

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.

Office or Division:	DENR-CENRO			
Classification:	Highly Technical (Multi-stage Processing)			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Public Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form for Issuance of school Site Special Patent (Available at the CENRO and Online)		Requesting Party		
2. Historical background of possession/narrative on how the school came into possession of the land being applied for including relevant dates		Requesting Party		
3. Recent photographs showing its panoramic view of the area as well as adjacent areas, vicinity, implements introduced, buildings, landmarks, identifying features, settlements, fences, etc.		Requesting Party		
4. Certification that there is no pending land registration case on the land or any portion thereof,		Court/Land Registration Authority		
5. Copy of approved Survey and Technical Description		CENRO/Region Survey and Mapping Division		
CLIENT/EMPLOYEES 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. Prepare Order of Payment and forward the same to the client.	None	30 minutes	Staff CENRO Records Staff

2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official receipt (OR) to the applicant	Php 50.00 Application Fee	30 minutes	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. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	3 hours	Chief RPS
	3.2. Prepare Posting of notices at the Barangay, Municipal, or Provincial Hall where the property is situated	None	1 day	LMI/DPLI CENR Officer
	3.3. Travel to the Barangay, Municipality or Province.	None	2 days	LMI/DPLI CENR Officer
	3.4. Posting of Notices in the Barangay Hall	None	20 days	LMI/DPLI
	3.5. Get the signed proof of posting from the Barangay fifteen (15) days after posting	None	3 days	DPLI/LMI
	3.6. Conduct investigation on the land being applied for. Prepare, sign and submit investigation report, and forward to LMO I	None	30 days	LMI/DPLI
	3.7. 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	LMO I/Cartographer/Encoder Whoever is available RPS

	3.8. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	GE RPS
	3.9. Do final screening of carpeta and forward to CENRO for recommendation	None	5 days	Chief RPS
	3.10. Review and initial file copy of Patent and Sign Endorsement to PENRO for approval	None	3 days	CENR Officer
	3.11. Transmit carpeta to PENRO	None	3 days or less depending on the location of the PENR Office	Records Officer CENRO Records Unit
PENRO				
	3.12. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable	None	2 hours	Records Officer PENRO Records Section
	3.13. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD)	None	2 hours	Chief RPS
	3.14. 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 hours	Chief TSD
	3.15. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering	None	2 hours	PENR Officer
	3.16. Assign Patent number/Indexing, prepare transmittal letter and forward to PENRO for signature	None	2 hours	Records Officer/Satff PENRO Records Section

	3.17. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD)	None	5 days	PENR Officer
	3.18. 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			Liaison Officer Records Section
	CENRO SUB-TOTAL	Php 50.00	83 Days (+ up to 27 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)	
	PENRO SUB-TOTAL	None	10 working days	
	TOTAL	Php 50.00	120 days maximum	