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DENR MEMORANDUM CIRCULAR  
NO. 2021 - 07

**SUBJECT : ADOPTION OF THE ONLINE PUBLIC LAND APPLICATION (PLA) MODULE UNDER THE LAMS PHILIPPINES**

Pursuant to Republic Act No. 11032 otherwise known as the “*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*,” DENR Administrative Order No. 2010-18 dated June 23, 2010 entitled, “Improving Management of Land Information through the Adoption of Land Administration and Management System (LAMS),” and DENR Memorandum Circular No. 2017-05 dated May 2, 2017 entitled, “Verification, Approval and Data Capture of On-going or Newly Submitted Survey Plans and Public Land Applications (PLAs) under the Land Administration and Management System (LAMS),” the adoption of the LAMS-PLA module in the online processing of all PLAs is hereby prescribed:

**SECTION 1. Objectives.** This Circular aims to adopt the LAMS-PLA module in the online processing of all applications to improve the services of the DENR Land Management Bureau (LMB), Regional Offices, Provincial Environmental and Natural Resources Offices (PENROs), and Community Environment and Natural Resources Offices (CENROs).

**SECTION 2. Scope and Coverage.** This Circular shall cover the implementation of the LAMS – PLA module at all levels within the DENR and shall apply in the online processing of all PLAs such as, but not limited to Patents, Leases, Proclamations, and Sales.

**SECTION 3. Definition of Terms.** As used in this Circular, the following terms shall be defined as follows:

- 3.1. **LAMS Philippines** - the enhanced version of LAMS with improved features, browser-based web applications and validation module that support survey verification and approval, public land applications processing, thematic mapping, database cleansing and integration, and data capture activities in the Regional Offices, PENROs and CENROs.
- 3.2. **LAMS – PLA** - a module of LAMS Philippines used in the processing of land titling activities in every PENRO and CENRO. It serves as a monitoring system of all on-going and pending applications in each PENRO and CENRO.

**SECTION 4. Adoption of LAMS-PLA Module.** The LMB, Regional Offices, PENROs, and CENROs shall adopt the LAMS-PLA module as a platform in the processing of all PLAs online. The module shall include the major stages of the following:

#### **4.1. Patents**

- 4.1.1 Residential
- 4.1.2 Agricultural
- 4.1.3 Special Patent with Proclamation
- 4.1.4 Special Patent under R.A. 10023 for lands with existing improvement
- 4.1.5 Special Patent for School Sites under R.A. 10023
- 4.1.6 Olongapo RFPA
- 4.1.7 NAFCO Agricultural

#### **4.2. Leases**

- 4.2.1 Revocable Permit (Up to the RED)
- 4.2.2 Foreshore Lease/Miscellaneous Lease Agreement
- 4.2.3 Provisional Permit
- 4.2.4 Revocable Permit (Up to Regional Office)

#### **4.3. Proclamations**

#### **4.4. Sales**

- 4.4.1 Friar Lands
- 4.4.2 Miscellaneous Sales (R.A. 730)
- 4.4.3 IGPSA Residential
- 4.4.4 IGPSA Agricultural
- 4.4.5 MSA (Industrial-Commercial)
- 4.4.6 Proclamation 550
- 4.4.7 TSA Olongapo (Commercial)
- 4.4.8 TSA Olongapo (Residential)
- 4.4.9 LASEDECO Area is below 1000 sq.m.
- 4.4.10 LASEDECO (Sales)- Area is above 1000 sq.m
- 4.4.11 NAFCO Residential (Titled)
- 4.4.12 NAFCO Residential (Untitled)

Attached as Annex A is the detailed stages per type of application.

**SECTION 5. Information Technology (IT) Requirements.** In order to support the operationalization of the LAMS-PLA module, the Regional Offices, in coordination with the DENR Knowledge and Information Systems Service (KISS), shall ensure the availability of the following resources:

- 5.1. Strong internet connectivity
  - Regional Office – dedicated line of 10MBps
  - PENRO – dedicated line of at least 2MBps (cir) and up to 12MBps (burst)
  - CENRO – dedicated line of at least 2MBps (cir) up to 15MBps (burst)
- 5.2. Scanners and printers
- 5.3. Desktop computers with complete peripherals such as monitors, network cards, memory chips, keyboards, mouse, power cables, and accessories.

**SECTION 6. Updating of PLAs using LAMS Philippines.** To ensure full implementation, all PLAs shall be scanned, encoded and updated in all stages of processing.

All applications for patents, leases, sales, and proclamations shall form part of the database of the LAMS in the LMB, Regional and Field Offices.

**SECTION 7. Enhancement of LAMS-PLA Module.** All requests for enhancement/s within the system shall be subject to evaluation and approval of the LMB. A request form attached hereto as Annex B shall be used in requesting for any enhancement of the system.

**SECTION 8. Monitoring and Evaluation.** The LMB, together with the respective designated Regional LAMS System Administrator, shall monitor the Regional and Field Offices implementation of this policy every quarter.

**SECTION 9. Transitory Provision.** All Field Offices without a service provider shall follow the existing procedure until such time that said provider shall become available.

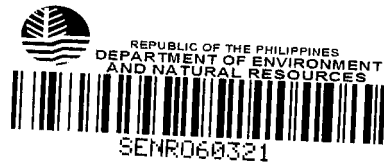
**SECTION 10. Separability Clause.** If any part or provision of this Circular is held invalid or unconstitutional, other provisions not affected thereby shall remain in force and effect.

**SECTION 11. Repealing Clause.** All Orders, Circulars and instructions inconsistent herewith are hereby repealed or amended accordingly.

**SECTION 12. Effectivity.** This Circular takes effect immediately.

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**ROY A. CIMATU**  
Secretary



## ANNEX A

TYPE OF APPLICATION (PATENT)	MAJOR STAGES
<p><b>1. Residential Free Patent under RA 10023</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Posting of Notice of Application</li> <li>c. Conduct of Ocular Inspection/Investigation</li> <li>d. Preparation of Judicial Form</li> <li>e. Indorsement/Transmittal of Application to PENRO</li> <li>f. Final Processing and Issuance of Patent</li> <li>g. Indorsement/Transmittal to RoD</li> </ul>
<p><b>2. Agricultural Free Patent (less than 5 hectares)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Posting of Notice of Application</li> <li>c. Conduct of Ocular Inspection/Investigation</li> <li>d. Preparation of Judicial Form</li> <li>e. Indorsement/Transmittal of Application to PENRO</li> <li>f. Final Processing and Issuance of Patent</li> <li>g. Indorsement/Transmittal to RoD</li> </ul>
<p><b>3. Agricultural Free Patent (more than 5 hectares)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Posting of Notice of Application</li> <li>c. Conduct of Ocular Inspection/Investigation</li> <li>d. Preparation of Judicial Form</li> <li>e. Indorsement/Transmittal of Application to PENRO</li> <li>f. Review and Evaluation of Application to Regional Office</li> <li>g. Final Processing and Issuance of Patent</li> <li>h. Indorsement/Transmittal to RoD</li> </ul>
<p><b>4. Special Patent covered by Proclamation with or without occupancy (DAO No. 2016-21)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Preliminary Evaluation</li> <li>c. Conduct of Ocular Inspection/Investigation</li> <li>d. Preparation of Completed Staff Work (CSW)</li> <li>e. Preparation of Judicial Form</li> <li>f. Indorsement/Transmittal of Application with CSW to PENRO</li> <li>g. Review and Evaluation of Application with CSW at PENRO</li> <li>h. Indorsement/Transmittal of Application with CSW to Regional Office</li> <li>i. Review and Evaluation of Application with CSW at Regional Office</li> <li>j. Indorsement/Transmittal of Application with CSW to Land Management Bureau</li> <li>k. Final Review and Evaluation of Application with CSW at Land Management Bureau</li> <li>l. Indorsement/Transmittal of Application with CSW to DENR Central Office</li> <li>m. Approval and Issuance of Special Patent by the Secretary</li> </ul>

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	<ul style="list-style-type: none"> <li>n. Indorsement/Transmittal of Special Patent to Regional Office and PENRO</li> <li>o. Indorsement/Transmittal to RoD by PENRO</li> </ul>
<b>5. Special Patent for Public Lands actually occupied with existing improvement (DAO No. 2016-21)</b>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Preliminary Evaluation</li> <li>c. Posting of Notice of Application</li> <li>d. Conduct of Ocular Inspection/Investigation</li> <li>e. Preparation of Judicial Form</li> <li>f. Indorsement/Transmittal of Application to PENRO</li> <li>g. Final Processing and Issuance of Patent</li> <li>h. Indorsement/Transmittal to RoD</li> </ul>
<b>6. Special Patent for School Sites under RA 10023 (DAO No. 2015-01)</b>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Preliminary Evaluation</li> <li>c. Posting of Notice of Application</li> <li>d. Conduct of Ocular Inspection/Investigation</li> <li>e. Preparation of Judicial Form</li> <li>f. Indorsement/Transmittal of Application to PENRO</li> <li>g. Final Processing and Issuance of Patent</li> <li>h. Indorsement/Transmittal to RoD</li> </ul>
<b>7. NAFCO Agricultural</b>	<ul style="list-style-type: none"> <li>a. Acceptance of Application (fully paid)</li> <li>b. Conduct of Ocular Inspection/Investigation</li> <li>c. Preparation of Judicial Form</li> <li>d. Indorsement/Transmittal of Application to PENRO</li> <li>e. Review and Processing of Application at PENRO</li> <li>f. Indorsement/Transmittal of Application to Regional Office</li> <li>g. Final Processing and Issuance of Patent at Regional Office</li> <li>h. Indorsement/Transmittal to RoD</li> </ul>

<b>TYPE OF APPLICATION (LEASES)</b>	<b>MAJOR STAGES</b>
<b>8. Revocable Permit/Provisional Permit</b>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Conduct of Ocular Inspection/Investigation/Appraisal</li> <li>c. Indorsement/Transmittal of Application with Appraisal Report to PENRO</li> <li>d. Review and Processing of Application and Appraisal Report at PENRO</li> <li>e. Indorsement/Transmittal of Application and Appraisal Report to Regional Office</li> <li>f. Final Processing and Issuance of Revocable/Provisional Permit by the Regional Executive Director (RED)</li> </ul>

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<p><b>9. Foreshore/Miscellaneous Lease</b></p>	<ul style="list-style-type: none"><li>a. Acceptance of Application</li><li>b. Conduct of Ocular Inspection/Investigation/Appraisal</li><li>c. Preparation of CSW at CENRO</li><li>d. Indorsement/Transmittal of Application with Appraisal Report to PENRO</li><li>e. Review and Evaluation of Application with Appraisal Report at PENRO</li><li>f. Indorsement/Transmittal of Application with Appraisal Report to Regional Office</li><li>g. Review and Evaluation of Application with Appraisal Report at Regional Office</li><li>h. Indorsement/Transmittal of Application with Appraisal Report to Land Management Bureau</li><li>i. Final Review and Evaluation of Application with Appraisal Report at Land Management Bureau</li><li>j. Indorsement/Transmittal of Application with Appraisal Report to DENR Central Office</li><li>k. Final Processing and Approval of Appraisal Report by the Secretary</li><li>l. Indorsement/Transmittal of Application with Approved Appraisal Report to Regional Office</li><li>m. Indorsement/Transmittal of Application with Approved Appraisal Report to CENRO</li><li>n. Publication/Posting of Notice of Right to Lease (Bidding)</li><li>o. Public Bidding and Issuance of Order of Award</li><li>p. Preparation of Order of Award, and Lease Contract</li><li>q. Indorsement/Transmittal of Order of Award and Lease Contract to PENRO</li><li>r. Review and Evaluation of Order of Award and Lease Contract at PENRO</li><li>s. Indorsement/Transmittal of Order of Award and Lease Contract to Regional Office</li><li>t. Review and Evaluation of Order of Award and Lease Contract at Regional Office</li><li>u. Indorsement/Transmittal of Order of Award and Lease Contract to Land Management Bureau</li><li>v. Final Review and Evaluation of Order of Award and Lease Contract at LMB</li><li>w. Indorsement/Transmittal of Order of Award and Lease Contract to DENR Central Office</li></ul>
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	<ul style="list-style-type: none"> <li>x. Approval of Order of Award and Lease Contract by the Secretary</li> <li>y. Indorsement/Transmittal of Approved Order of Award and Lease Contract to Regional Office</li> </ul>
<p><b>10. Proclamation</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Preliminary Evaluation</li> <li>c. Conduct of Ocular Inspection/Investigation</li> <li>d. Preparation of Completed Staff Work at CENRO</li> <li>e. Indorsement/Transmittal of Application to PENRO</li> <li>f. Review and Evaluation of Application at PENRO</li> <li>g. Indorsement/Transmittal of Application to Regional Office</li> <li>h. Review and Evaluation of Application at Regional Office</li> <li>i. Preparation of draft Proclamation at Regional Office</li> <li>j. Indorsement/Transmittal of Application with draft Proclamation to LMB</li> <li>k. Review and evaluation of application at LMB</li> <li>l. Preparation of final draft of Proclamation at LMB</li> <li>m. Indorsement/Transmittal of application with final draft of Proclamation to DENR Central Office</li> <li>n. Final review and evaluation of application with final draft of Proclamation at DENR Central Office</li> <li>o. Indorsement/Transmittal of application with final draft of Proclamation to the Office of the President</li> <li>p. Indorsement/Transmittal of the Approved Proclamation to LMB</li> <li>q. Indorsement/Transmittal of the Approved Proclamation to Regional Office</li> <li>r. Indorsement/Transmittal of the Approved Proclamation to RoD</li> </ul>

<p><b>TYPE OF APPLICATION (SALES)</b></p>	<p><b>MAJOR STAGES</b></p>
<p><b>11. Friar Lands</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Conduct of Ocular Inspection/Investigation/Appraisal</li> <li>c. Preparation of CSW at CENRO</li> </ul>

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	<ul style="list-style-type: none"> <li>d. Indorsement/Transmittal of Application with Appraisal Report to PENRO</li> <li>e. Review and Evaluation of Application with Appraisal Report at PENRO</li> <li>f. Indorsement/Transmittal of Application with Appraisal Report to Regional Office</li> <li>g. Review and Evaluation of Application with Appraisal Report at Regional Office</li> <li>h. Indorsement/Transmittal of Application with Appraisal Report to LMB</li> <li>i. Approval of Appraisal Report by LMB Director (Act 1120)</li> <li>j. Indorsement/Transmittal of Approved Appraisal Report to Regional Office</li> <li>k. Preparation of Sales Contract</li> <li>l. Indorsement/Transmittal of Sales Contract to LMB</li> <li>m. Final Review and Approval of Sales Contract at LMB</li> <li>n. Indorsement/Transmittal of Approved Sales Contract to Regional Office/CENRO</li> <li>o. Collection of Payment of Purchase at CENRO</li> <li>p. Indorsement/Transmittal of Application to PENRO</li> <li>q. Review and Evaluation of Application at PENRO</li> <li>r. Indorsement/Transmittal of Application to Regional Office</li> <li>s. Review and Evaluation of Application at Regional Office</li> <li>t. Indorsement/Transmittal of Application to LMB</li> <li>u. Review of Application/Technical Description and Preparation of Deed of Conveyance</li> <li>v. Approval of Deed of Conveyance by the LMB Director</li> <li>w. Indorsement/Transmittal of the Approved Deed of Conveyance to DENR Central Office</li> <li>x. Affirmation/Confirmation of the Approved Deed of Conveyance by the Secretary</li> <li>y. Indorsement/Transmittal of Affirmed/Confirmed Deed of Conveyance to LMB</li> <li>z. Indorsement/Transmittal of the Affirmed/Confirmed Deed of Conveyance to RoD</li> </ul>
<p><b>12. IGPSA Agricultural (below 5 hectares)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> </ul>



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	<ul style="list-style-type: none"> <li>b. Conduct of Ocular Inspection/Investigation/Appraisal</li> <li>c. Preparation of CSW at CENRO</li> <li>d. Indorsement/Transmittal of Application with Appraisal Report to PENRO</li> <li>e. Approval of Application and Appraisal by PENRO</li> <li>f. Indorsement/Transmittal of Approved Application and Appraisal to CENRO</li> <li>g. Publication/Posting of Notice of Sales</li> <li>h. Public Bidding</li> <li>i. Collection of Payment of Purchase Price (full or installment)</li> <li>j. Preparation of Order of Award/Deed of Sale upon full payment</li> <li>k. Indorsement/Transmittal of Order of Award/Deed of Sale to PENRO</li> <li>l. Review and Evaluation of Order of Award/Deed of Sale by PENRO</li> <li>m. Indorsement/Transmittal of Order of Award/Deed of Sale to Regional Office</li> <li>n. Approval of Order of Award/Deed of Sale by the RED</li> <li>o. Indorsement/Transmittal of Approved Order of Award/Deed of Sale to PENRO</li> <li>p. Indorsement/Transmittal of Deed of Sale to RoD</li> </ul>
<p><b>13. MSA (Industrial-Commercial below 1,000 square meters)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Approval of Deed of Conveyance by the LMB Director</li> <li>c. Conduct of Ocular Inspection/Investigation/Appraisal</li> <li>d. Indorsement/Transmittal of Application with Appraisal Report to PENRO</li> <li>e. Approval of Application and Appraisal by PENRO</li> <li>f. Indorsement/Transmittal of Approved Application and Appraisal to CENRO</li> <li>g. Publication/Posting of Notice of Sales</li> <li>h. Public Bidding and Issuance of Order of Award</li> <li>i. Payment of Purchase Price (full or installment)</li> <li>j. Preparation of Order of Award</li> <li>k. Indorsement/Transmittal of Order of Award to PENRO</li> <li>l. Approval of Order of Award by PENRO</li> <li>m. Indorsement/Transmittal of Approved Order of Award to CENRO</li> <li>n. Issuance of Certification of Full Payment</li> </ul>

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	<ul style="list-style-type: none"> <li>o. Preparation of Order of Issuance of Patent/Judicial Form</li> <li>p. Indorsement/Transmittal to PENRO</li> <li>q. Approval of Patent by PENRO</li> <li>r. Indorsement/Transmittal to RoD</li> </ul>
<p><b>14. MSA (Industrial-Commercial above 1,000 square meters)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Conduct of Ocular Inspection/Investigation/Appraisal</li> <li>c. Indorsement/Transmittal of Application with Appraisal Report to PENRO</li> <li>d. Review and Evaluation of Application with Appraisal Report by PENRO</li> <li>e. Indorsement/Transmittal of Application with Appraisal Report to Regional Office</li> <li>f. Approval of Application and Appraisal by the Regional Office</li> <li>g. Indorsement/Transmittal of Approved Application and Appraisal to CENRO</li> <li>h. Publication/Posting of Notice of Sales</li> <li>i. Public Bidding and Issuance of Order of Award</li> <li>j. Payment of Purchase Price (full or installment)</li> <li>k. Preparation of Order of Award</li> <li>l. Indorsement/Transmittal of Order of Award to PENRO</li> <li>m. Review and Evaluation of Order of Award by PENRO</li> <li>n. Indorsement/Transmittal of Order of Award to Regional Office</li> <li>o. Approval of Order of Award by Regional Office</li> <li>p. Indorsement/Transmittal of Approved Order of Award to CENRO</li> <li>q. Issuance of Certification of Full Payment</li> <li>r. Preparation of Order of Issuance of Patent/Judicial Form</li> <li>s. Indorsement/Transmittal to PENRO</li> <li>t. Review and Evaluation of Patent by PENRO</li> <li>u. Indorsement/Transmittal to Regional Office</li> <li>v. Approval of Patent by RED</li> <li>w. Indorsement/Transmittal to PENRO</li> <li>x. Indorsement/Transmittal to RoD</li> </ul>
<p><b>15. LASEDECO below 1,000 square meters</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Conduct of Ocular Inspection/Investigation</li> <li>c. Preparation of Judicial Form/CSW at CENRO</li> <li>d. Indorsement/Transmittal of Prepared Judicial Form to PENRO</li> <li>e. Final Processing and Issuance of Patent by PENRO</li> </ul>

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<p><b>16. LASEDECO (above 1,000 square meters)</b></p>	<ul style="list-style-type: none"> <li>f. Indorsement/Transmittal of Patent to RoD</li> <li>a. Acceptance of Application</li> <li>b. Conduct of Ocular Inspection/Investigation</li> <li>c. Preparation of Judicial Form/CSW at CENRO</li> <li>d. Indorsement/Transmittal of Prepared Judicial Form to PENRO</li> <li>e. Review and Evaluation of Prepared Judicial Form by PENRO</li> <li>f. Indorsement/Transmittal of Prepared Judicial Form to Regional Office</li> <li>g. Final Processing and Issuance of Patent by Regional Office</li> <li>h. Indorsement/Transmittal of Patent to PENRO</li> <li>i. Indorsement/Transmittal of Patent to RoD</li> </ul>
<p><b>17. NAFCO Commercial</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Occupant's Affidavit at the Regional Office</li> <li>b. Conduct of Investigation and Appraisal</li> <li>c. Preparation of CSW and Appraisal Report</li> <li>d. Indorsement/Transmittal of Occupant's Affidavit with Appraisal to LMB</li> <li>e. Review and Evaluation of Appraisal by LMB</li> <li>f. Indorsement/Transmittal of Appraisal to DENR Central Office</li> <li>g. Approval of Appraisal by the Secretary</li> <li>h. Indorsement/Transmittal of Approved Appraisal to Regional Office</li> <li>i. Posting of Notices for Bidding</li> <li>j. Conduct of Bidding at the Regional Office</li> <li>k. Preparation of Bidding Report and Order of Award and Lease Agreement at Regional Office</li> <li>l. Indorsement/Transmittal of Bidding Report, Order of Award and Lease Contract</li> <li>m. Review and Evaluation of Bidding Report, Order of Award and Lease Contract</li> <li>n. Indorsement/Transmittal of Bidding Report, Order of Award and Lease Contract to DENR Central Office</li> <li>o. Approval of Order of Award and Lease Agreement by Secretary</li> <li>p. Indorsement/Transmittal of Approved Lease Contract to Regional Office</li> </ul>
<p><b>18. NAFCO Residential (Titled)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Occupant's Affidavit at the Regional Office</li> <li>b. Conduct of Investigation and Appraisal</li> <li>c. Preparation of CSW and Appraisal Report</li> <li>d. Indorsement/Transmittal of Occupant's Affidavit with Appraisal to LMB</li> <li>e. Review and Evaluation of Appraisal by LMB</li> </ul>

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	<ul style="list-style-type: none"><li>f. Indorsement/Transmittal of Appraisal to DENR Central Office</li><li>g. Approval of Appraisal by the Secretary</li><li>h. Indorsement/Transmittal of Approved Appraisal to Regional Office</li><li>i. Preparation and Approval of Order of Award</li><li>j. Collection of Payment of Purchase Price (full or installment)</li><li>k. Preparation of Deed of Sale/Deed of Conveyance at Regional Office</li><li>l. Indorsement/Transmittal of Deed of Sale/Deed of Conveyance to LMB</li><li>m. Review and Evaluation of Deed of Sale/Deed of Conveyance by LMB</li><li>n. Indorsement/Transmittal of Deed of Sale/Deed of Conveyance to DENR Central Office</li><li>o. Approval of Deed of Sale/Deed of Conveyance by the Secretary</li><li>p. Indorsement/Transmittal of Approved Deed of Sale/Deed of Conveyance to Regional Office</li></ul>
<p><b>19. NAFCO Residential (Untitled)</b></p>	<ul style="list-style-type: none"><li>a. Acceptance of Occupant's Affidavit at the Regional Office</li><li>b. Conduct of Investigation and Appraisal</li><li>c. Preparation of CSW and Appraisal Report</li><li>d. Indorsement/Transmittal of Occupant's Affidavit with Appraisal to LMB</li><li>e. Review and Evaluation of Appraisal by LMB</li><li>f. Indorsement/Transmittal of Appraisal to DENR Central Office</li><li>g. Approval of Appraisal by the Secretary</li><li>h. Indorsement/Transmittal of Approved Appraisal to Regional Office</li><li>i. Preparation and Approval of Order of Award</li><li>j. Collection of Payment of Purchase Price (full or installment)</li><li>k. Preparation of Deed of Sale/Deed of Conveyance at Regional Office</li><li>l. Indorsement/Transmittal of Deed of Sale/Deed of Conveyance to LMB</li><li>m. Review and Evaluation of Deed of Sale/Deed of Conveyance by LMB</li><li>n. Indorsement/Transmittal of Deed of Sale/Deed of Conveyance to DENR Central Office</li><li>o. Approval of Deed of Sale/Deed of Conveyance by the Secretary</li></ul>

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	<ul style="list-style-type: none"> <li>p. Indorsement/Transmittal of Approved Deed of Sale/Deed of Conveyance to Regional Office</li> <li>q. Filing of MSA by the Applicant at the CENRO together with other documents</li> <li>r. Conduct of Ocular Inspection/Investigation</li> <li>s. Indorsement/Transmittal of Application to PENRO</li> <li>t. Review and Evaluation of Application by PENRO</li> <li>u. Indorsement/Transmittal of Application to Regional Office</li> <li>v. Approval of Patents by RED</li> <li>w. Indorsement/Transmittal of Approved Application to RoD</li> </ul>
<p><b>20. Miscellaneous Sales (RA 730, DAO No. 2009-05)</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Conduct of Ocular Inspection/Investigation/Appraisal</li> <li>c. Indorsement/Transmittal of Application with Appraisal to PENRO</li> <li>d. Review and Evaluation of Application with Appraisal by PENRO</li> <li>e. Indorsement/Transmittal of Application with Appraisal to Regional Office</li> <li>f. Approval of Appraisal by RED</li> <li>g. Indorsement/Transmittal of Approved Appraisal to CENRO</li> <li>h. Publication/Posting of Notice of Sales (30 days)</li> <li>i. Collection of partial payment (at least 10%)</li> <li>j. Preparation of Order of Award</li> <li>k. Indorsement/Transmittal of Order of Award to PENRO</li> <li>l. Approval of Order of Award by PENRO</li> <li>m. Indorsement/Transmittal of Approved Order of Award to CENRO</li> <li>n. Conduct of Final Investigation upon full payment</li> <li>o. Preparation of Judicial Form</li> <li>p. Indorsement/Transmittal of Prepared Judicial Form to PENRO</li> <li>q. Final Processing and Issuance of Patent</li> <li>r. Indorsement/Transmittal to RoD</li> </ul>
<p><b>21. Townsite Sales Application (TSA) Baguio</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Conduct of Appraisal</li> <li>c. Indorsement/Transmittal of Appraisal to PENRO</li> <li>d. Review and Evaluation of Appraisal by PENRO</li> </ul>

**ANNEX A**

	<ul style="list-style-type: none"> <li>e. Indorsement/Transmittal of Appraisal to Regional Office</li> <li>f. Approval of Appraisal by RED</li> <li>g. Indorsement/Transmittal of Approved Appraisal to CENRO</li> <li>h. Publication and Posting of Notice of Sale for Public Auction</li> <li>i. Indorsement/Transmittal of Posting of Notice of Sale to PENRO</li> <li>j. Approval of Posting of Notice of Sale by PENRO – Releasing of Notice of Sale to Client</li> <li>k. Pre-bid Conference</li> <li>l. Public Auction of the Land</li> <li>m. Preparation and Issuance of Order of Award</li> <li>n. Indorsement/Transmittal of Approved Order of Award to CENRO</li> <li>o. Conduct of final investigation (if fully paid)</li> <li>p. Preparation of patent/judicial form and Order: Issuance of Patent</li> <li>q. Indorsement/Transmittal of patent/judicial form and Order: Issuance of Patent to PENRO</li> <li>r. Approval of patent/judicial form and Order: Issuance of Patent by PENRO</li> <li>s. Indorsement/Transmittal of Patent to RoD</li> </ul>
<p><b>22. Validation of 211</b></p>	<ul style="list-style-type: none"> <li>a. Acceptance of Application</li> <li>b. Plotting and Verification</li> <li>c. Preparation of CSW</li> <li>d. Review and Evaluation at CENRO</li> <li>e. Indorsement/Transmittal of Application with CSW to PENRO</li> <li>f. Review and Evaluation at PENRO</li> <li>g. Indorsement/Transmittal of Application with CSW to Regional Office</li> <li>h. Review and Evaluation by the Regional Office</li> <li>i. Indorsement/Transmittal of Application with CSW to LMB</li> <li>j. Review and Evaluation by LMB</li> <li>k. Deliberation of Application by the TWG and P.D 1271 Committee</li> <li>l. Preparation and Approval of Resolution and Indorsement to OSG/DOJ</li> <li>m. Indorsement/Transmittal to RoD by LMB</li> </ul>

**REQUEST FORM**

DEFINITION	
Module / Document Name:	Request No.:
Issue:	Date:
Explanation:	Initiated By:  <i>Name &amp; Signature</i>
Suggested Solution:	
	Approved By: <i>Name &amp; Signature</i>

ASSESSMENT & SOLUTION	
Priority <i>(Please Tick)</i>	Information System Name:
<input type="checkbox"/> Critical	Timeline: _____ Date: _____
<input type="checkbox"/> Important	To be carried out by :
<input type="checkbox"/> Low Priority	
Proposed Solution :	Reviewed By:
	<i>Name &amp; Signature</i>
	Approved By:
	<i>Name &amp; Signature</i>

TESTING & ACCEPTANCE	
Date & Time Test Started:	Date & Time Test Ended :
<i>This certifies that the update is Tested and can be applied to the system</i>	
_____	_____
Name & Signature	Date
Remarks :	

UPDATE & COMPLETION	
System/Update Installed by:	Date:
Client Signed as Complete :	Date:
Remarks:	