






## SECSIME NO. BEN-03. ISSUANCE OF CERTIFICATION TO PATENTEE FOR BAGUIO CITY




This Certification is being issued to patentees within the City of Baguio as a patents registration requirement by the City Assessor and Register of Deeds.

<b>Office or Division:</b>	Regulatory and Permitting Section, Technical Services Division DENR PENRO Benguet Region CAR	
<b>Classification:</b>	Simple to Complex	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	External: Patentees of Baguio City	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Letter (1 original)		Requesting Party
2. Government issued ID (present 1 original)		Requesting Party
<b>Additional if from the Government Sector</b>		
3. Official Letter Request (1 original)		Requesting Party
<b>Additional if Requesting Party is a representative</b>		
4. 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
<p>1. Submit Request for Certification and receives back the receiving copy with stamp received (date, time and initial)</p> <p><i>Client may wait or come back within the processing time until the second step</i></p>	<p>1. Check the completeness of documents</p> <p>Receive the document and stamps received (date, time and initial) on the document</p> <p>Enter the document to the PENRO Document Tracking System (PDATS)</p> <p>Print a Document Tracking system routing slip</p> <p>Forward to the PENR Officer</p>	None	2 Minutes	<p><b>EMILY B. ATOLBA</b> <i>Admin Assistant</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b></p>  <p>Or</p> <p><b>CHER AMI A. PUL-AGAN</b> <i>Admin. Aide I</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b></p> 
1.1. None	1.1. Review the request and refer with instruction to the Technical Services Division	None	5 Minutes	<p><b>EDGARDO S. FLOR</b> <i>OIC PENR Officer</i> <b>Office of the PENR Officer</b></p> 





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.2. None	1.2. Encode the instruction in the PENRO Document Tracking System (PDATS) then forward the document to the concerned division	None	2 Minutes	<p><b>EMILY B. ATOLBA</b> <i>Admin Assistant</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b></p>  <p>Or</p> <p><b>CHER AMI A. PUL-AGAN</b> <i>Admin. Aide I</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b></p> 
1.3. None	1.3. Receive document and forwards to the Office of the Chief, Technical Services Division	None	1 Minute	<p><b>ELENOR W. PATIL</b> <i>Administrative Assistant</i> <b>Receiving/Releasing Unit</b> <b>Technical Services Division</b></p> 






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.4. None	1.4. Review the request and refer with instruction to the Regulatory and Permitting Section	None	5 Minutes	<p><b>RAINIER D. BALBUENA</b> <i>Chief</i> <b>Technical Services Division</b></p> 
1.5. None	1.5. Receive and Record Request  Prepares Order of Payment	None	10 Minutes	<p><b>TERESITA M. TIANGSON</b> <i>DMO II/ Section Chief</i> <b>Regulatory and Permitting Section</b></p>  <p><b>KAMILLE DAYE M. DAVID</b> <i>Admin. Assistant</i> <b>Regulatory and Permitting Section</b></p> 






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.6. None	1.6. Sign the Order of Payment	None	3 Minutes	 <b>GIZELLE MAYE A. CORNEL-ANOS</b> <i>Accountant III</i> <b>Accounting Section</b>
2. Pay Certification Fee at the Cashier  <i>Client may wait or come back within the processing time until the release of the document</i>	2. Collect Payment and Issue Official Receipt	Php 50.00	5 Minutes	<b>LORETA H. WINDO</b> <i>Admin. Aide VI/ Collecting Officer</i> <b>Cashier Unit</b> <b>Accounting Section</b> 






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.1. None	2.1. Prepare the Certification, bearing the necessary information for registration purposes  Affix initial on the prepared Document	None	10 Minutes	<b>TERESITA M. TIANGSON</b> <i>DMO III/ Section Chief</i> <b>Regulatory and Permitting Section</b>  <b>KAMILLE DAYE M. DAVID</b> <i>Admin. Assistant</i> <b>Regulatory and Permitting Section</b> 
2.2. None	2.2. Affix initial on the prepared Document	None	5 Minutes	<b>RAINIER D. BALBUENA</b> <i>Chief</i> <b>Technical Services Division</b> 





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.3. None	2.3. Enters the actions taken on the request in the PENRO Document Action Tracking System  Forwards to the Office of the PENR Officer for Approval	None	2 Minutes	<b>ELENOR W. PATIL</b> <i>Administrative Assistant</i> <b>Receiving/Releasing Unit</b> <b>Technical Services Division</b> 
2.4. None	2.4. Receive the document for approval and forward to the PENR Officer for approval	None	2 Minutes	<b>EMILY B. ATOLBA</b> <i>Admin Assistant</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b>   <i>Or</i>  <b>CHER AMI A. PUL-AGAN</b> <i>Admin. Aide I</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b> 



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.5. None	2.5. Approves the Certification	None	5 Minutes	<p><b>EDGARDO S. FLOR</b> <i>OIC PENR Officer</i> <b>Office of the PENR Officer</b></p> 
2.6. None	2.6. Forward the Approved Document to the Regulatory and Permitting Section	None	2 Minutes	<p><b>EMILY B. ATOLBA</b> <i>Admin Assistant</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b></p>  <p>Or</p> <p><b>CHER AMI A. PUL-AGAN</b> <i>Admin. Aide I</i> <b>Receiving/Releasing Unit</b> <b>Office of the PENR Officer</b></p> 





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receives/Pick Up the Certification, signs in the Logbook and Receiving Copy; and fill up the Client Satisfactory Survey	3. Inform/explain to the Customer the required documents for compliance to be submitted to Assessor and Register of Deeds for registration  Enters the actions taken on the request in the PENRO Document Action Tracking System	None	5 Minutes	<b>KAMILLE DAYE M. DAVID</b> <i>Admin. Assistant</i> <b>Regulatory and Permitting Section</b>  <b>ELENOR W. PATIL</b> <i>Administrative Assistant</i> <b>Receiving/Releasing Unit</b> <b>Technical Services Division</b> 
<b>TOTAL:</b>		<b>Php 50.00</b>	<b>Simple</b>	<b>1 hour 19 Minutes</b>