

**Administrative Order
No. 55
June 13, 1990**

**SUBJECT: Prescribing Guidelines for a New
Numbering System for Public Land
Applications and Patents**

In order to provide uniformity and efficiency in the numbering system for public land applications and patents, a new numbering system is hereby prescribed with the following guidelines:

1. The new numbering system for Public Land Applications (PLAs) shall adopt the prescribed NEDA Geographic Codes and shall have three (3) parts.

The first part shall indicate the type of Public Land Application using symbols of three (3) characters.

The second part of six (6) characters shall indicate the location of the land being applied using the NEDA RURBAN Code. (Attachment "A")

The third part shall indicate the Serial Number as it was entered in the Registry Book of Application Numbers which will be kept by the Community Environment and Natural Resources Officers (CENROs). The Application Numbers shall be assigned exclusively by the CENROs.

Illustration:

FPA-090703-1

FPA - type of public land application (Free Patent Application)

09 - Region

07 - Province

03 - Municipality

1 - Serial Number

2. Procedure for the Numbering of Public Land Applications. Once an application is accepted, the CENRO assigns an Application Number for every public land application. The application shall be assigned a Serial Number as it was entered in the Registry Book. The Serial Number shall always start from "1" for every type of application and municipality. Thus, if there will be changes in the municipality and/or type of application, the Serial Number shall always begin with "1".

Illustration:

FPA-090703-1 is the Application Number of the first Free Patent Application that was entered in municipality "03"

In municipality "04", for instance, the first Free Patent Application shall also be assigned the Serial Number 1. In case of additional application in the same municipality by an applicant, the original application number shall be used with a suffix "A", "B", "C", for the second, third, fourth additional application of the same type. (Example FPA-090703-146A)

- 3. The Patent Numbers shall be composed of four (4) parts. The first part shall indicate the type of patent using symbols of two (2) characters.**

The second part of six (6) numeric characters shall indicate the location of the land using the NEDA RURBAN Code to refer to the region, province and municipality.

The third part shall indicate the year the patent was issued using the last two (2) characters of the year.

The fourth part shall indicate the Serial Number as the patent was entered in the Registry Book of Patent Numbers which shall be kept by the Provincial Environment and Natural Resources Officers (PENROs), who shall maintain a separate registry book for each type of patent or lease. The PENROs shall issue the Patent Numbers exclusively.

Illustration:

FP-090703-90-1

FP represents the type of patent, in this case, Free Patent. The two (2) numeric characters "09" shall refer to the region, "07" refers to the province, and the "03" indicates the municipality. The "90" refers to CY 1990, the year the patent was issued. The last segment refers to the Serial Number.

- 4. The assigning of Patent Numbers shall be done exclusively by the PENROs. The RURBAN Code in the Application Number shall be adopted automatically. Serial Numbers shall start from "1" for every type of application.**

5. Pending Public Land Applications shall retain their present application numbers. However, when these applications are to be issued patents, they will be assigned Patent Numbers in accordance with Section 3 and 4 plus a suffix of letter "P" (P for "prior" to this new numbering system) on the Serial Number.

Illustration:

FP-090703-90-17P

6. All concerned units should maintain a Registry Book of these assigned numbers.
7. The symbols to be used in the types of applications are:
 - FPA - Free Patent Application
 - TSA - Townsite Sales Application
 - MSA - Miscellaneous Sales Application
 - GSA - Insular Government Property Sales Application
 - GLA - Insular Government Property Lease Application
 - FLA - Foreshore Lease Application
 - HPA - Homestead Patent Application
 - SPA - Sales Patent Application
 - RPA - Revocable Permit Application
8. The RURBAN Code subject of this Administrative Order refers to the latest library of RURBAN Codes issued by the NEDA.
9. All orders, circulars or instructions inconsistent herewith are hereby repealed or amended accordingly.
10. This numbering system of public land applications and patents shall take effect on 01 June 1990.

FULGENCIO S. FACTORAN, JR.
Secretary