






SECSIME NO. BAN-01. ACTIONS TO DOCUMENTS

Description: This Certification is being issued based from the land records such as allocation book and the Land Administration and Management System (LAMS). This Certification does not construe ownership and is for loan/ mortgage, bailbond or reference purposes only.

Office or Division:	Office of the CENR Officer, CENRO Bangued, Abra DENR Region CAR			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and attached agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and external clientele			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Form, Communications with complete requirements			CENRO Records Office or Public Assistance Desk	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request forms, communication with complete supporting documents to the CENRO Records Unit.	1. Receive the request or communication records, assign numbers and attach DATS form	None	5 min.	 <i>Records Officer</i> CENRO Records Unit



	2. Give instruction to concerned personnel/unit	None	15 min.	 <i>CENR Officer</i>
2. Receive communications	3. Release documents to concerned personnel/unit	None	10 min.	 <i>Records Officer</i> CENRO Records Unit
TOTAL			30 min.	