

CITIZEN'S CHARTER NO. RO10-L-01. ISSUANCE OF CERTIFICATION OF LAND DISPOSITION

This certification contains the state or condition of the land whether it is covered or not covered by any public land application and information of the lot and project number, survey claimant, area, and location.

Office or Division:	DENR-CENRO			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business G2C- Government to Citizen G2G- Government to Government			
Who may avail:	Land owners, LGU's, NGA's, Private Entities, etc.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Form (1 original, 1 duplicate) 2. Any document showing the identity of the lot (1 photocopy) 3. B.L. Form No. V-37 (Technical Description) (1 original)			CENRO Records Office/Public Assistance Desk End-user or Assessor's Office DENR Regional Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request together with complete supporting documents	1. The receiving clerk checks the completeness of supporting documents and stamps "RECEIVED" the request indicating date, time, full name and signature of the receiving clerk record in logbook	None	15 minutes	Receiving/Releasing Clerk CENRO Records Unit

	and/or Document Tracking System (DTS) , prepare a Routing Slip and forward to the Records Unit.			
1.1 None	1.1. Receives the documents and check/verify land disposition status in the Land Administration System (LAMS), allocation or index card and list of survey claimants.	None	1 hour	Records Officer CENRO Records Unit
1.2 None	1.2. Prepares Order of Payment for approval.	None	10 minutes	CENRO/designated personnel
2. Receives Order of Payment and pay corresponding fee	2. Receives payment and issues a photocopy of Official Receipt (OR).	Php 50.00 (Certification fee and Documentary Stamp Fee)	30 minutes	Credit Officer/Bill Collector
3. Receive Official Receipt and forward to the Records Officer	3. Receive a copy of Official Receipt and prepare the desired	None	30 minutes	Records Officer

	certification. Forward the certification to the Chief, RPS for review and initial.			
3.1 None	3.1. Receive, review and initial the certification and return the document to the Records Officer.	None	15 minutes	Chief, RPS
3.2 None	3.2. Receive and sign the certification.	None	1 hour	Records Officer
3.3 None	3.3. Record and release the document.	None	20 minutes	Releasing Clerk CENRO Records Unit
4. Receive Certification				
	TOTAL	Php 50.00	4 HOURS	