

## CITIZEN'S CHARTER NO. RO10-L-03. APPLICATION FOR SPECIAL PATENT (SCHOOL SITE)

Special Patents for school sites are patents issued to untitled land actually processed and occupied by public schools.

<b>Office or Division:</b>	DENR-CENRO	
<b>Classification:</b>	Highly Technical (Multi-stage Processing)	
<b>Type of Transaction:</b>	G2C – Government to Government	
<b>Who may avail:</b>	Public Schools	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request by the Superintendent of the Division of Schools or Authorized Official from the DepEd Central Office, authorized officer of CHED or higher educational institution, as the case may be, for the issuance of Special Patent (1 original)		Requesting party
2. Historical background of possession/occupation (1 original)		Requesting Party
3. Recent photographs showing the panoramic view of the area as well as adjacent areas, vicinity improvements introduced, buildings, landmarks, identifying features, settlements, if any, etc. (1 original)		Requesting Party
4. Certification of no pending land registration application over the proposed area issued by the Regional Trial Court (RTC)/Land Registration Authority (LRA) having jurisdiction over the land (1 original)		RTC/LRA
5. Copy of Cadastral Map or Survey plan of the land duly approved by the concerned DENR Regional Office (1 photocopy)		Concerned CENR Office

6. Copy of Technical Description/BL Form No. V-37 of the parcel of land subject of the application (1 original)		Concerned CENR Office/Regional Office		
7. Certification of Land Classification Status that the land is classified as Alienable and Disposable (1 original)		Concerned CENR Office		
8. Certification of Land Disposition Status (1 original)		Concerned CENR Office		
8. Duly accomplished Special Patent Application and prescribed forms (1 original)		Concerned CENR Office		
9. Any of the following document showing identity of land and claims of ownership		Assessor's Office Requesting party, Notary Public or LGU		
<ul style="list-style-type: none"> <li>● Tax declaration if applicable (1 certified copy)</li> <li>● Deed of Sale/Deed of donation/Deed of transfer (1 photocopy, present original copy) *if applicable</li> <li>● Waiver of Rights, Barangay certification (1 photocopy) *if applicable</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements	1. Check completeness of application. If found in order, register, allocate, index and assign application numbers. Scan, encode and upload records in LAMS	None	3 hours	LMO I RPS Staff CENRO Records Unit
1.1. None	1.1. Prepare Order of Payment and forward the same to the client.	None	30 minutes	Staff CENRO Records Staff

1.2. None	1.2. Approve Order of Payment and forward the same to the client	None	10 minutes	CENRO or Designated Representative
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official receipt (OR) to the applicant	Php 50.00 Application Fee and Documentary Stamp Fee	30 minutes	Credit Officer/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 the Chief, RPS	None	1 hour	Staff  CENRO Records Unit
3.1. None	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	3 hours	Chief  RPS
3.2. None	3.2. Prepare notices of application for posting	None	1 day	LMI/DPLI  CENR Officer
3.3. None	3.3. Travel to the Barangay Hall, Municipal or City Hall, and the public school premises	None	2 days	LMI/DPLI
3.4. None	3.4. Posting of Notices in the Barangay Hall, Municipal or City Hall, and the public school premises	None	15 days	LMI/DPLI

3.5.	None	3.5. Prepare Certification for the proof of posting and forward to CENRO for approval	None	2 days	DPLI/LMI
3.6.	None	3.6. Approve Certification for the proof of posting	None	1 day	CENR Officer
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	LMI/DPLI
3.8.	None	3.8. Screen the carpeta and prepare V-37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE)	None	10 days	LMO I/Cartographer/Encoder Whoever is available RPS
3.9.	None	3.9. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	GE RPS
3.10.	None	3.10. Do final screening of carpeta and forward to CENRO for recommendation	None	5 days	Chief RPS
3.11.	None	3.11. Review and initial file copy of Patent and Sign Endorsement to PENRO for approval	None	3 days	CENR Officer
3.12.	None	3.12. Transmit carpeta to PENRO	None	3 days	Records Officer 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	Records Officer PENRO Records Section
3.14 None	3.14. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD)	None	2 hours	Chief RPS
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	Chief TSD
3.16 None	3.16. Review and sign Order of Issuance of Patent and Special Patent. Forward to PENRO Records for numbering	None	2 days	PENR Officer
3.17 None	3.17. Assign Patent number/Indexing, prepare transmittal letter and forward to PENRO for signature	None	1 hour	Records Officer/Staff PENRO Records Section
3.18 None	3.18. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD)	None	1 hour	PENR Officer

3.19 None	<p>3.19. Scan the Order of Issuance of Patent, signed Special Patent and Transmittal letter</p> <p>Upload to Land Administration and Management System (LAMS)</p> <p>Transmit documents to ROD, and copy furnish the client</p>	None	5 days	Liaison Officer Records Section
	<b>CENRO SUB-TOTAL</b>	<b>Php 50.00</b>	78 Days (+ up to 32 additional processing days due to extreme case were corrections or revisions on the details of the patentee needs to be done or when the signatories are suddenly replaced which will result into further review)	
	<b>PENRO SUB-TOTAL</b>	<b>None</b>	10 working days	
	<b>TOTAL</b>	<b>Php 50.00</b>	<b>120 days maximum</b>	