

**DENR Memorandum Circular
No. 2001 – 15
September 17, 2001**

**TO : All Regional Executive Directors
Provincial Environment and
Natural Resources Officer
Community Environment and
Natural Resources Officer**

**SUBJECT : Issuance of Certificate of
Allocation for Processed Public
Land Applications and Submission
of CARP-CSW Reports.**

In line with the President's commitment in her State of the Nation Address (SONA) to distribute 100,000 hectares of public lands and to expedite the review and approval of public land applications as per the Secretary's Memorandum dated 27 July 2001, all Regional Executive Directors are hereby directed to issue Certificate of Allocations to all completely processed public land applications in favor of qualified beneficiaries prior to the signing of their respective titles by the Secretary. The said Certificate of Allocations shall be released to the beneficiaries only after the same is confirmed and approved by the DENR-CARP Secretariat. Attached and made an integral part of this Memorandum is the prescribed form for Certificate of Allocation to be issued by the concerned Regional Executive Director.

The Regional Offices shall likewise prepare a complete list of the names of the beneficiaries, their respective lot numbers, location and area which will be attached and made an integral part of a CARP-CSW Report to be submitted each month to the DENR-CARP Secretariat together with all the Certificate of Allocation issued therefor.

Separate CARP-CSW Report shall be issued for each type for public land application such as CARP-CSW for Homestead Patent, CARP-CSW for Free Patent, CSW for Miscellaneous Sales Patent, etc. Each CSW shall be signed by the Regional Executive Director, the PENROs and CENROs concerned. The CARP-CSW shall be notarized and must contain the following:

1. Factual Background
(General statement that all the subject land applications were investigated by the concerned land investigator and found to be free from all claims and land conflicts and that the applicants were found to be qualified and have complied with the standard legal procedures)
2. Legal Basis
(Simple statement that the same is in accordance with the Public Land Act or other related laws and issuances)
3. Agencies Involved
(A statement enumerating the Departments, agencies or offices that may be involved in, or affected by, the land application and their action/s in connection therewith)
4. Potential Problems
(A statement on the potential risks, problems, or complications, if any, that may arise if the application is granted or denied)
5. Certification
(A statement that the allocatees were found to be the bonafide occupants/claimants of some portion of public alienable and disposable lands and that their papers are in complete order having complied with all the requirements of pertinent laws, rules and regulations)
6. Recommendation
7. Notarized Acknowledgment

In order to meet the set objectives under the SONA, all REDs are enjoined to submit to the DENR-CARP Secretariat a monthly CARP-CSW covering an area of at least 5,000 hectares per region attaching thereto the certificate of allocations issued to individual beneficiaries.

Upon submission thereof, a review team shall be constituted to review and validate the findings of the regional offices for signing and issuance of the proper patents.

For strict compliance.

(Sgd.) HEHERSON T. ALVAREZ
Secretary