



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 · (632) 929-62-52
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

JUN 16 2021

DENR ADMINISTRATIVE ORDER
NO. 2021 - 16

**SUBJECT : RULES AND REGULATIONS GOVERNING THE
PROCESSING AND APPROVAL OF ALL ENERGY
PROJECTS IN FORESHORE LANDS**

Pursuant to the provisions of Section 12 of the 1987 Constitution, Chapters VI, IX, XIV of Commonwealth Act (C.A.) No. 141, as amended otherwise known as “The Public Land Act”, DENR Administrative Order (DAO) No. 2004-24 otherwise known as the “Revised Rules and Regulations Governing the Administration and Management of Foreshore Lands”, all pertinent provisions of Republic Act (R.A.) No. 11234 or the Energy Virtual One-Stop Shop Act and its Implementing Rules and Regulations (IRR), and R.A. No. 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”, and in order to rationalize and regulate the processing of all energy-related projects in foreshore lands, the following rules and regulations are hereby issued for the guidance of all concerned:

SECTION 1. Policies and Objectives. Consistent with the mandate to accelerate the country’s development and to regulate and promote the adaptation of technology from all sources for the national benefit, the Department of Environment and Natural Resources (DENR) shall:

- 1.1. Pursue the government’s policy to tap foreshore land resources to generate economic opportunities;
- 1.2. Provide an accepted scheme to ensure access to the sea and water bodies for emergency purposes and benefit of the general public;
- 1.3. Establish effective practices by adopting a paperless and electronic application and processing system which will serve as a single gateway through which proponents can access all information necessary in the application for new power generation, transmission, or distribution projects that would result to an efficient turnaround time for the delivery of government services;
- 1.4. Ensure transparency and accountability in the process of issuing permits or certifications involving power generation, transmission or distribution projects; and
- 1.5. Deliver efficient and effective service to the public by providing streamlined internal processes, thereby eliminating duplication, redundancy, and overlapping mandates in documentary submissions and procedures.

SECTION 2. Definition of Terms. The following terms as used in this Order shall be defined as follows:

- 2.1. Calendar days – every day on the calendar, including weekends and public holidays.
- 2.2. Distribution Project – the financing, development, construction, and/or operation of any distribution system or facilities and its associated equipment. Provided that, a distribution system or facility shall be understood to mean as the system of wires and associated facilities belonging to a franchised distribution utility extending between the delivery points on the transmission system or generating plant connection, and the point of connection to the premises of end-user.
- 2.3. Energy Project – any activity or project relative to the exploration, extraction, production, importation-exportation, processing, transportation, marketing, transmission, distribution, utilization, conservation, stockpiling, or storage of all forms of energy products and resources.
- 2.4. Energy Virtual One-Stop Shop (EVOSS) – online system that allows the coordinated submission and synchronous processing of all required data and information, and provides a single decision-making portal for actions on applications for permits or certifications necessary for, or related to, the application of a proponent for new power generation transmission, or distribution projects.
- 2.5. Foreshore Lands - the part of the shore which is alternatively covered and uncovered by the ebb and flows of the tide.
- 2.6. Foreshore Lease Application – the type of application covering foreshore lands, marshy lands or lands covered with water bordering upon the shores or banks of navigable lakes or rivers for commercial, industrial, or other productive purposes other than agriculture.
- 2.7. Littoral Owner – owner of the property adjoining foreshore lands, lakes, marshy lands or lands covered with water bordering upon shores or other tidal waters.
- 2.8. Miscellaneous Lease Application - the type of application covering improvements over a foreshore area which falls within a dry land, which is part of the shore and/or permanently underwater land. This shall also include proposed improvements over navigable lakes and rivers.
- 2.9. Power generation project – the financing, development, construction, and/or operation of any power generation system and facilities. The power generation system and facility shall pertain to generation facilities of all types, technology or resource, including conventional, renewable, hybrid facilities, and all types of storage facilities and other emerging technologies.
- 2.10. Proponent – an individual or duly recognized juridical entity engaged or desiring to engage in trade or business through a power generation,

transmission, or distribution project such as the construction and/or operation of a power plant, transmission line, or distribution line.

- 2.11. Riparian Owner – owner of the property adjoining banks of navigable rivers.
- 2.12. Transmission Project – the financing, development, construction, and/or operation of any transmission system or facilities and its associated equipment. Likewise, the transmission system or facilities shall pertain to the high voltage backbone system of interconnected transmission lines, substations, and related facilities for the purpose of conveyance of bulk power.
- 2.13. Working Days – Mondays through Fridays but shall not include Saturdays, Sundays or holidays.

SECTION 3. Scope, Coverage and Limitation. This Order shall apply only to the processing and approval of all Foreshore or Miscellaneous Lease Applications related to all new power generation, transmission, and distribution projects throughout the country. In case of renewal of the Foreshore or Miscellaneous Lease Application, the same guidelines shall apply.

SECTION 4. Preferential Rights of Littoral and Riparian Owner. Notwithstanding this Order, the owner of the property adjoining foreshore, marshy lands, or lands covered with water bordering upon the shores or banks of navigable lakes or rivers, shall be given preference to apply within sixty (60) days upon receipt of Notice of Preferential Rights for such lands adjoining his property. If the applicant is neither a littoral or riparian owner, he/she is required to submit a written waiver of right to DENR.

SECTION 5. Duration of Foreshore and Miscellaneous Lease Agreement. The Foreshore and Miscellaneous Lease Agreement shall be for a period of twenty-five (25) years and renewable for another twenty-five (25) years at the option of the lessor.

SECTION 6. Filing of Application Form. The proponent shall file the application form, in due form and substance, indicating therein the specific use of the area being applied for. An application shall only be accepted if properly filled-out under oath by the applicant or any of his or her duly authorized representative in case of a juridical person. No application shall be accepted without complete attachments of the required supporting documents.

A complete checklist of the requirements for the application is attached in this Order as Annex A.

SECTION 7. Where to File the Application. The proponent, at his or her option, may submit his or her duly accomplished application form, together with all the supporting documents, in the Community Environment and Natural Resources Office (CENRO), or the Implementing Provincial Environment and Natural Resources Office (PENRO), or the DENR National Capital Region (NCR), having jurisdiction in the area being applied for, or prepare and upload the same in the EVOSS system website.

In case the foreshore land subject of the application traverses two (2) or more local government units (LGUs) or under the jurisdiction of two (2) CENROs/Implementing PENROs, the application shall be filed at the office that has the larger portion of the area.

SECTION 8. Payment of Application Fees. The payment of application fee shall be made after the application form has been duly accepted by the CENRO or Implementing PENRO, or DENR NCR as the case may be. The proponent may, at his or her option, pay the same in the CENRO, or Implementing PENRO or DENR NCR, that has jurisdiction in the area being applied for, or utilize the online payment system in the EVOSS website.

SECTION 9. Supporting Documents and Requirements for Application. The following supporting documents shall be submitted and be construed as the basic requirements for Foreshore or Miscellaneous Lease Application:

- 9.1. Duly accomplished Foreshore or Miscellaneous Lease Application;
- 9.2. Approved survey plan;
- 9.3. Competent evidence of identity provided that if the proponent is a naturalized Filipino citizen, a copy of his or her Certificate of Naturalization, duly issued by the proper agency;
- 9.4. If the proponent is a juridical entity, it shall submit:
 - 9.4.1. Articles of Incorporation and Certificate of Registration. Three (3) copies shall be submitted if the proponent uses a name, style or trade name other than his/her true name; and
 - 9.4.2. Board Resolution or Secretary's Certificate authorizing the President or any representative/s to apply for Foreshore or Miscellaneous Lease application in triplicate copies.
- 9.5. Feasibility Study stating, among others, the financial and technical capability of the applicant to undertake the project;
- 9.6. Development Plan outlining the details of the construction project; and
- 9.7. Cost estimate of the proposed and existing improvements.

SECTION 10. Processing of Application. All applications shall be processed and approved within one hundred twenty (120) calendar days. Provided, that the time frame provided for in this Order shall be reckoned from the date of the submission of complete documentary requirements¹. Documentary requirements are deemed complete when the CENRO/Implementing PENRO or the DENR NCR, as the case may be, accepts the proponent's submission as complete in form and in substance and notifies the proponent of such acceptance.

The Field Offices shall notify the proponent of such acceptance or non-acceptance of the application form within three (3) working days from the time of the proponent's submission. Provided, that where the documents have been uploaded to the EVOSS system after office hours, the three (3)-day period shall commence on the next working day².

¹ Lifted from Section 13(d) of Republic Act No. 11234 (Energy Virtual One-Stop Shop Act) and Rule 9, Section 1 of Department Circular No. DC2019-05-0007 entitled Rules and Regulations Implementing Republic Act No. 11234 (Energy Virtual One-Stop Shop Act)

² Lifted from Rule 2, Section 9 of DC2019-05-0007

SECTION 11. Non-acceptance of Applications. Any non-acceptance of application shall be fully explained in writing by the Head of Office, indicating therein the ground/s for the same.

Failure of the Field Offices to act upon the submission of application within the prescribed 3-working day period shall be deemed approval of the completeness of the submission.

SECTION 12. Procedural Steps and Time Frame in the Processing of Applications. For the purpose of fast-tracking the processing of Foreshore or Miscellaneous Lease Application, the following procedures and the timeline herein indicated shall be strictly followed, taking into consideration the novelty of the application.

The procedural steps and the prescribed time frame in the processing of applications is attached in this Order as Annex B.

SECTION 13. Signing Authority for Appraisal, Order of Award and Foreshore or Miscellaneous Lease Agreement. The Regional Executive Director (RED) shall be the approving authority for the appraisal, Order of Award and Foreshore or Miscellaneous Lease Agreement of all energy-related projects as defined in this Order.

SECTION 14. Applications as Deemed Approved. Failure of the DENR Regional Offices and Field Offices to release their action on applications duly submitted with complete supporting electronic documents within the prescribed time frame shall cause such applications to be deemed approved as of the date immediately following the last day corresponding to the prescribed time frame. The EVOSS shall then generate a document attesting to the deemed approval of the application.

This Section shall not apply to actions by the DENR on applications related to fossil fuel-based technologies such as coal, natural gas, and oil³.

SECTION 15. Monitoring and Updating of EVOSS. The created Technical Working Group (TWG) of DENR and Field Offices shall monitor and update all electronic documentary requirements for action.

SECTION 16. Confidentiality. No information or any aspect of a document submitted by the proponent of any power generation, transmission, or distribution project shall be divulged or released to anyone other than an authorized person or agency. Any request for access to confidential information shall be subject to the Freedom of Information (FOI) mechanism.

In the same manner, any document, willfully or negligently, divulged or released to an unauthorized person or agency shall be covered by the FOI Manual of each Agency concerned⁴.

SECTION 17. Administrative Offenses. The following acts committed by a government official and/or employee shall be considered as administrative offense:

17.1. Willful refusal to participate in EVOSS;

³ Ibid

⁴ Lifted from Section 18 of R.A. No. 11234 and Rule 14 of DC2019-05-0007

- 17.2. Willful acts which delay the operationalization of the EVOSS;
- 17.3. Failure to comply with the mandated timeframes as provided in this Order; and
- 17.4. Tampering with the EVOSS or any part or component thereof.

The finding of administrative liability under this Order shall not preclude the filing of a criminal, civil, or other related charges under all existing laws arising from the same act or omission as herein enumerated⁵.

SECTION 18. Penalties. Failure of the Field Offices to determine completeness, to accept the proponent’s submission, and to notify the proponent of such acceptance within the three (3) day period as prescribed in Section 11 of this Order shall be penalized pursuant to Section 22 of R.A. No. 9485, as amended by R.A. No. 11032 or the Ease of Doing Business and Efficient Service Delivery Act of 2018⁶.

Further, any person found guilty of committing the acts enumerated in Section 17 shall be penalized in accordance with Section 19 of R.A. No. 11234 or the Energy Virtual One-Stop Shop Act.

SECTION 19. Suppletory Application of DAO No. 2004 – 24 and DAO No. 1998-20, as amended by DAO No. 2010-26. DAO No. 2004 – 24 entitled “Revised Rules and Regulations Governing the Administration and Management of Foreshore Lands” and DAO No. 1998-20, as amended by DAO No. 2010-20 entitled “Revised Rules and Regulations on the Conduct of Appraisal of Public Lands and Other Patrimonial Properties of the Government”, shall have suppletory application in so far as applicable and practicable in the processing of energy projects.

SECTION 20. Separability Clause. If for any reason, any section or provision of this Order is declared null and void, no other section, provision, or part thereof shall be affected and the same shall remain in full force and effect.

SECTION 21. Repealing Clause. Any provisions of previous DENR orders, memoranda, circulars and other issuances inconsistent herewith are hereby superseded, amended, or repealed accordingly.

SECTION 22. Effectivity. This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgment of receipt of copy thereof by the Office of the National Administrative Register (ONAR).

Publication: The Manila Times
July 21, 2021

Acknowledgement: U.P. Law Center
July 22, 2021

ROY A. CIMATU
Secretary



⁵ Lifted from Section 17, Section 19 of R.A. No. 11234 and Rule 13, Rule 15 of DC2019-05-0007

⁶ Lifted from Section 2 and Section 4 of DC2019-05-0007)

ANNEX A

**CHECKLIST OF REQUIREMENTS FOR EVOSS PROJECT
FORESHORE OR MISCELLANEOUS LEASE APPLICATION
(FOR PROPONENT'S REFERENCE)**

REQUIREMENTS FOR THE APPROVAL OF APPRAISAL				
CHECK	DOCUMENTARY REQUIREMENTS	PAGE	KIND OF DOCUMENT (O, X, A)	REMARKS
	1. Appropriate Application Form			
	2. Evidence of Competent Identity			
	3. Approved Survey Plan			
	4. If applicant is a Corporation: a. Board Resolution authorizing the named representative to represent the said Corporation attached therewith a competent identification of the designated representative; b. Articles of Incorporation and Certification of Registration from SEC			
	5. If the applicant is the littoral or riparian owner - Title of the adjacent lot • If the applicant is not the littoral or riparian owner - Waiver of rights from the owner of the adjacent lot			
	6. Feasibility Study			
	7. Development Plan			
	8. Cost estimate of the proposed and/or existing improvements			
	9. Zonal Valuation from BIR for commercial/industrial			
	10. Certified true copy of Market Value from the Municipal Assessor's Office for commercial/industrial			
	11. Geo-tagged Photographs			
REQUIREMENTS FOR THE ORDER OF AWARD AND LEASE CONTRACT				
	1. Comment and recommendation of the District/City Engineer, DPWH with the concurrence of the Regional Director of DPWH			
	2. Comment and recommendation of the Local Port Authority concerned and/or concurrence of the General Manager of PPA			
	3. Comment and recommendation of CEZA			
	4. Environmental Compliance Certificate (ECC)			

Note:

O - Original

X - Xerox copy

A - Authenticated copy



ANNEX B

PROCEDURE OF FORESHORE/MISCELLANEOUS LEASE APPLICATIONS (APPRAISAL, ORDER OF AWARD AND LEASE CONTRACT) OF ENERGY-RELATED PROJECTS

DENR	
Type of Application	Foreshore/Miscellaneous Lease Applications of Energy-Related Projects
	Appraisal, Order of Award and Lease Contract
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Upon Filing of Application:	
1. Approved Survey Plan	DENR-Regional Office (Surveys Division)
2. Foreshore Lease Application or Miscellaneous Lease Application	DENR-Community Environment and Natural Resources Office (CENRO)/Implementing PENRO/DENR NCR
3. If the applicant is a naturalized Filipino citizen, a copy of his certificate of naturalization duly issued by the proper agency	Client
4. If the applicant uses a name, style or trade name, other than his/its true name, three (3) copies of the Certificate of Registration of such name, style or trade name from the Department of Trade and Industry (DTI) and Securities and Exchange Commission (SEC)	Client
5. Articles of Incorporation and Certificate of registration from the Securities and Exchange Commission (SEC)	Client
6. Three (3) copies of the Board Resolution authorizing the President or any representative/s to apply for foreshore lease agreement	Client
7. Feasibility Study and Development Plan	Client
8. Cost Estimate of the proposed and existing improvements	Client



9. Competent Evidence of Identity	Client
B. Upon Approval of Appraisal	
10. Preliminary report of investigation	DENR-CENRO/Implementing PENRO/DENR NCR
11. Certified true copy of Zonal Valuation from BIR for commercial/industrial	Bureau of Internal Revenue (BIR)
12. Certified true copy of Market Value from the Municipal Assessor's Office for commercial/industrial	Municipal Assessor's Office
13. Geo-tagged Photographs	DENR-CENRO/Implementing PENRO/DENR NCR
14. Appraisal Report	DENR-CENRO/Implementing PENRO/DENR NCR
C. Upon Approval of Order of Award and Lease Contract	
15. Comment and recommendation of the District/City Engineer, DPWH with the concurrence of the Regional Director of DPWH	Department of Public Works and Highways (DPWH)
16. Comment and recommendation of the Local Port Authority concerned and/or concurrence of the General Manager of PPA	Philippine Ports Authority (PPA)
17. Comment and recommendation of CEZA	Cagayan Economic Zone Authority
18. Environmental Compliance Certificate (ECC)	DENR-Environmental Management Bureau (EMB)
Principal	
One (1) photocopy of any of the following Government issued Identification Document (ID) : (SSS ID, GSIS ID, Pag-IBIG ID, Senior Citizen ID, PRC ID, Driver's License ID, Postal ID, Voter's ID, Passport, TIN ID)	SSS, GSIS, Pag-IBIG, OSCA, PRC, LTO, Post Office, COMELEC, DFA, BIR
Additional if Requesting Party is a representative	
Special Power of Attorney	Person being Represented
One (1) photocopy of any of the following Government issued Identification Document (ID): (SSS ID, GSIS ID, Pag-IBIG ID, Senior Citizen ID,	SSS, GSIS, Pag-IBIG, OSCA, PRC, LTO, Post Office, COMELEC, DFA, BIR



PRC ID, Driver's License ID, Postal ID, Voter's ID, Passport, TIN ID)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO / IMPLEMENTING PENRO / DENR-NCR LEVEL				
1. Files Foreshore Lease Application with complete supporting documents to the CENRO Receiving Area/ Regulation and Permitting Section (RPS)/Implementing PENRO/DENR NCR, as the case may be	1. Receives Foreshore Lease Application and requirements as stated in Item A.	Application Fee: Php1,000.00 for corporations, associations, or partnerships; Php500.00 for individual plus Php15.00 Documentary Stamp	15 mins.	Receiving/Releasing Clerk, CENRO Records Unit/Implementing PENRO/DENR NCR, as the case may be
	1.1. Checks the lot status in the Land Administration and Management System (LAMS), allocation book or index card. Forward to Technical Staff.	None	15 mins.	Records Officer, CENRO Records Unit/Implementing PENRO/DENR NCR, as the case may be
	1.2. Conducts Ocular inspection/investigation and submit reports	Inspection/Ocular Fee Php150.00	3 days	Technical Staff, Regulation and Permitting Section (RPS) LMIs, LMOs & Land Investigator
	1.3. Prepares report of Appraisal by the Appraisal Committee	None	3 days	LMIs, LMO III Chief, RPS & CENRO/Implementing PENRO/DENR NCR, as the case may be



2. Certification from the following: a. DPWH b. PPA c. DOT d. MPDC	2. Prepares request for Certification to the concerned agencies	None	3 days	LMIs, LMO III Chief, RPS & CENRO/Implementing PENRO/DENR NCR, as the case may be
	2.1. Forwards to the PENR Office the recommended appraisal report	None	1 day	CENRO Records Unit/Implementing PENRO/DENR NCR, as the case may be
CENRO / Implementing PENRO / DENR-NCR – Sub-Total:		Application Fee: Php1,000.00 for corporations, associations, or partnerships; Php500.00 for individual Documentary Stamp Php15.00 Inspection/Ocular Fee Php150.00 Php1,165.00/Php665.00	10 calendar days and 30 minutes	
PENRO LEVEL				
	2.2. Receives and reviews the recommended	None	15 mins.	Receiving/Releasing Clerk



	appraisal report			
	2.3. Reviews, evaluates, and endorses to the Regional Office the recommended appraisal report		2 days	
	2.4. Signing of the Memorandum endorsing the recommended appraisal report		1 day	PENRO
	2.5. Releases the recommended appraisal report to Region		30 mins.	Receiving / Releasing PENRO/CENRO
PENRO – Sub-Total:		None	3 calendar days and 45 mins.	
REGIONAL OFFICE LEVEL				
3. Reviews and evaluates Appraisal Report	3. Receives folder/ application together with the recommended appraisal report and refers the same to the Office of the Regional Executive Director	None	15 mins.	Regional Records Officer
	3.1. Refers to the Office of the Asst. Regional Director for Technical		10 mins.	Receiving Clerk, Office of the Regional Executive Director



	Services			
	3.2. Refers to Chief, Licenses, Patents and Deeds Division	None	5 mins.	Receiving Clerk, Office of the Asst. Regional Director for Technical Services
	3.3. Examines and evaluates the application and appraisal	None	45 mins	Staff Patents and Deeds Section Chief, Patents and Deeds Section
	3.4. Prepares Memorandum recommending the the approval of the appraisal report and Authority to conduct bidding	None	4 hours	Staff Patents and Deeds Section
	3.5. Reviews and initials of Appraisal Report and Authority to conduct bidding by Assistant Regional Director for Technical Services	None	1 day	Chief, Patents and Deeds Section/ Chief, Licenses, Patents and Deeds Division/ Asst. Regional Director for Technical Services
	3.6. Regional Executive Director (RED) signs Appraisal Report and Authority to conduct bidding	None	1 day	Regional Executive Director
	3.7. Prepares transmittal memorandum together with the		30 mins.	LMD Officer/ Clerk/ LMO



	folder and Approved Appraisal and Authority to conduct bidding to PENRO attention the CENRO for further action			
	3.8. Releases the Approved Appraisal report and Authority to conduct bidding together with the folder of the foreshore lease application		1 day	Liaison Officer/ Clerk/ Record Officer
Regional Office – Sub-Total:		None	3 calendar days 5 hours & 45 mins.	
CENRO / IMPLEMENTING PENRO / DENR-NCR LEVEL				
4. Publication/Posting and Conduct of Bidding	4. Receives/records and refers the following documents to the action officer: a. approved appraisal report b. authority to conduct bidding		15 mins.	Records Section/ Receiving Clerk/ CENRO / Implementing PENRO / DENR NCR, as the case may be



	together with the folder of the application			
	4.1. Prepares the following documents: a. Notice of publication/posting b. letter to b.1. Publisher of Newspaper of general circulation and Official Gazette b.2. Municipal/City Assessor Office b.3. Barangay Captain b.4. CENRO b.5. Applicant		1 hour	Action Officer
	4.2. Publication and posting of the notice of bidding		Once a week for 6 consecutive weeks as per Section 24 of C.A. 141 • This shall include 30-day posting	Client
	4.3. Receives/records certification/proof		30 mins.	Records Section/ Receiving Clerk CENRO / Implementing PENRO,



	of publication and posting and refer to the action officer			DENR NCR
	4.4. Conducts bidding and prepare minutes of bidding		1 day	LMO/ CENRO / Implementing PENRO / DENR NCR
	4.5. Prepares/Initials the following documents for the winning bidder: a. transmittal memo b. Order of Award c. Lease Contract		1 hour	LMO/ CENRO / Implementing PENRO / DENR NCR
	4.6. Signs transmittal memorandum, and initials Order of Award and Lease Contract for the winning bidder		15 mins	CENRO / Implementing PENRO / DENR NCR
	4.7. Releases the following documents: a. transmittal memo b. Order of Award c. Lease Contract d. complete folder of the application		1 day	Records Clerk/ Record Officer
CENRO / Implementing PENRO / DENR-NCR- Sub-Total:			None	6 weeks 2 days and 3 hrs.



PENRO LEVEL				
5. Issuance and approval of Order of Award and Lease Contract	5. Receives complete requirements indicated in item C and refer to Action Officer		15 mins.	Records Officer
	5.1. Reviews the Order of Award and Lease Contract and, if in order, prepares transmittal to RED attention the ARD for Technical Services		1 hour	LMO/PENRO
	5.2. Signs transmittal memorandum recommending the Order of Award and Lease Contract		1 day	PENRO/Records Officer
REGIONAL OFFICE LEVEL				
	5.3. Receives documents and refers to ARD for Technical Services		15 mins.	Records Officer
	5.4. Examines and evaluates the application & Order of Award and Lease Contract		15 mins.	Action Officer
	5.5. Initials Order of Award and Lease		2 days	ARD for Technical/ RED/ Records Officer