



CITIZEN'S CHARTER NO. R11-AF-01. ISSUANCE OF A CERTIFICATION OF NO PENDING CASE OVER A PARCEL OF LAND

This Certification is made upon request of DENR personnel, official or external party of No Pending Case over a Parcel of Land being filed in the DENR. The purpose for the request is included in the Certification.

Office or Division:		Legal Division, DENR, Regional Office		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen G2G - Government to Government		
Who may avail:		Internal: Permanent Employees of DENR -Regional Office, External: External Clientele who are authorized party or representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished customer request form (1 original)		Receiving Area, Legal Division, 2 nd Floor DENR-Regional Office, Km. 7, Lanang Davao City		
2. Government issued ID (present 1 original)		Requesting Party		
3. Document Showing the identity of the Land (e.g. Lot Number, survey card, tax declaration, etc.), - (if already titled) Original Copy or Certified Photocopy of the Certificate of Title covering the lot - If the title is not in the name of the customer, photocopy of the Deed of Sale or any document proving transfer or conveyance should be presented		Requesting Party		
ADDITIONAL IF FROM THE GOVERNMENT SECTOR				
1. Official Letter Request (1 original)		Requesting Party		
2. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE



1.Fill up the prescribed form after showing any government issued ID and satisfying requirements	Receive, and check the completeness of submitted requirements, forward all documents to action officer. Verify all requirements and indicate amount in the Order of Payment Form.	NONE	1 Hour	Receiving Personnel Legal Assistant II, Administrative Assistant I Administrative Aide VI
	Prepare/Approve Order of Payment	NONE	30 Minutes	Receiving Personnel Legal Assistant II, Administrative Assistant I Administrative Aide VI
2.Pay to the Cashier the Certification Fee	Pay to the Cashier the Certification Fee	Php 25.00	30 Minutes	Cashier
3.Proceed to Legal Division and present official receipt	Check the Official Receipt and	NONE	5 Minutes	Receiving Personnel Legal Assistant II, Administrative Assistant I Administrative Aide VI
	Review and initial the Certification, Affix signature, stamp dry seal /and/or attach bar code	NONE	30 Minutes	Action Officer Chief, Legal Division



4.Receive Certification				
		Php 25.00		
<i>REGIONAL OFFICE SUB-TOTAL</i>		<i>Php 50.00</i>	2 hours 35 Minutes	
TOTAL		Php 50.00	2 Hours 35 Minutes	

- Number processing days/time may increase depending on the availability of the signatories, un expected issues that may arise from the application.