

DENR Memorandum Circular
No. 41
December 02, 1994

SUBJECT : Instructions Relative to the Acceleration of Patent Issuance in Support to CARP.

In order to further accelerate the implementation of the "Handog Titulo" Program and to enable the DENR to meet its commitments under the Comprehensive Agrarian Reform Program of the government, the following instructions are hereby issued for the guidance of all concerned:

1. Matters pertaining to Pending Public Land Applications
 - 1.a CENROs/PENROs are directed to physically assess all pending applications with its corresponding status and initiate necessary disposition action on those applications.
 - 1.b For purposes of public information, the following activities must be undertaken:
 - 1.b.1 The list of applicants with pending applications shall be exhibited/posted for fifteen (15) days at any Barangay Hall or at any conspicuous place for validation and reconfirmation of their applications.
 - 1.b.2 Announcement thru the Radio with specific date wherein all the applicants and prospective applicants will be gathered in a specified place with the assistance of the DAR-MARO in accordance with the DAR-DENR Memorandum of Agreement dated June 7, 1994 to facilitate acceptance of new public land applications and likewise confirm pending applications.
 - 1.b.3 Publication of notices in a local newspaper.

- 1.c The participation and/or assistance of Barangay officials and/or any person of sufficient credibility and who is a resident of the Barangay for more than one (1) year shall be enjoined in the confirmatory process.
2. Matters pertaining to processing/investigation of public land applications.
 - 2.a All CENROs, PENROs, RTDs for Lands and REDs are directed to impose a period of not more than seventy two (72) hours, upon receipt of public land applications within which to comply and or prepare the necessary action(s) relative to the processing of all Public Land Applications. The same period shall be applied to applications pending and/or under investigation.
 - 2.b The seventy two (72) hours deadline shall be suspended when the processing and/or investigation of public land applications is prevented by force majeure (typhoon, flood, and similar calamities), critical peace and order situation which are not within the control of the officer concerned.

In these cases, the Land Investigator shall not hold action on the application but must return the same to the Records Officer.
3. Matters pertaining to Records of Public Land Applications
 - 3.a All public land applications shall be logged and recorded by the Records Officer before these shall be assigned for processing or investigation.
 - 3.b At the end of every working day, all records pertaining to public land applications shall be turned over to the Records Officer concerned for safekeeping. However, applications assigned to Land Investigators shall be turned over to the Records Officer including their reports on or before the end of the seventy two (72) hours prescribed above.

- 3.c To ensure the adoption and implementation of the new DENR Land Records Management System (LRMS), a records storeroom shall be created in the CENROs/PENROs. The records storeroom shall be separate and distinct from all other records in the office. Corollary to this, strict implementation of DAO No. 36, series of 1993 prescribing the Records Management System for the Lands Sector is enjoined.
4. This Circular shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

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