








SECSIME NO. BAN-02. ISSUANCE OF CERTIFICATION OF LOT STATUS WHETHER TITLED OR NOT FOR LOAN/ MORTGAGE, BAILBOND OR REFERENCE PURPOSES


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:	Records Unit DENR CENRO Bangued, Abra, Region CAR			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	External: Banks, Corporations, Private Associations e.g. Surveying Firms; Realtors'/Developers' Corporations, Land Owners, LGUs, DPWH, Philippine Port Authority, Department of Tourism, DepEd and other stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Form (1 original, 1 duplicate copy)			CENRO Records Office or Public Assistance Desk	
2. Tax Declaration or any document showing the identity of the lot (1 photocopy)			End-user or Assessor's Office	
3. Approved Subdivision/ Consolidation Plan for subdivided/ consolidated lot (1 photocopy)			Requesting Party	
4. Government issued ID (1 photocopy)			Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. File application with complete supporting documents to the CENRO Records Unit.	1. Receive the request and verify the lot status in the allocation book and/ or LAMS	None	5 min.	 <i>Records Officer</i>



				CENRO Records Unit
1.1 None	1.1. Prepare Order of Payment and forward the same to CENR Officer	None	3 min.	 <i>Records Officer</i> CENRO Records Unit
1.2 None	1.2. Review and sign Order of Payment	None	5 min.	 <i>CENR Officer</i>
1.3 None	1.3. Forward Order of Payment to client	None	2 min.	 <i>Records Officer</i> CENRO Records Unit
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue Official Receipt.	Php 30.00 Documentary Stamp Php 50.00	5 min.	



		Certification Fee of Status		<i>Credit Officer Cashier</i>
3. Receive Official Receipt and forward the same to Records Unit. Receive Certification	3. Receive Official receipt. Prepare and sign the Certification. Affix agency seal and release the Certification.	None	10 min.	 <i>Records Officer CENRO Records Unit</i>
TOTAL:		Php 80.00		30 min.