



## 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.

<b>Office or Division:</b>	DENR CENR Offices to PENR Offices			
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All natural born and naturalized Filipino			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Duly accomplished Free Patent Application and prescribed forms (1 original)			Concerned CENR Office	
2. Any document showing identity of land and claims of ownership			Land Owner/LGU	
<ul style="list-style-type: none"> <li>• Tax declaration (1 certified copy)</li> </ul>			Assessor's Office	
<ul style="list-style-type: none"> <li>• Deed of Sale (1 photocopy, present original copy)</li> </ul>			Land Owner, Notary Public, or LGU	
<ul style="list-style-type: none"> <li>• Extra Judicial Settlement (1 photocopy)</li> </ul>			Land Owner, Notary Public, or LGU	
<ul style="list-style-type: none"> <li>• Waiver of Rights (1 photocopy)</li> </ul>			Land Owner, Notary Public, or LGU	
3. Certification from the Municipal Circuit/Regional Trial Court (MCTC/RTC) concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 photocopy)			Land Owner, or Municipal Circuit/Regional Trial Court (MCTC/RTC) having Jurisdiction	
4. Approved Survey Plan with Technical Description/Form V37 (if covered with isolated survey) (1 certified copy)			Concerned CENR Office	
5. 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	
6. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)			Concerned CENR Office	
7. Documentary Stamp (4 pieces)			BIR, Post Office, DENR	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
<b>CENRO</b>				
1. Submit accomplished Application Form to	1. Check completeness of application. If found in order, register, allocate, index and	None	3 hours	<i>LMO / RPS</i>



the CENR Office with complete supporting requirements	assign application number. Scan, encode and upload records in LAMS.			<i>Staff</i> CENRO Records Unit
	1.1. Prepare Order of Payment and forward the same to client	None	30 min.	<i>Staff</i> CENRO Records Unit
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 50.00 <b>Application Fee</b>	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. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	3 hours	<i>Chief</i> RPS
	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>
	3.3. Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI</i>
	3.4. Posting of Notices in the Barangay Hall.	None	30 days posting of Notices	<i>LMI/DPLI</i>



	Simultaneously <u>conduct</u> investigation on the land being applied for.		(including investigation)	
	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>
	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 RPS</i>
	3.7. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	<i>GE RPS</i>
	3.8. Do final screening of carpeta and forward to CENRO for recommendation.	None	5 days	<i>Chief RPS</i>
	3.9. Review and initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	3 days	<i>CENR Officer</i>
	3.10. Transmit carpeta to PENRO	None	3 days or less depending on the location of	<i>Records Officer CENRO Records Unit</i>



			the PENR Office	
<b>PENRO</b>				
	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. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	1 day	<i>Chief</i> RPS
	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. Sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	<i>PENR Officer</i>
	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. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<i>PENR Officer</i>
	3.17. Scan the order of Approval, signed Free	None	5 days	<i>Liaison Officer</i> PENRO Records Section



	Patent and transmittal letter.  Upload to Land Administration and Management System (LAMS).  Transmit documents to ROD, and copy furnish the client.			
<i>CENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>66 days (+ up to 32 additional processing days due 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)</i>	
<i>PENRO SUB-TOTAL</i>		<i>None</i>	<i>12 days</i>	
<b>TOTAL:</b>		<b>Php 50.00</b>	<b>110 days maximum</b>	

*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)*  
***\*processing time is aligned with the realities in the field as considered in the 125 processing days for Residential Free patent***