



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

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

| Office or Division:       | DENR CENR Offices to Central Offices  |   |
|---------------------------|---|---|
| Classification:           | Highly Technical (Multi-Stage Processing)   |   |
| Type of Transaction       | G2C - Government to Citizen<br>G2G –Government to Government<br>G2B – Government to Business  |   |
| Who may avail:            | 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.                        | Approval of appraisal and grant of authority to lease the land  | OSEC  |
| 2.                        | Environmental Compliance Certificate (ECC)  | Proponent to secure it from EMB                                   |
| 3.                        | Proof of Payment of Publication Expenses.   | Proponent to secure from the Newspaper who published the Notices. |
| 4.                        | Proofs of Posting and publication of the Notice of right to lease the land, Official Gazette, Newspaper of General Circulation, CENRO, Provl/Municipal/ City HallFeasibility Study and Development Plan signed by a Civil Engineer (1 certified true copy or original copy) | From the Concerned Offices  |
| 5.                        | Notices of Right to Lease the Land  | CENRO   |
| 6.                        | Report of Bidding   | CENRO   |
| 7.                        | Proof of Payment of annual rental   | Proponent to secure the receipt from CENRO                        |
| 8.                        | Order of Award  | CENRO   |
| 9.                        | Draft Lease Contract  | CENRO   |
| 10.                       | Letter to Applicant for signature of the Lease Contract   | CENRO   |
| 11.                       | Competent Evidence of Identity of applicant/representative  | Proponent   |



| CLIENT STEPS  |  |      | PROCESSING TIME | PERSONS RESPONSIBLE                      |
|---|--|------|-----------------|--|
| <b>CENRO</b>  |  |      |                 |  |
| 1. Payment of publication expenses for two (2) newspapers of general circulation once a week for six (6) consecutive weeks. | 1. Publication/ Posting of Notices of Right to Lease the Land. Publication for 6 consecutive weeks to Newspaper/ Barangay Hall/ Mun or City Hall/ CENRO/ PENRO | None | 45 days         | CENRO Staff- RPS and Proponent           |
| 2. Payment of 3 months bid deposit before the conduct of bidding.   | 2. Public Bidding and submission of Report of Bidding  | None | 3 days          | CENRO Staff - RPS                        |
|   | 3. Preparation of Award and Lease Contract of the winning bidder   | None | 3 days          | CENRO Staff - RPS                        |
| 3. Signing of the Contract/ Agreement by the awardee  | 2.1 Signing of the Contract/ Agreement by the awardee  | None | 5 days          | Chief RPS                                |
|   | 2.2 Indorsement/ Transmittal of Order of Award and Lease Contract to PENRO   | None | 5 days          | CENRO                                    |
| <b>PENRO</b>  |  |      |                 |  |
|   | 2.3 Receive the folder and forward to Chief, RPS.  | None | 2 days          | Records Officer<br>PENRO Records Section |



|                        |  |      |        |                              |
|------------------------|--|------|--------|------------------------------|
|                        | 2.4 Receive and review the folder, and forward to Chief, Technical Services Division (TSD).                                      | None | 3 days | <i>Chief RPS</i>             |
|                        | 2.5 Do the final review of the folder and forward to PENRO for review  | None | 2 days | <i>Chief TSD</i>             |
|                        | 2.6 Review and transmit the folder to the RED.   | None | 3 days | <i>PENR Officer</i>          |
| <b>Regional Office</b> |  |      |        |                              |
|                        | 2.7 Receive the folder and forward to LPDD for review.   | None | 2 days | <i>Records Officer/Staff</i> |
|                        | 2.8 Receive the folder and forward to Chief, PDS   | None | 1 day  | <i>LPDD Staff</i>            |
|                        | 2.9 Receive and review the folder and preparation of transmittal in CSW form and forward to Chief, LPDD                          | None | 5 days | <i>Chief, PDS</i>            |
|                        | 2.10 Do the final review of the folder and forward to ARD TS   | None | 2 days | <i>Chief, LPDD</i>           |
|                        | 2.11 Review and forward the folder to the Regional Executive Director for review and recommendation of approval to the Secretary | None | 2 days | <i>ARD TS</i>                |
|                        | 2.12 Transmit documents to the Secretary thru LMB for review, evaluation and approval copy furnish the client.                   | None | 5 days | <i>RED</i>                   |



|  |                        |             |  |  |
|--|------------------------|-------------|--|--|
| 3. Received the Lease Contract upon Approval of the DENR Secretary |                        |             |  |  |
|  | <i>CENRO SUB-TOTAL</i> |             |  | <i>71 days (+ up to 10 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 10 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>88 days /<br/>108 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*