







**CITIZEN'S CHARTER PROCESS NO. 9**

Name of Agency : **DENR PENRO South Cotabato**  
 Frontline Service : Application for Free Patent (Residential)  
 Schedule of Availability of Service : 8:00 AM – 5:00 PM, Monday to Friday  
 How to Avail of the Service

CUSTOMER ACTIVITY	DENR ACTION	OFFICE/PERSON RESPONSIBLE/LOCATION	DURATION	DOCUMENTARY REQUIREMENTS	AMOUNT OF FEES
CENRO to endorse the Free Patent documents.	Receive the Free Patent Documents.	 <p>Receiving Clerk                      Ms. Nohara S. Empao                      (2<sup>nd</sup> floor)</p>	5 minutes	Duly accomplished Free Patent Application and prescribed forms, with the following attached documents: <ol style="list-style-type: none"> <li>1. Proof of Claim/Ownership of Land;</li> <li>2. Certified True Copy of Approved Survey Plan or Cadastral Map;</li> <li>3. Copy of technical description;</li> <li>4. Affidavit of two (2) disinterested persons residing in the barangay of the city or municipality where the land is located attesting that the applicant thereof has either by himself or through his predecessors-in interest, actually resided in and continuously possessed and occupied under a bonafide claim of acquisition of ownership, the subject land for at least ten (10) years;</li> <li>5. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for;</li> <li>6. Certification from LGU that the area applied for is zoned as Residential;</li> <li>7. Certification from the CENRO that the land is A and D;</li> <li>8. Affidavit stating that the land is the only land applied for by the applicant;</li> <li>9. Government issued ID of applicant and representative (Postal, Voter's, GSIS, LTO, PhilHealth, Senior Citizen's, SSS, etc.);</li> <li>10. Latest photograph of land and house (preferably geo-tagged); and</li> <li>11. Latest photograph of the applicant and representative.</li> </ol>	N/A

	Review the Free Patent documents (Final).	 Regulation & Enforcement Section For. Efren C. Hibaler (Ground floor)	1 Day		N/A
	Assign Control Number, Record	 Land Records Ms. Lovelyn G. Mama (Ground floor)	5 minutes		N/A
	Review and Affix Initials	 Technical Services Division For. Noraida B. Formacion (Ground Floor)	5 minutes		N/A
	Sign Order of Approval, Free Patent	 Office of the PENRO Eduardo D. Saladero 2 <sup>nd</sup> floor	30 minutes		N/A
	Prepare Transmittal Letter	 Land Records Ms. Lovelyn G. Mama (Ground floor)			

	Sign Transmittal Letter	 Office of the PENRO Eduardo D. Saladero (Second Floor)			
	Transmit documents to Register of Deeds (ROD)	 Land Records Ms. Lovelyn G. Mama (Ground floor)	2 hours		N/A
Secure copy of title at the Registry of Deeds concerned.					

**NOTE: Approving Official – PENRO**

1. 200 square meters (sq.m.) for highly urbanized cities.
2. 500 sq. m. for other cities.
3. 750 sq. m. for 1<sup>st</sup> class and 2<sup>nd</sup> class municipalities.
4. 1,000 sq. m. for other municipalities.