




SECSIME NO. LAG-02. ISSUANCE OF CERTIFICATION OF LOT VERIFICATION.

Certification of Lot Verification is made by the requesting party (DENR personnel, official or external clientele). The purpose for the request is included in the Certification.

Office or Division:	Records Unit/Section, DENR CENRO Lagangilang, Abra, 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 private individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration of property (1 photocopy)		Municipal/Provincial Assessor's Office.		
Additional if from the Government Sector				
1. Tax Declaration of property (1 photocopy) 2. Official Letter Request (1 original)		Municipal/Provincial Assessor's Office. Requesting Party		
Additional if Requesting Party is a representative				
3. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Inquire on the status of lot to be verified.	1. Verify through the Allocation book if the lot is titled or untitled.	None	5 min.	<p style="text-align: center;">Hazel Mae G. Barbero AO I/Records Officer</p> <div style="text-align: center;">  </div>



2. None	2. Encodes the certification.	None	5 min.	Hazel Mae G. Barbero AO I/Records Officer 
3. Pay the corresponding fee.	3. Issue an Official Receipt (O.R.)	Php 80.00 Certification Fee	5 minutes	Mayola M. Pabuayon Credit Officer 
4. Receive the Certificate of Verification.	4. Signing and releasing of the certification.	None	1 minute	Hazel Mae G. Barbero AO I/Records Officer 



TOTAL:	Php 80.00 per Certification	Simple	26 minutes
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