









SECSIME NO. APA-03. APPLICATION FOR FREE PATENT (RESIDENTIAL)

Description: Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land

Office or Division:		Regulation and Permitting Section, Technical Services Division PENRO Apayao, DENR Region CAR		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizen		
Who May Avail:		All natural born and naturalized Filipino		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished public land applications		CENROS		
3. Official Letter Request (1 original)		Requesting Party		
Additional if Requesting Party is a representative				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit public land application to CENROS	1. Receive the Free Patent documents from the CENR Office, record data in LAMS Philippines and verifies and assign Patent Number (indexing)	None	15 minutes	 EURAH JUNE A. CAWALO Records Officer I

	2. Review Free Patent Application (Final)	None	10 minutes	 ONOFRE B. ABAOAG DMO III
	3. Review and Initial Free Patents documents	None	10 minutes	 RODRIGO N. NAPIGUE DMO V/Chief, TSD
	4. Record data in LAMS Philippines	None	5 minutes	 CHARISH HESSEIN HEPIC TSD Admin. Assistant
	5. Sign Order of Approval and Issuance of Patent; Residential Free Patent Judicial Form	None	3 minutes	 ATTY. ROMEO G. BRAVO PENR Officer

	5. Record data in LAMS Philippines and prepare transmittal letter to Register of Deeds	None	5 minutes	 EURAH JUNE A. CAWALO Records Officer I
	6. Sign Transmittal Letter	None	3 minutes	 ATTY. ROMEO G. BRAVO PENR Officer
	7. Transmit free patent documents to Registry of Deeds and provide copy of transmittal to patentee and the CENR Offices	None	30 minutes	 EURAH JUNE A. CAWALO Records Officer I
2. Secure copy of Title at the Registry of Deeds				
	TOTAL:	None	1 hour, 18 minutes	