









SECSIME NO. MTP-03. APPLICATION OF FREE PATENT FOR AGRICULTURAL, RESIDENTIAL (PENRO LEVEL)

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

Office or Division:	Regulatory and Permitting Section (RPS) DENR- PENRO Mountain Province, Region CAR			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	For Residential and Agricultural Free Patent Issuance: Citizens			
CHECKLIST FOR REQUIREMENT		WHERE TO SECURE		
1. Requirements attached to carpetas submitted by CENROs		CENROs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None (CENRO will indorse process application to PENRO)	1. Receive and assign Patent Number/Indexing of the Agricultural Free Patents/ Residential Free Patents / Special Patents carpetas or folders and forward to RPS	None	1 hr	Myril F. Ngina Records Officer 
2. None	2. Review Free Patents Agricultural documents (Initial)	None	1 hr	Gregory A. Dulaycan DMO II, RPS 

3.None	3. Review Free Patents Agricultural documents (Final)	None	1 hr	<p>Jerome A. Bongsalo DMO III, RPS</p> 
4.None	4. Review and Initial Free Patents Agricultural Documents	None	30 mins	<p>Anita T. Tangbawan OIC Chief, TSD</p> 
5.None	5. Sign Order of Approval, Free patent Agricultural	None	5 mins	<p>JOEL T. BEHIS PENRO</p> 
6.None	6. Prepare transmittal Letter	None	1 hr	<p>George A. Galgala Jr Admin. Assistant 1</p> 

7.None	7. Sign Transmittal Letter	None	10 mins.	JOEL T. BEHIS PENRO 
8.None	8. Transmit Judicial Forms with Individual Transmittals to Register of Deeds	None	1 hr (include the waiting of receiving copy from ROD)	George A. Galgala Jr Admin. Assistant 1 
2. Secure copy of Title at the Registry of Deeds concerned				
	TOTAL		Simple	5 hrs and 45 minutes

NOTES:

(Agricultural Free Patent)

Pursuant to DENR AO No. 30, series of 1990, the following Officials are authorize to sign Free Patents;

1. PENRO: areas not exceeding five (5) has;
2. RED: areas above five (5) has. But not to exceeding ten (10) has.
3. Secretary: areas above ten (10) has.

(Residential Free Patent)

1. Approving Official is PENRO
2. Maximum Area Allowed (see IRR of RA 10023)

Time Frame for the
processing and approval
of Residential Free Patent
is 120 working days.