



## CITIZEN'S CHARTER NO. R11-L-01. APPLICATION FOR FORESHORE/ MISCELLANEOUS LEASE APPLICATION (FLA/MLA) – APPROVAL OF APPRAISAL

Foreshore/Miscellaneous Lease Application is the type of application used in foreshore land.

<b>Office or Division:</b>	DENR CENR Offices to Central Offices	
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)	
<b>Type of Transaction</b>	G2C - Government to Citizen G2G –Government to Government G2B – Government to Business	
<b>Who may avail:</b>	Any Filipino citizen of legal age; and Corporations, Associations or Partnerships duly constituted and organized under the law of the Philippines; at least 60% of the Capital is owned by Filipino citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Foreshore/Miscellaneous Lease Application on the prescribed forms (1 original); a. If the applicant is a naturalized Filipino citizen, attach a copy of Naturalization; b. In case of corporation, association, or partnership, attached the following; b.1 Articles of Incorporation and Certificate of Registration from the SEC; and b.2. Three (3) copies of the Board Resolution authorizing the President or any representative to apply for foreshore lease agreement c. If the applicant uses a name ,style or trade name, attach 3 copies of the Certificate of Registration of such name from DTI and SEC		Concerned CENR Office  Proponent
2. Approved survey plan and technical description of the land applied for ( 1 certified copy)		Proponent to secure it from Surveys and Mapping Division / Geodetic Engineer
3. Certification from the Regional Heads whenever applicable, of the following Agencies/Offices having jurisdiction over the area that the land applied for is not needed for public use;  a. District/ City Engineer, DPWH with the concurrence of the Secretary (1 original, 1 photocopy) b. Local Port Authority concerned with the concurrence of the Philippine Port Authority (1 original, 1 photocopy)		Concerned Agency/ies



c. Department of Tourism (DOT) if for Beach purposes(1 original, 1 photocopy)				
4. Feasibility Study and Development Plan signed by a Civil Engineer (1 certified true copy or original copy)			Proponent signed by a Civil Engineer	
5. Cost Estimate of the proposed and or existing improvements			Proponent signed by a Civil Engineer	
6. Geo-tagged photo of the area/property			Proponent	
7. Certified true copy of Zonal Valuation from BIR for commercial industrial and certified true copy of the market value from the Assessors Office.			Proponent to secure from BIR/ Assessors Office	
8. Certified Copy of the Titled Property adjacent to foreshore land applied for			Proponent to secure from ROD/LRA	
			<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
<b>CENRO</b>				
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 number. Scan, encode and upload records in LAMS.	None	1 day	LMO / RPS  Staff CENRO Records Unit
	1.1. Prepare Order of Payment and forward the same to client	None	2 hours.	Staff CENRO Records Unit
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 500.00 –individual Php 1,000 – Corporation/Association/Partnership <b>Application Fee</b>	2 hours	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	2 hours	Staff CENRO Records Unit



	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	1 day	Chief RPS
	3.2. Conduct of preliminary investigation and submission of report by the investigator to the CENR Officer LMO I.	None	7 days	LMI/DPLI
	3.3. Conduct and submission of appraisal report by the Appraisal Committee to the PENRO/RED	None	10 days	Appraisal Committee headed by the CENR Officer
	3.4. Transmit carpeta/folder to PENRO for review	None	3 days or less depending on the location of the PENR Office	Records Officer CENRO Records Unit
<b>PENRO</b>				
	3.5. Receive the carpeta / folder and forward to Chief, RPS. Update data in LAMS, if applicable.	None	1 day	Records Officer PENRO Records Section
	3.6. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	5 days	Chief RPS
	3.7. Do the final review of carpeta/folder and	None	2 days	Chief TSD



	forward to PENRO for review			
	3.8. Review and transmit the folder/ carpeta to the RED.	None	2 days	<i>PENR Officer</i>
<b>Regional Office</b>				
	3.9. Receive the carpeta / folder and forward to LPDD for review.	None	2 days	<i>Records Officer/Staff</i>
	3.10. Receive the carpeta/folder and forward to Chief, PDS	None	1 day	<i>LPDD Staff</i>
	3.11. Receive and review the carpeta and preparation of transmittal in CSW form and forward to Chief, LPDD	None	5 days	<i>Chief, PDS</i>
	3.12. Do the final review of the carpeta/folder and forward to ARD TS	None	2 days	<i>Chief, LPDD</i>
	3.13. Review and forward the carpeta/folder to the Regional Executive Director for review	None	2 days	<i>ARD TS</i>
	3.14. Transmit documents to the Secretary thru LMB for review, evaluation and approval copy furnish the client. None 5 days RED	None	5 days	<i>RED</i>
4. Received the Appraisal upon Approval				



of the DENR Secretary				
	<i>CENRO SUB-TOTAL</i>	<i>Php 500.00 – individual Php 1,000.00 – Corporation/Association/ Partnership</i>	<i>49 days and 6 hrs (+ up to 22 additional processing days due extreme case were corrections or revisions on the details of the application 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>10 working days</i>	
	<i>REGIONAL OFFICE</i>	<i>None</i>	<i>17 days (+ up to 15 d additional processing days due extreme case were corrections or revisions on the details of the application needs to be done or when the signatories are on official business outside the Region)</i>	
	<b>TOTAL:</b>	<b>Php 500.00 – individual Php 1,000.00 – Corporation/Association/ Partnership</b>	<b>77 days &amp; 6 hours / 113 days maximum</b>	

*This service is under the following laws:*

- *Republic Act No. CA 141, DAO 2004-24, DAO 98-20 and DAO 2010-16, Amendment to Paragraph 2 and 3, Section 3 of DAO 98-20 and DAO 2016-07 – Manual of Authorities on Technical Matters*