

**ISSUANCE OF MARPO CERTIFICATION**

<b>Office or Division:</b>	<b>DAR Municipal Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Residents of Albuera and other Municipalities/Cities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request 2. Xerox copy of Title 3. Xerox copy of Tax Declaration( untitled) 4. Sketch Plan 5. Xerox Deed of Absolute Sale/ Extra Judicial Partition 6. Affidavit of no pending case 6. BARC Certification 7. SPA (if required)		Applicant ROD Assessor's Office DENR Applicant Notary Public BARC Chairperson Applicant		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
8. Submit all requirements	1. Received and review the requirements if complete.	None	2 minutes	ARPT and SARPT
	2. Conduct ocular inspection of landholding upon submittal of the complete required documents.	None	1 hour-3 hours	ARPT and SARPT
	3. Prepare the Certification	None	5 minutes	ARPT and SARPT
9. Affix signature of the certification	4. The MARPO/Authorized signatory & signs the Certification	None	1 minute	MARPO
10. Received the MARPO Certification	5. Get duplicate copy, record and release the certification	None	1 minute	ARPT and SARPT