



CITIZEN'S CHARTER NO. RO-L-02. APPLICATION FOR SALES NAFCO PATENT (AGRICULTURAL)

NAFCO Sales Patent Application (Agricultural) is a mode of acquiring ownership of a certain parcel of alienable and disposable land thru Sales under Privatization Management Office (PMO) and issued patent by DENR

Office or Division:	DENR CENR Offices to PENR Offices to Regional Offices	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction	G2C - Government to Citizen	
Who may avail:	All Filipino Citizen who have paid the value of the land at the Privatization Management Office (PMO)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Sales Patent Application and prescribed forms (1 original)		Concerned CENR Office
2. Document's issued by Privatization Management Office (PMO) formerly Board of Liquidators (BOL)		Land Owner/PMO
3. Letter of endorsement from PMO for issuance of patent		Land Owner/PMO
4. Deed of Absolute Sale (original copy)		Land Owner/PMO
5. Certification of Full Payment (CFP)		Land Owner/PMO
6. Affidavit of Possession/ Notice of Possession		Land Owner/PMO
7. Joint Affidavit		Land Owner/PMO
8. Investigation Report		Land Owner/PMO
9. Brgy Clearance and Court Clearance (if applicable)		Land Owner/PMO
10. 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



11. Approved Survey Plan with Technical Description/Form V37 (if covered with isolated survey) (1 certified copy)			Concerned CENR Office	
12. 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	
13. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)			Concerned CENR Office	
14. Final Confirmation Report			Concerned CENR Office	
15. Documentary Stamp (4 pieces)			BIR, Post Office, DENR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
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	3 hours	<i>LMO / RPS</i> <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 Application Fee	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	None	3 hours	<i>Chief</i> RPS



	Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation			
	3.2. Prepare, sign and submit investigation report, and forward to LMO I	None	5 days	<i>DPLI/LMI</i>
	3.3. 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>
	3.4. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	<i>GE RPS</i>
	3.5. Do final screening of carpeta and forward to CENRO for recommendation.	None	5 days	<i>Chief RPS</i>
	3.6. Review and initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	3 days	<i>CENR Officer</i>
	3.7. Transmit carpeta to PENRO	None	3 days or less depending on the location of the PENR Office	<i>Records Officer CENRO Records Unit</i>
PENRO				
	3.8. Receive the carpeta and forward to Chief, RPS.	None	4 hours	<i>Records Officer PENRO Records Section</i>



	Update data in LAMS, if applicable.			
	3.9. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	1 day	Chief RPS
	3.10. Do the final review of carpeta, initial file copy of Patent, and sign indorsement to Regional Office for approval.	None	2 days	PENR Officer
	3.11. Transmit carpeta to Regional Office	None	3 days or less depending on the location of the PENR Office	Records Officer PENRO Records Unit
Regional Office				
	3.12 Receive the carpeta and forward to LPDD. Update data in LAMS, if applicable.		4 hours	Records Officer Records Section
	3.13 Receive and review the carpeta, and forward to SMD Records Section for records verification.		4 days	DMO I/ II
	3.14 Do final screening of carpeta and prepare Order of Approval and Transmittal letter to ROD		3 days	DMO III
	3.15 Review and initial file copy of Patent and Indorsement to RED for approval.		3 days	Chief, LPDD/ ARD TS



	3.16. Sign Order of Approval and Sales Patent. Forward to Records Section for numbering.	None	2 days	<i>RED</i>
	3.17. Assign Patent Number/ and Indexing	None	2 days	Records Officer/Staff Records Section
	3.18. Sign transmittal letter and forward to Registry of Deeds (ROD).			<i>RED</i>
4. Receive copy of approved Sales Patent.	3.19. Scan the order of Approval, signed Sales Patent and transmittal letter. Upload to Land Administration and Management System (LAMS). Transmit documents to ROD, and copy furnish the client.	None	5 days	Liaison Officer Records Section
<i>CENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>32 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>6 days and 4 hrs</i>	
<i>RO SUB -TOTAL</i>			<i>20 days</i>	
TOTAL:		Php 50.00	58 days & 4 hrs up to 90 days maximum	



This service is under the following laws:

- *Commonwealth Act No. 141 or the “Public Land Act” (1936)*
- *RA 477*
- *DAO 2016-07 or Manual of Approval for Technical Matters*