






## SECSIME NO. BUG-02. ISSUANCE OF CERTIFICATION OF LAND STATUS AND/OR CERTIFICATION OF SURVEY CLAIMANT



This Certification is being issued based from the land records/status and projection in the land classification map for alienability or disposability of the land being applied for. The requesting party may also request for the Certification of Survey Claimant for additional fee. This Certification does not construe ownership and is for reference only.

<b>Office or Division:</b>	Regulatory and Permitting Section DENR CENRO Buguias, Benguet, Region CAR				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government				
<b>Who may avail:</b>	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				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1. Request Form (1 original, 1 duplicate copy)			CENRO Records Office or Public Assistance Desk		
2. Any document showing the identity of the lot (1 photocopy)			End-user or Assessor's Office		
3. Sketch Plan with Complete Technical Description (1 original)			Geodetic Engineer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>	






<p>1. File application with complete supporting documents to the CENRO Receiving Area/Records Unit.</p>	<p>1. Receive the request, record in logbook and/or Document Tracking System, and forward to Records Unit.</p>	<p>None</p>	<p>15 min.</p>	<p><b>MARISSA T. LABINTAS</b>  <i>Receiving/Releasing Clerk</i>  <b>Receiving/Releasing Unit</b>  <b>Office of the CENR Officer</b></p> 
<p>1.1. None</p>	<p>1.1. Receive documents, and check the lot status in the Land Administration and Management System (LAMS), allocation book or index card. Forward to Technical Staff.</p>	<p>None</p>	<p>15 min.</p>	<p><b>JOSEFA P. DAMPILAG</b>  <i>Records Officer I</i>  <b>Administrative Section</b></p> 
<p>1.2. None</p>	<p>1.2. Receive request and prepare Order of Payment and forward the same to client.</p>	<p>None</p>	<p>15 min.</p>	<p><b>NOWEDEL M. CHASURAS</b>  <i>Office Support Staff</i>  <b>Administrative Section</b></p> 
<p>2. Receive Order of Payment and pay corresponding fee. Pay additional fee if</p>	<p>2. Receive payment and issue and photocopy Official Receipt.</p>	<p>Php 20.00/lot  + Php 10.00/  additional lot</p>	<p>30 min.</p>	<p><b>ROVABEL B. GUANSO</b>  <i>Credit Officer I</i>  <b>Cashier Unit</b>  <b>Administrative Section</b></p>



<p>the request includes Certification of Survey Claimant.</p>		<p><b>Certification Fee of Status</b></p> <p>Php 30.00 <b>Documentary Stamp</b></p> <p><b>Additional if for Certificate of Survey Claimant:</b></p> <p>Php 20.00/lot + Php 10.00/ additional lot <b>Certification Fee of Survey Claimant</b></p>		
<p>3. Receive Official Receipt and forward the same to Technical Staff, RPS.</p>	<p>3. Receive copy of official receipt.</p> <p>Verify and project the lot, and prepare and sign the Certification.</p> <p>(*If area falls within boundary line of Timberland and A&amp;D, near rivers, creeks and shoreline, and other special cases).</p> <p>Conduct actual ground verification, plot</p>	<p>None</p>	<p>1 day (without issue)</p> <p>4 days (if with issue*)</p>	<p><b>WILLY S. TOMAS</b> <i>Forester I/ Certifying Officer</i> <b>Regulatory and Permitting Section</b></p> 



	<p>coordinates in map, and prepare and sign report.</p> <p>Forward the Certification and supporting documents, if any, to Chief, RPS.</p>			
3.1. None	3.1. Receive, review and sign the Certification and forward to CENR Officer.	None	30 min.	<p><b>SAMSON A. GUILLERMO</b> <i>LMO III/ Chief</i> <b>Regulatory and Permitting Section</b></p> 
3.2. None	3.2. Receive, review, sign and approve the Certification.	None	1 hour	<p><b>JULIO D. LOPEZ</b> <i>CENR Officer</i> <b>Office of the CENR Officer</b></p> 
3.3. None	3.3. Record and release documents.	None	20 min.	<p><b>MARISSA T. LABINTAS</b> <i>Receiving/Releasing Clerk</i> <b>Office of the CENR Officer</b></p> 
4. Receive the Certification.				



<b>TOTAL:</b>	<b>Php 50.00+ depending on the number of lot/s and kind of Certification</b>	<b>Without Issues</b>	<b>1 day, 3 hours &amp; 5 min.</b>
		<b>With Issues</b>	<b>4 days, 3 hours &amp; 5 min.</b>