. None	3.5. Prepare, sign and submit investigation report, and forward to LMO I (Annex E of IRR)	None	3 days	<i>DPLI/LMI</i> CENRO
3.6. None	3.6. Screen the carpeta and prepare V-37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	28 Days	<i>LMO I/Cartographer/Encoder</i> <i>whoever is available</i> RPS CENRO

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME (CALENDAR DAYS)</b>	<b>PERSONS RESPONSIBLE</b>
3.7. None	3.7. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	20 Days	<i>GE</i> RPS
3.8. None	3.8. Do final screening of carpeta and forward to CENRO for recommendation.	None	10 Days	<i>Chief</i> RPS
3.9. None	3.9. Review and Affix initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	20 Days	<i>CENR Officer</i> CENRO
3.10. None	3.10. Transmit carpeta to PENRO	None	5 days	<i>Records Officer</i> CENRO Records Unit
<b>PENRO</b>				
3.11. None	3.11. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	1 day	<i>Records Officer</i> PENRO Records Section
3.12. None	3.12. Receive and review the carpeta, and forward to	None	1 day	<i>Chief</i> RPS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
	Chief, Technical Services Division (TSD).			
3.13. None	3.13. 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	1 day	<i>Chief</i> TSD
3.14. None	3.14. Sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	1 day	<i>PENR Officer</i> PENRO
3.15. None	3.15. Assign Patent Number/Indexing, prepare transmittal letter and forward to PENRO for signature.	None	1 day	<i>Records Officer/Staff</i> PENRO Records Section
3.16. None	3.16. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<i>PENR Officer</i> PENRO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.17. None	3.17. 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</i> PENRO Records Section
<i>CENRO TOTAL</i>		<i>Php 150.00</i>	<i>120 Calendar days for the processing time of patent pursuant to R.A. 11573</i>	
<i>PENRO TOTAL</i>		<i>None</i>	<i>10 Calendar days as per DAO 2021-38 (IRR)</i>	
<i>For Implementing PENRO*** TOTAL</i>		<i>Php 150.00</i>	<i>130 Calendar Days (120 Calendar Days Processing + 10 Calendar Days Review/Approval/Disapproval and Transmittal)</i>	
If the approving authority is the PENRO Processing of Patent – 120 calendar days Review, Approval/Disapproval of patent – 5 calendar days Transmittal to ROD – 5 calendar days				

*\*Application covers below 5 hectares*

*\*\*The filing of application may also be done in the Barangay where titling operation is on-going consistent with DAO No. 2019-08.*

*\*\*\*For Implementing PENRO, they shall absorb the function of the CENRO*

*Note:*

*This service is under the following laws:*

- *Commonwealth Act No. 141 or the "Public Land Act" (1936)*
- *Republic Act No. 782 or the "An Act to Grant Free Patents to Occupants of Public Agricultural Land since or prior to July Fourth, Nineteen Hundred and Forty-Five" (1945)*
- *Republic Act No. 11231 or the "Agricultural Free Patent Reform Act" (2018)*
  - *Republic Act No. 11573 (see title)*

*\*There is an existing MOA with the DENR and the LRA to resolve the difficulties in obtaining the certification.*

*Certification of status of land from LRA may be submitted by the applicant w/in 90 calendar days from the filing of application. Failure of the applicant to submit the Certification w/in the prescribed period shall cause the rejection of the application w/o prejudice to the refiling of the same.*

*In cases where the subject application is covered by a cadastral subdivision plan (CSD), the LRA Certification shall be waived provided that the applicant indicates in the application that no petition for judicial titling has been filed.*