



## 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>	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 and naturalized Filipino

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	Concerned CENR/Implementing PENR Offices
2. Any of the following document showing identity of land and claims of ownership	Land Owner/LGU
<ul style="list-style-type: none"> <li>● Tax declaration if applicable (1 certified copy)</li> </ul>	Assessor's Office
<ul style="list-style-type: none"> <li>● Deed of Sale/Deed of donation/Deed of transfer (1 photocopy, present original copy) *if applicable</li> </ul>	Land Owner, Notary Public, or LGU
<ul style="list-style-type: none"> <li>● Extra Judicial Settlement (1 photocopy) *if applicable</li> </ul>	Land Owner, Notary Public, or LGU
<ul style="list-style-type: none"> <li>● Waiver of Rights, Barangay certification (1 photocopy) *if applicable</li> </ul>	Land Owner, Notary Public, or LGU
3. Affidavit of at least two (2) disinterested person residing in the area	Land Owner, Notary Public, or LGU
4. Certification from the Municipal Circuit/Regional Trial Court (MCTC/RTC) concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 photocopy)	Land Owner, or Municipal Circuit/Regional Trial Court (MCTC/RTC) having Jurisdiction
5. Approved Survey Plan with Technical Description/Form V37	Concerned CENR/Implementing PENR Offices



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(if covered with isolated survey) (1 certified copy)	
6. 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
7. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR/Implementing PENR Offices
8. Documentary Stamp (4 pieces) (2-Affidavits, 1-Application Form, 1-Notice of Posting)	BIR or Post Office
9. Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)	LGU
10. Latest photograph of land and house (preferably geo-tagged)	Land owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO</b>				
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements  Applicant may also submit the application through email or courier, where, applicable, the	1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	1 day	<i>LMO / RPS</i>  <i>Staff</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
applicant may also apply online or through LMI/SI/DPLI.				
1.1. None	1.1. Prepare Order of Payment	None	2 hrs.	<i>Staff</i> CENRO Records Unit
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 50.00 <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	1 day	<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	1 day	<i>LMI/DPLI</i> <i>CENR Officer</i> CENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.3. None	3.3. Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI CENRO</i>
3.4. None	3.4. Posting of Notices in the Barangay Hall and take geo-tagged photo.	None	15 days (per DAO 2010-12)	<i>LMI/DPLI CENRO</i>
3.5. None	3.5. Prepare Certification for the proof of posting and forward to the CENR Officer for Approval	None	2 days	<i>DPLI/LMI CENRO</i>
3.6. None	3.6. Approve Certification of proof of posting	None	1 day	<i>CENR Officer</i>
3.7. None	3.7. Conduct investigation on the land being applied for. Prepare, sign and submit investigation report, and forward to LMO I.	None	30 days	<i>LMI/DPLI CENRO</i>
3.8. None	3.8. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	21 days	<i>LMO I/Cartographer/ Encoder whoever is available RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.9. None	3.9. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	15 days	<i>GE</i> RPS
3.10. None	3.10. Do final screening of carpeta and forward to CENRO for recommendation.	None	10 days	<i>Chief</i> RPS
3.11. None	3.11. Review and affix initial on file copy of Patent and Sign Indorsement to PENRO for approval.	None	15 days	<i>CENR Officer</i> CENRO
3.12. None	3.12. Transmit carpeta to PENRO	None	5 days	<i>Records Officer</i> CENRO Records Unit
<b>PENRO</b>				
3.13. None	3.13. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	2 hours	<i>Records Officer</i> PENRO Records Section
3.14. None	3.14. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	2 hours	<i>Chief</i> RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.15. None	3.15. 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	2 days	<i>Chief TSD</i>
3.16. None	3.16. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	<i>PENR Officer</i>
3.17. None	3.17. Assign Patent Number/Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 hours	<i>Records Officer/Staff PENRO Records Section</i>
3.18. None	3.18. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).	None		<i>PENR Officer</i>
3.19. None	3.19. Scan the order of Approval, signed Free Patent and transmittal letter.  Upload to Land Administration and Management System (LAMS).	None	5 days	<i>Liaison Officer PENRO Records Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Transmit documents to ROD, and copy furnish the client.			
<i>CENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>120 Calendar days for the processing time of patent pursuant to R.A. 10023</i>	
<i>PENRO TOTAL</i>		<i>None</i>	<i>10 working days (5 working days for Review/Approval/Disapproval + 5 working days transmittal to ROD per DAO 2019-11)</i>	
<i>For Implementing PENRO TOTAL</i>		<i>Php 50.00</i>	<i>120 Calendar Days Processing + 10 Working Days for Review/Approval/Disapproval and Transmittal to ROD</i>	

If the approving authority is the PENRO	
Processing of Patent	– 120 calendar days
Review, Approval/Disapproval of patent	– 5 working days
Transmittal to ROD	– 5 working days

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

*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.*
- *Per RA No. 10023, the **CENR Office is allowed a maximum of 120 calendar days** to process the application of RFPA, while the **PENR Officer is allowed a maximum of five (5) working days** to do the same*