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

This certification is being issued based on the list of survey claimants, allocation book and Land Administration System (LAMS) maintained by the CENRO Office.

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)		CENRO Records Office/Public Assistance Desk End-user or Assessor's Office		
CLIENT/EMPLOYEES STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter request together with complete supporting documents	1. Receive the request, record in logbook and/or document tracking system and forward to the Records Unit.	None	15 minutes	Receiving/Releasing Clerk CENRO Records Unit
	1.1. Receive 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. Prepare Order of Payment.	None	10 minutes	Records Officer
2. Receive Order of Payment and pay corresponding fee	2. Receive payment and issue photocopy of Official Receipt (OR).	Php 50.00 (Certification fee)	30 minutes	Credit Officer
3. Receive Official Receipt and forward to the Records Officer	3. Receive a copy of Official Receipt and prepare the desired certification. Forward the certification to the Chief, RPS for initial and review.	None	30 minutes	Records Officer
	3.1. Receive, review and initial the certification and forward to CENRO.	None	15 minutes	Chief, RPS
	3.2. Receive, review, sign and approve the certification.	None	1 hour	CENR Officer
	3.3. Record and release the document.	None	20 minutes	Releasing Clerk CENRO Records Unit
4. Receive Certification				
	TOTAL:	**Php 50.00**	**4 HOURS**	