



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.

Office or Division:	Regulation and Permitting Section, DENR CENRO to PENRO
Classification:	Highly Technical (Multi-Stage Processing)
Type of Transaction	G2C - Government to Citizen
Who may avail:	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 Office
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: 2.1. Deed of Sale 2.2. Extra Judicial Settlement 2.3. Waiver of Rights 2.4. Deed of Donation or other form of monuments of ownership	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, Post Office or DENR
DOCUMENTS TO BE SECURED BY THE CENRO / IMPLEMENTING PENRO	
1. Copy of approved Survey Plan / Cadastral Map	Concerned Regional/CENR Office
2. Technical Description / V-37	Concerned CENR Office



3. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
<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.</p> <p>The filing of application may also be done in the Barangay where titling operation is ongoing consistent with DAO No. 2019-08.</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	3 hours	<p><i>LMO / RPS</i></p> <p><i>Staff</i> CENRO Records Unit</p>
1.1. None	1.1. Prepare Order of Payment and forward the same to client	None	30 min.	<p><i>Staff</i> CENRO Records Unit</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 150.00 Application Fee	30 min.	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	1 hour	<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	3 hours	<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	2 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*	PERSONS RESPONSIBLE
3.4. None	3.4. Posting of Notices in the Barangay Hall. Simultaneously <u>conduct</u> investigation on the land being applied for.	None	15 days posting of Notices in the municipal bldg. hall & in the brgy. hall where the land applied for is located. (Section 9.2.2.) Notice of posting may also be made in the website in the concerned LGU.	<i>LMI/DPLI</i> CENRO
3.5. None	3.5. Get the signed proof of posting from the Barangay fifteen (15) days after posting, and prepare, sign and submit investigation report, and forward to LMO I	None	5 days	<i>DPLI/LMI</i> CENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
3.6. None	3.6. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	10 days	<i>LMO I/ Cartographer/ Encoder whoever is available</i> RPS CENRO
3.7. None	3.7. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	<i>GE</i> RPS
3.8. None	3.8. Do final screening of carpeta and forward to CENRO for recommendation.	None	5 days	<i>Chief</i> RPS
3.9. None	3.9. Review and initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	3 days	<i>CENR Officer</i> CENRO
3.10. None	3.10. Transmit carpeta to PENRO	None	3 days or less depending on the location of	<i>Records Officer</i> CENRO Records Unit



		the PENR Office		
PENRO				
3.11. None	3.11. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	4 hours	<i>Records Officer</i> PENRO Records Section
3.12. None	3.12. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	1 day	<i>Chief</i> RPS
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 & 4 hours	<i>Chief</i> TSD
3.14. None	3.14. Sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	<i>PENR Officer</i> PENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
3.15. None	3.15. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 days	<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
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
CENRO SUB-TOTAL		<i>Php 50.00</i>	<i>66 days (+ up to 32 additional processing days due extreme case where 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)</i>	



<i>PENRO SUB-TOTAL</i>	<i>None</i>	<i>12 days</i>
	Php 50.00 + Transfer fee of Php 10.00 per hectare but not less than Php 100.00, if applicable Php 50.00 – 150.00	120 days maximum
TOTAL:		



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
If the approving authority is the Regional Executive Director (RED)	
Processing of Patent	– 110 calendar days
Review, Approval/Disapproval of patent	– 25 calendar days
Transmittal to ROD	– 10 calendar days
If the approving authority is the DENR Secretary	
Processing of Patent	– 90 calendar days
Review, Approval/Disapproval of patent	– 35 calendar days
Transmittal to ROD	– 15 calendar days

Note:

- *Transfer fee shall be paid when the lot is transferred during the processing of the application. The fee shall be paid based on where the application is being processed during the transfer i.e. CENR or PENR Office.*

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” (1952)*
- *Republic Act No. 11231 or the “Agricultural Free Patent Reform Act” (2018)*

**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.