



NOV 03 2025

DENR ADMINISTRATIVE ORDER
No. 2025 - 32

SUBJECT: GUIDELINES ON THE RECONSTITUTION, REVOCATION AND REISSUANCE OF LOST OR DESTROYED UNREGISTERED PATENTS

Pursuant to the provisions of Commonwealth Act No. 141, otherwise known as the "Public Land Act," as amended; Executive Order (EO) No. 192 or the "Reorganization Act of the Department of Environment and Natural Resources (DENR);" and EO No. 292, otherwise known as the "Administrative Code of 1987," the following guidelines are hereby issued for the guidance of all concerned.

SECTION 1. Basic Policy. It is the policy of the State to ensure the efficient conservation, management, development, safety, security, equitable distribution and use of the country's environment and natural resources.

SECTION 2. Objective. This Order aims to safeguard the rights of landowners ensuring legal recognition, security of tenure, and protection of their property through a comprehensive and uniform procedure on the reconstitution, revocation and reissuance of lost or destroyed unregistered patents issued by the DENR.

SECTION 3. Scope and Coverage. This Order shall cover the reconstitution, revocation and reissuance of the following:

- 3.1. Lost or destroyed unregistered patents transmitted to the Registry of Deeds (RoD); and
- 3.2. Lost or destroyed unregistered patents not transmitted to the RoD.

In both instances stated above, the patents should have verifiable existing records in the Land Administration and Management System (LAMS) or in the Records Section/Unit of the DENR Field Offices.

SECTION 4. Definition of Terms. As used in this Order, the following terms shall be defined as follows:

- 4.1. **DENR Field Offices** - the CENRO, Implementing PENRO, and LPPD in the case of DENR NCR.
- 4.2. **Destroyed Patent** - an unregistered patent whose damage renders its pertinent details unreadable.
- 4.3. **Land Administration Management System or LAMS** - an information system designed to provide effective management of land records and efficient delivery of land transactions and information services to the public.

- 4.4. **Lost Patent** – an unregistered patent which cannot be found despite diligent efforts.
- 4.5. **Patent** – a document granting official ownership of a particular tract of land upon compliance by the applicant with the requirements of law.
- 4.6. **Reconstitution** – the restoration of a lost or destroyed patent in the name of the original patentee in exactly the same way it has been when the loss or destruction occurred.
- 4.7. **Reissuance** – an act of reissuing a patent in the name of a person/s other than the original patentee.
- 4.8. **Revocation** – the act of officially revoking/canceling a previously issued patent that has been lost or destroyed for purposes of reissuing a new patent in the name of the heirs, assignee, or transferee.
- 4.9. **Unregistered Patent** – a patent not officially brought under the purview of Presidential Decree No. 1529 or the Property Registration Decree.

SECTION 5. Who may Apply. Applications may be filed by the following:

- 5.1. For reconstitution of lost or destroyed unregistered patents - Concerned patentee or his/her duly authorized representative; and
- 5.2. For revocation and reissuance of lost or destroyed unregistered patents - Heirs, assignee, or transferee of the original patentee or their duly authorized representative.

SECTION 6. Requirements

6.1. Documents to be submitted by the Applicants

- 6.1.1. Duly accomplished application form (**Annex A-1 for Reconstitution of Patent; Annex A-2 for Revocation and Reissuance of Patents filed by the Heirs; and Annex A-3 for Revocation and Reissuance of Patents filed by the Assignees/Transferees**);
- 6.1.2. Lot Status Clearance from the Land Registration Authority (LRA);
- 6.1.3. Any of the following Proof of Identification:
 - 6.1.3.1. Land Transportation Office (LTO) License;
 - 6.1.3.2. Social Security System (SSS) / Government Service Insurance System (GSIS) - Unified Multipurpose ID (UMID);
 - 6.1.3.3. Passport;
 - 6.1.3.4. Senior Citizen ID;

- 6.1.3.5. Postal ID;
- 6.1.3.6. Person with Disability (PWD) ID;
- 6.1.3.7. Voter's ID;
- 6.1.3.8. Philippine National ID or PhilSys Number (PSN) or PSN
Derivative;
- 6.1.3.9. Professional Regulation Commission (PRC) ID;
- 6.1.3.10. Integrated Bar of the Philippines (IBP) ID;
- 6.1.3.11. Police Clearance;
- 6.1.3.12. National Bureau of Investigation (NBI) Clearance; or
- 6.1.3.13. Other valid documents bearing the photo and signature of
the applicant.
- 6.1.4. Latest Tax Declaration, or in the absence thereof, any other
document that will prove that the subject lot is not yet titled;
- 6.1.5. Official Receipt as Proof of Payment of the corresponding fees:
 - For reconstitution of lost and/or destroyed
unregistered patents – PhP 500.00
 - For revocation and reissuance of lost and/or
destroyed unregistered patents – PhP 500.00
- 6.1.6. Special Power of Attorney (SPA), in case the application is filed by
a representative.

**6.2. Additional Requirements for Applications for Revocation and
Reissuance of Patents**

- 6.2.1. If filed by the Heirs
 - 6.2.1.1. Death Certificate of the original patentee;
 - 6.2.1.2. PSA Birth Certificate of the heirs;
 - 6.2.1.3. Marriage Certificate (if the requesting party is the surviving
spouse); and
 - 6.2.1.4. Affidavit of Heirship (**Annex B**).
- 6.2.2. If filed by the Assignees/Transferees
 - 6.2.2.1. Death Certificate of the original patentee;
 - 6.2.2.2. Transfer document (Deed of Sale/ Assignment/ Donation,
Waiver of Rights, and the like).

6.3. Pre-requisite Documents at the DENR Field Offices. Only those
applications with any of the following documents available at the LAMS or
the Records Section/Unit of the concerned DENR Field Offices shall be
processed:

6.3.1. Primary

- 6.3.1.1. Letter transmitting the patent, stamped as received by the Registry of Deeds;
- 6.3.1.2. Duplicate of Original of Order: Issuance of Patent; or
- 6.3.1.3. Duplicate original of the issued patent (in onion skin).

6.3.2. Secondary. In case any of the "Primary" documents are not available at the concerned DENR Field Offices, any of the following "Secondary" documents which may either be in physical or digital copies, may be used as reference:

- 6.3.2.1. Entry in the Lot Index Card;
- 6.3.2.2. Entry in the Allocation Book;
- 6.3.2.3. Inventory of Issued Judicial Forms;
- 6.3.2.4. Entries in the Logbook of the RoD or a Certification that the Patent was received based on the entry in the Logbook; or
- 6.3.2.5. In case the Patent was lost in transit from the PENRO/Regional Office in the case of DENR-NCR, to the RoD, the Entries in the Logbook of the PENRO/Regional Office in the case of DENR-NCR, stating that the Patent was indeed transmitted to the RoD.

SECTION 7. Where to File the Application. Applications for reconstitution, revocation and reissuance of patents shall be filed at the concerned DENR Field Offices.

SECTION 8. Modes of Filing the Application. The applications may be filed through the following modes:

- 8.1. By personal filing;
- 8.2. By sending an e-mail to the office concerned with the subject heading "*Application for Reconstitution of Lost or Destroyed Unregistered Patent under DAO No. ____*" or "*Application for Revocation and Reissuance of Lost or Destroyed Unregistered Patent under DAO No. ____*." The said application must be filed in Portable Document Format (PDF) and shall be accompanied by the documents required in Section 6 hereof; or
- 8.3. By courier or registered mail.

If the application is filed through e-mail, or through courier or registered mail, a notification of the receipt thereof shall be sent to the applicant through Short Message Service (SMS) of LAMS.

SECTION 9. Procedure in the Processing of Applications for Reconstitution, Revocation and Reissuance of Patents. The following procedures shall be observed in the processing of applications for reconstitution, revocation and reissuance of patents:

9.1. Reconstitution of Lost or Destroyed Unregistered Patents

9.1.1. Preliminary Assessment of the Application. All applications shall be received by the Regulation and Permitting Section (RPS) of the CENRO/Implementing PENRO or the LPDD in the case of DENR NCR.

Within three (3) working days from receipt of the application, said offices shall conduct preliminary assessment to determine if the said application is compliant with Section 6.1 hereof.

If complete, the same shall be transmitted within one (1) working day to the Records Officer.

In case of incomplete requirements, the applicant shall be notified of the same within three (3) working days through a letter attached hereto as **Annex C-1**.

9.1.2. Acceptance of the Application. The Records Officer, upon receipt of the application, shall encode, scan, and upload the same to the LAMS Philippines.

The applicant shall thereafter be notified of the acceptance of the application through registered mail and through SMS of LAMS.

9.1.3. Verification of Records. Upon acceptance of the complete application, the concerned Records Officer shall, within three (3) working days, verify the availability of the documents required under Section 6.3. hereof in the LAMS or in the Records Office/Unit and submit a Verification Report as follows:

9.1.3.1. If the documents are available, the Records Officer shall submit a Verification Report attached as **Annex D-1** to the Chief, Regulation and Permitting Section (RPS) of the CENRO, the Chief, Technical Services Division (TSD) of the Implementing PENRO, or the Chief, Licenses, Patents and Deeds Division (LPDD) of the DENR-NCR, as the case may be.

9.1.3.2. If there are no available documents, the Records Officer shall submit a Verification Report attached as **Annex D-2** to the same officials, as applicable.

9.1.4. Action on Verification Report. In case there is no available record, the Chief, RPS of the CENRO, the Chief, TSD of the Implementing PENRO, or the Chief, LPDD of the DENR-NCR, as the case may be, shall recommend to the concerned CENRO, Implementing PENRO, or RED, in the case of DENR NCR, the issuance of a Letter of Rejection (**Annex E**) in accordance with

Section 6 hereof.

If records are available, the Chief, RPS of the CENRO, the Chief, TSD of the Implementing PENRO, or the Chief, LPDD of the DENR-NCR, as the case may be, shall recommend the issuance of an Order of Payment.

9.1.5. Issuance of Order of Payment. Upon the recommendation of the concerned official and/or upon the issuance of the lot status clearance, the concerned DENR Field Offices shall issue an Order of Payment for the applicant to pay the corresponding fee.

9.1.6. Posting of Notice of Application. The DENR Field Offices shall cause the posting of notices for fifteen (15) calendar days in the Municipal Building/City Hall and in the Barangay Hall where the land applied for is located. The Notice of Application for Reconstitution of Patent is hereto attached as **Annex F-1**.

9.1.7. Issuance of Order of Reconstitution. The Chief, RPS of the CENRO or the Chief, TSD of the Implementing PENRO, or the Chief, LPDD, in the case of DENR-NCR, shall within three (3) working days from the expiration of the posting period recommend to the concerned PENRO or RED the issuance of an Order of Reconstitution of Patent.

The concerned PENRO or RED shall issue an Order of Reconstitution of Patent (**Annex G-1**) within seven (7) working days from receipt of the recommendation of the Chief, RPS of the CENRO or the Chief, TSD of the Implementing PENRO, or the Chief, LPDD, in the case of DENR-NCR.

In case the Secretary shall be the signing authority, the same shall be issued within thirty (30) working days from the receipt of the recommendation from the concerned RED.

The Order of Reconstitution shall state, among others, that the previous Order of Award and Issuance of Patent shall likewise be cancelled.

9.1.8. Issuance of Patent. The patent shall be issued by the concerned office in accordance with the periods and levels of authority provided for under the existing laws and their respective implementing rules and regulations.

9.1.9. Numbering of Reconstituted Patents. All reconstituted patents shall be numbered in accordance with the number previously issued, and an additional letter "R" shall be affixed to denote that the patent has been reconstituted.

Sample: Kaloob na Patente Bilang - 05410122-4565-R

9.1.10. Transmittal of Reconstituted Patent to the RoD. The original copy of the reconstituted patent shall be transmitted to the concerned RoD for the issuance of the corresponding Original Certificate of Title (OCT), within the following periods:

PENRO - five (5) working days from the approval of the reconstituted patent;

RED - ten (10) working days from the approval of the reconstituted patent; and

Secretary - fifteen (15) working days from the approval of the reconstituted patent.

The process flow on the reconstitution of lost or destroyed unregistered patents is attached as **Annex H**.

9.2. Revocation and Reissuance of Lost or Destroyed Unregistered Patents

9.2.1. Preliminary Assessment of the Application. All applications shall be received by the Regulation and Permitting Section (RPS) of the CENRO/Implementing PENRO or the LPDD in the case of DENR NCR.

Within three (3) working days from receipt of the application, said offices shall conduct preliminary assessment to determine if the said application is compliant with Section 6.1 hereof.

If complete, the same shall be transmitted within one (1) working day to the Records Officer.

In case of incomplete requirements, the applicant shall be notified of the same within three (3) working days through a letter attached hereto as **Annex C-2**.

9.2.2. Acceptance of the Application. The Records Officer, upon receipt of the application, shall encode, scan, and upload the same to the LAMS Philippines.

The applicant shall thereafter be notified of the acceptance and processing of the application through registered mail and through SMS of LAMS.

9.2.3. Verification of Records. Upon acceptance of the complete application, the concerned Records Officer shall, within three (3) working days, verify the availability of the documents required

under Section 6.3 hereof in the LAMS or in the Records Office/Unit and submit a Verification Report as follows:

9.2.3.1. If documents are available, the Records Officer shall submit a Verification Report attached as **Annex D-1** to the Chief, RPS of the CENRO, the Chief, TSD of the Implementing PENRO, or the Chief, LPDD of the DENR-NCR, as the case may be.

9.2.3.2. If there are no available documents, the Records Officer shall submit a Verification Report attached as **Annex D-2** to the same officials, as applicable.

9.2.4. Action on Verification Report. In case there is no available record, the Chief, RPS of the CENRO, the Chief, TSD of the Implementing PENRO, or the Chief, LPDD of the DENR NCR, as the case may be, shall recommend to the concerned CENRO, Implementing PENRO, or RED, in the case of DENR NCR, the issuance of a Letter of Rejection (**Annex E**), in accordance with Section 6. hereof.

If records are available, the Chief, RPS of the CENRO, the Chief, TSD of the Implementing PENRO, or the Chief, LPDD of the DENR-NCR, as the case may be, shall recommend the issuance of an Order of Payment. Once the documents required under Section 6 hereof are complied with, the application, together with all its attachments, shall be scanned and encoded in the Land Administration and Management System (LAMS).

9.2.5. Issuance of Order of Payment. Upon the recommendation of the concerned official and/or upon the issuance of the lot status clearance, the concerned DENR Field Offices shall issue an Order of Payment for the applicant to pay the corresponding fee.

9.2.6. Posting of Notice of Application. The DENR Field Offices shall cause the posting of notices for fifteen (15) calendar days in the Municipal Building/City Hall and in the Barangay Hall where the land applied for is located. The Notice of Application for Revocation and Reissuance of Patent is hereto attached as **Annex F-2**.

9.2.7. Confirmatory Investigation. For purposes of determining the propriety of granting the application for Revocation and Reissuance of Patent, a Confirmatory Investigation shall be conducted within fifteen (15) working days from the expiration of the period stated in the preceding sub-section.

9.2.8. Submission of Confirmatory Investigation Report. Within fifteen (15) working days from the termination of the Confirmatory Investigation, the Investigator shall submit a Confirmatory

Investigation Report to the Chief, RPS of the CENRO or to the Chief, TSD of the Implementing PENRO, or the RED, in the case of DENR NCR, as the case may be, stating whether or not the application for the Revocation and Reissuance shall be granted.

In case the investigator finds no sufficient basis to grant the application, the applicant shall be notified in writing (**Annex I**).

The Confirmatory Investigation Report shall include a statement that the Notice of Application for Revocation and Reissuance of Patent has been posted in the Municipal Building/City Hall and Barangay Hall. The report shall also include a geo-tagged photograph of the land subject of the application.

- 9.2.9. Order of Revocation and Reissuance.** In case the granting of the application for the Revocation and Reissuance is proper, the Chief, RPS of the CENRO or the Chief, TSD of the Implementing PENRO, or the Chief, LPDD, in the case of DENR-NCR, shall recommend to the PENRO, RED, or the Secretary, as the case may be, within seven (7) working days from receipt of the Confirmatory Investigation Report, the issuance of an Order of Revocation and Reissuance of Patents (**Annex G-2**).

The Order of Revocation and Reissuance shall state, among others, that the previous Order of Award and Issuance of Patent shall likewise be cancelled. In case the Investigator recommends against the granting of the application, a Letter of Rejection shall, within the same period, be sent informing the applicant of said rejection.

- 9.2.10. Issuance of Order of Revocation and Reissuance of Patent.** The concerned PENRO or RED shall issue an Order of Revocation and Reissuance of Patent, within seven (7) working days from receipt of the recommendation of the Chief, RPS of the CENRO or the Chief, TSD of the Implementing PENRO, or the Chief, LPDD, in the case of DENR-NCR. In case the Secretary shall be the signing authority, the same shall be issued within thirty (30) working days from the receipt of the recommendation from the concerned RED.

- 9.2.11. Issuance of Patent.** The patent shall be issued by the concerned office in accordance with the periods provided for under the laws and their respective implementing rules and regulations.

- 9.2.12. Transmittal of Reissued Patent to the RoD.** The original copy of the reissued patent shall be transmitted to the concerned RoD for the registration of the same, within the following periods:

PENRO - five (5) working days from the approval of the reissued patent;

RED - ten (10) working days from the approval of the reissued patent; and

Secretary - fifteen (15) working days from the approval of the reissued patent.

The process flow on the revocation and reissuance of lost or destroyed unregistered patents is attached as **Annex J**.

SECTION 10. Effect of Reconstituted or Reissued Patents. Once a patent is reconstituted or reissued, the old patent including the corresponding judicial form and its serial number shall be deemed revoked.

SECTION 11. Separability Clause. If for any reason, any section or provision of this Order is declared null and void, no other section, provision, or part thereof shall be affected and the same shall remain in full force and effect.

SECTION 12. Repealing Clause. All Orders, Rules, Circulars, and other applicable issuances which are inconsistent herewith are hereby superseded, repealed, amended, and modified accordingly.

SECTION 13. Effectivity. This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon filing of three (3) certified copies thereof with the Office of the National Administrative Register (ONAR), UP Law Center.


RAPHAEL P.M. LOTILLA
Secretary



ANNEXES

ANNEX A-1	APPLICATION FORM FOR RECONSTITUTION OF PATENT
ANNEX A-2 & A-3	APPLICATION FORM FOR REVOCATION AND REISSUANCE OF PATENT (HEIRS, ASSIGNEES/TRANSFEREES)
ANNEX B	AFFIDAVIT OF HEIRSHIP
ANNEX C1 & C2	NOTICE TO THE APPLICANT FOR RECONSTITUTION, REVOCATION AND REISSUANCE OF PATENT (INCOMPLETE REQUIREMENTS)
ANNEX D1 & D2	VERIFICATION REPORT ON THE APPLICATION FOR RECONSTITUTION/ REVOCATION AND REISSUANCE OF PATENT NO. (AVAILABILITY OF DOCS.)
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ANNEX F1 & F2	NOTICE OF FILING APPLICATION FOR RECONSTITUTION AND FOR REVOCATION AND REISSUANCE OF PATENT
ANNEX G1 & G2	ORDER OF GRANTING RECONSTITUTION OF PATENT NO. AND GRANTING REVOCATION AND REISSUANCE OF PATENT NO.
ANNEX H	PROCESS FLOW: RECONSTITUTION OF LOST OR DESTROYED UNREGISTERED PATENTS
ANNEX I	DENIAL OF REQUEST FOR REVOCATION AND REISSUANCE OF PATENT
ANNEX J	PROCESS FLOW: REVOCATION AND REISSUANCE OF LOST OR DESTROYED UNREGISTERED PATENTS

ANNEX A-1

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

APPLICATION FOR RECONSTITUTION OF PATENT

Applicant's Information

Name : _____
Address : _____
Gender : _____
Age : _____
Birthdate : _____
Civil Status : _____
Citizenship : _____
Contact No. : _____
Email address : _____
Name of Spouse : _____

1. I am the original patentee over (LOT DETAILS) with Patent No. _____ issued by the PENRO/RED/Secretary on (DATE OF ISSUANCE) (STATE ONLY IF KNOWN);
2. I am the authorized representative of the original patentee, as evidenced by the attached Special Power of Attorney (SPA); (Applicable only if filed by any person other than the original patentee)
3. That said patent is lost or destroyed, and unregistered;
4. That I am filing this application together with the attached documents, in compliance with the requirements under DENR Administrative Order (DAO) No. _____; and
5. I hereby declare, under pain of perjury, that the above-mentioned statements are true and correct.

Applicant's Name and Signature

ANNEX A-2

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

**APPLICATION FOR REVOCATION AND REISSUANCE OF PATENT
(HEIRS)**

Applicant's Information

Name : _____
Address : _____
Gender : _____
Age : _____
Birthdate : _____
Civil Status : _____
Citizenship : _____
Contact No. : _____
Email address : _____
Name of Spouse : _____

1. I am the (RELATIONSHIP TO THE PATENTEE) of the original patentee over (LOT DETAILS) with Patent No. _____ issued by the PENRO/RED/Secretary on (DATE OF ISSUANCE) (STATE ONLY IF KNOWN);
2. I am the authorized representative of the person named in the preceding number, as evidenced by the attached Special Power of Attorney (SPA); (Applicable only if filed by any person other than the heir of the original patentee)
3. That the original patentee is already deceased, as evidenced by the attached Death Certificate No. _____ issued on (DATE OF ISSUANCE);
4. I am filing this application together with my co-heirs, whose names and signatures appear below: (Applicable only if there are co-heirs)

NAME	SIGNATURE
1.	
2.	
3.	

5. That said patent is lost or destroyed, and unregistered;
6. That I am filing this application together with the attached documents, in compliance with the requirements under DENR Administrative Order (DAO) No. _____.

Applicant's Name and Signature

ANNEX A-3

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

**APPLICATION FOR REVOCATION AND REISSUANCE OF PATENT
(ASSIGNEES/TRANSFEREES)**

Applicant's Information

Name : _____
Address : _____
Gender : _____
Age : _____
Birthdate : _____
Civil Status : _____
Citizenship : _____
Contact No. : _____
Email address : _____
Name of Spouse : _____

1. That the original patentee of Patent No. _____
(SOLD/ASSIGNED/DONATED/WAIVED) his rights over (LOT DETAILS), as
evidenced by the attached (TRANSFER DOCUMENT);
2. I am the authorized representative of the person named in the preceding
number, as evidenced by the attached Special Power of Attorney (SPA);
(Applicable only if filed by any person other than the assignee/transferee of the
original patentee)
3. That the original patentee is already deceased, as evidenced by the attached
Death Certificate No. _____ issued on (DATE OF ISSUANCE);
4. That said patent is lost or destroyed, and unregistered;
5. That I am filing this application together with the attached documents, in
compliance with the requirements under DENR Administrative Order (DAO) No.
_____.

Applicant's Name and Signature

ANNEX B

Republic of the Philippines)
City/Municipality of _____) S.S

AFFIDAVIT OF HEIRSHIP

We, the surviving heirs of (NAME OF PATENTEE), all of legal age, whose names and respective addresses appear below, do hereby depose and state that:

1. (NAME OF PATENTEE) is the original patentee of (Details of the patent and/or the subject lot);
2. (NAME OF PATENTEE) died on _____, as evidenced by Death Certificate No. _____ (ANNEX "A");
3. As evidence of our relationship with the (NAME OF PATENTEE), photocopies of our birth certificates are herein attached as ANNEX "B" and series; and
4. We are the only surviving heirs of (NAME OF PATENTEE), and we are executing this affidavit for purposes of filing an Application for Revocation and Reissuance of patent/s pursuant to DAO No. ____.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ in Philippines.

NAME and SIGNATURE	ADDRESS
_____ (NAME OF HEIR)	
_____ (NAME OF HEIR)	
_____ (NAME OF HEIR)	

SUBSCRIBED AND SWORN TO before me this _____ in _____, Philippines, affiants exhibiting to me their (PROOF OF IDENTIFICATION) as Competent Evidence of Identity (CEI).

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

ANNEX C-1

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region _____

NOTICE TO THE APPLICANT
(Reconstitution of Patent)

Date: _____

This is to inform that your application for Reconstitution of Patent is hereby returned due to incomplete submission of the following documentary requirements as specified under Section 6.1 of DAO No. _____.

(Please check the requested document)

- Duly accomplished application form
- Lot Status Clearance from the Land Registration Authority (LRA);
- Any of the following Proof of Identification:
 - Land Transportation Office (LTO) License
 - Social Security System (SSS) / Government Service Insurance System (GSIS) - Unified Multipurpose ID (UMID)
 - Passport
 - Senior Citizen ID
 - Postal ID
 - Person with Disability (PWD) ID
 - Voter's ID
 - Philippine National ID or PhilSys Number (PSN) or PSN Derivative
 - Professional Regulation Commission (PRC) ID
 - Integrated Bar of the Philippines (IBP) ID
 - Police Clearance
 - National Bureau of Investigation (NBI) Clearance
 - Other valid documents bearing the photo and signature of the applicant.
- Latest Tax Declaration, or in the absence thereof, any other document that will prove that the subject lot is not yet titled
- Official Receipt as Proof of Payment of the corresponding fees:
 - For reconstitution of lost and/or destroyed
unregistered patents - PhP 500.00
- Special Power of Attorney (SPA), in case the application is filed by a representative.

(Name of Authorized Signatory)

**Upon completion of the lacking documents please submit the application and all its attachments to the concerned office.*

ANNEX C-2

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region _____

NOTICE TO THE APPLICANT
(Revocation and Reissuance of Patent)

Date: _____

This is to inform that your application for Revocation and Reissuance of Patent is hereby returned due to incomplete submission of the following documentary requirements as specified under Section 6.1 and 6.2 of DAO No. _____.

(Please check the requested document)

- Duly accomplished application form
- Lot Status Clearance from the Land Registration Authority (LRA);
- Any of the following Proof of Identification:
 - Land Transportation Office (LTO) License
 - Social Security System (SSS) / Government Service Insurance System (GSIS) - Unified Multipurpose ID (UMID)
 - Passport
 - Senior Citizen ID
 - Postal ID
 - Person with Disability (PWD) ID
 - Voter's ID
 - Philippine National ID or PhilSys Number (PSN) or PSN Derivative
 - Professional Regulation Commission (PRC) ID
 - Integrated Bar of the Philippines (IBP) ID
 - Police Clearance
 - National Bureau of Investigation (NBI) Clearance
 - Other valid documents bearing the photo and signature of the applicant.
- Latest Tax Declaration, or in the absence thereof, any other document that will prove that the subject lot is not yet titled
- Official Receipt as Proof of Payment of the corresponding fees:

For revocation and reissuance of lost and/or destroyed
unregistered patents - PhP 500.00

- Special Power of Attorney (SPA), in case the application is filed by a representative.

If filed by the Heirs:

- Death Certificate of the original patentee;
- PSA Birth Certificate of the heirs;
- Marriage Certificate (if the requesting party is the surviving spouse)
- Affidavit of Heirship

If filed by the Assignees/Transferees:

- Death Certificate of the original patentee;
- Transfer document (Deed of Sale/ Assignment/ Donation, Waiver of Rights, and the like).

(Name of Authorized Signatory)

**Upon completion of the lacking documents please submit the application and all its attachments to the concerned office.*

ANNEX D-1

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

MEMORANDUM

FOR : The Chief, Regulation and Permitting Section (RPS)
The Chief, Technical Services Division (TSD)
The Chief, Land Patents and Deeds Division - DENR NCR
(Please choose the appropriate Office)

FROM : Records Officer (NAME OF RECORDS OFFICER)

SUBJECT : **VERIFICATION REPORT ON THE APPLICATION FOR
RECONSTITUTION/REVOCATION AND REISSUANCE OF
PATENT NO. _____ IN THE NAME OF (NAME OF
PATENTEE)**

DATE :

This refers to the Application for Reconstitution/Revocation and Reissuance of Patent No. _____ in the name of (NAME OF PATENTEE) filed by (NAME OF APPLICANT) on (DATE of FILING).

Please be informed that upon verification, the following attached documents are available: (Please check)

- ___ Letter transmitting the patent to the Register of Deeds
- ___ Duplicate of Original of Order: Issuance of Patent
- ___ Duplicate original of the issued patent (in onion skin)
- ___ Entry in the Lot Index Card;
- ___ Entry in the Allocation Book;
- ___ Inventory of Issued Judicial Forms; or
- ___ Entries in the Logbook of the Register of Deeds or a Certification that the Patent was received based on the entry in the Logbook; or
- ___ In case the Patent was lost in transit from the PENRO/Regional Office, in the case of DENR-NCR, to the RoD, the Entries in the Logbook of the PENRO/Regional Office, in the case of DENR-NCR, stating that the Patent was indeed transmitted to the RoD.

For your information.

RECORDS OFFICER

ANNEX D-2

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

MEMORANDUM

FOR : The Chief, Regulation and Permitting Section (RPS)
The Chief, Technical Services Division (TSD)
The Chief, Land Patents and Deeds Division - DENR NCR
(Please choose the appropriate Office)

FROM : Records Officer (NAME OF RECORDS OFFICER)

SUBJECT : **VERIFICATION REPORT ON THE APPLICATION FOR
RECONSTITUTION/REVOCATION AND REISSUANCE OF
PATENT NO. ____ IN THE NAME OF (NAME OF PATENTEE)**

DATE :

This refers to the Application for Reconstitution/Revocation and Reissuance of Patent No. _____ in the name of (NAME OF PATENTEE) filed by (NAME OF APPLICANT) on (DATE OF FILING).

Please be informed that upon verification, it has been found that there are no available records on file pertaining to the above-mentioned patent.

For your information.

RECORDS OFFICER

ANNEX E

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

(DATE)

(NAME OF APPLICANT)

**Subject: Application for the Reconstitution/Revocation
 and Reissuance of Patent No. (PATENT
 NUMBER) of (NAME OF PATENTEE).**

Dear (NAME OF APPLICANT):

This refers to your application for Reconstitution/Revocation and Reissuance of Patent (DATE OF APPLICATION) covering (DETAILS OF SUBJECT LOT). Please be informed that upon verification, it has been determined that there are no available records on file pertaining to the issuance of patent relative to the subject lot.

Consequently, we cannot act on your request for the Reconstitution/Revocation and Reissuance of Patent, in consonance with Section __ of DAO No. _____.

However, you are not precluded from filing an application for the issuance of Patent in your name pursuant to existing laws, rules and regulations.

We hope to have enlightened you on this matter.

CENRO/PENRO/RED

ANNEX F-1

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region _____

NOTICE OF APPLICATION FOR RECONSTITUTION OF PATENT

Notice is hereby given that Mr./Ms. _____ has
filed with this Office an Application for Reconstitution of Patent under DAO No.
_____ to a tract of land situated in _____,
_____, Philippines, described as follows:

Barangay _____ Municipality _____
Province _____

Lot No. _____
Pls: _____
Cad: _____
Area (sq. m.): _____

CENR Officer/Implementing PENR Officer

Date: _____

Date of Posting:

From (mm/dd/yyyy) to (mm/dd/yyyy)

ANNEX F-2

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Region _____

**NOTICE OF APPLICATION FOR
REVOCATION AND REISSUANCE OF PATENT**

Notice is hereby given that Mr./Ms. _____ has
filed with this Office an Application for Revocation and Reissuance of Patent
under DAO No. _____ to a tract of land situated in _____,
_____, Philippines, described as follows:

Barangay _____
Province _____

Municipality _____

Lot No. _____
Pls: _____
Cad: _____
Area (sq. m.): _____

CENR Officer/Implementing PENR Officer

Date: _____

Date of Posting:

From (mm/dd/yyyy) to (mm/dd/yyyy)

ANNEX G-1

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

IN RE: APPLICATION FOR THE
RECONSTITUTION OF PATENT NO.
(PATENT NO.) OF (NAME OF PATENTEE)
OVER (LOT DETAILS)

X-----X

ORDER

Before this Office is the application for the Reconstitution of Patent No. (Number of Patent), issued in the name of (NAME OF PATENTEE) over (LOT DETAILS).

Upon verification, it has been determined that there are available records on file sufficient to support the existence of the above-mentioned patent. Further, the applicant has complied with the requirements laid down under Section 6.2.1. (if the applicant is the heir of the original patentee) or Section 6.2.2. (if the applicant is a transferee or assignee of the original patentee) of DENR Administrative Order (DAO) No. _____, the applicant having submitted following documents:

(LIST OF DOCUMENTS)

WHEREFORE, and considering that the applicant was able to satisfy the requirements laid down under DAO No. _____, the Application for the Reconstitution of Patent No. (Number of Patent) is hereby **GRANTED**. Consequently, the previous Order of Award and Issuance of Patent is hereby cancelled.

Let a New Patent be issued in the name of (NAME OF ORIGINAL PATENTEE), upon payment of the prescribed fees, and a copy thereof be transmitted to the Registry of Deeds for the issuance of the corresponding Original Certificate of Title.

SO ORDERED.

(PLACE OF ISSUANCE), (DATE).

(PENRO/RED/SEC)

Copy Furnished:

(PARTIES)

(Register of Deeds)

(ANY APPLICABLE PARTY)

ANNEX G-2

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

**IN RE: APPLICATION FOR THE REVOCATION
AND REISSUANCE OF PATENT NO. (PATENT
NO.) OF (NAME OF PATENTEE) OVER (LOT
DETAILS)**

X-----X

ORDER

Before this Office is the application for the Revocation and Reissuance of Patent No. (Number of Patent), issued in the name of (NAME OF PATENTEE) over (LOT DETAILS).

Upon verification, it has been determined that there are available records on file sufficient to support the existence of the above-mentioned patent. Further, the applicant has complied with the requirements laid down under Section 6.2.1. (if the applicant is the heir of the original patentee) or Section 6.2.2. (if the applicant is a transferee or assignee of the original patentee) of DENR Administrative Order (DAO) No. _____, the applicant having submitted following documents:

(LIST OF DOCUMENTS)

WHEREFORE, and considering that the applicant was able to satisfy the requirements laid down under DAO No. _____, the Application for the Revocation and Reissuance of Patent No. (Number of Patent) is hereby **GRANTED**.

Consequently, Patent No. _____ under Judicial Form with Serial No. _____, is hereby **REVOKED**, and a new one be **ISSUED** to (NAME OF APPLICANT).

Let a copy of the same be transmitted to the Registry of Deeds for the issuance of the corresponding Original Certificate of Title.

SO ORDERED.

(PLACE OF ISSUANCE), (DATE).

(PENRO/RED/SEC)

Copy Furnished:

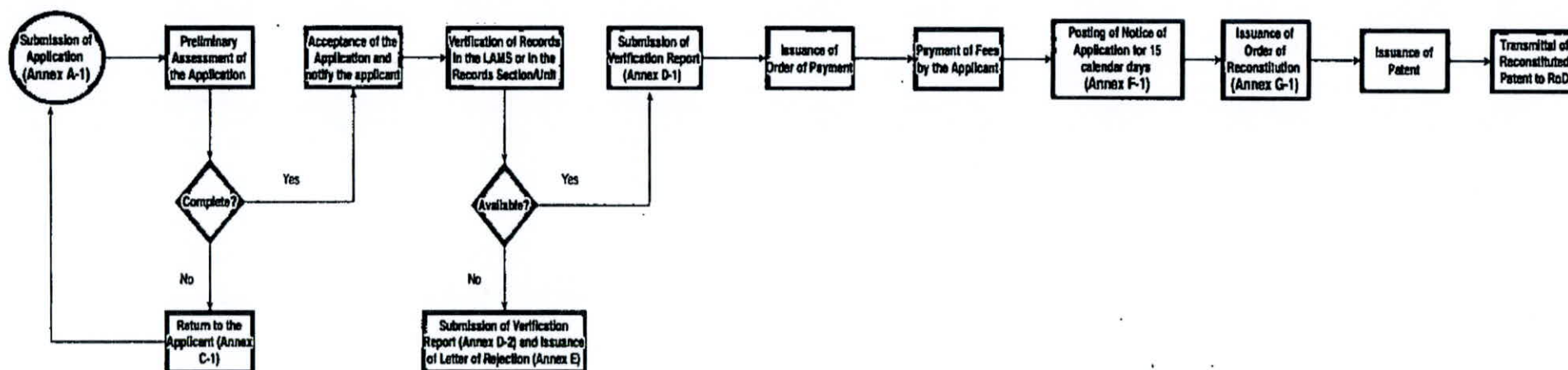
(PARTIES)

(Register of Deeds)

(ANY APPLICABLE PARTY)

ANNEX H

Process Flow: Reconstitution of Lost or Destroyed Unregistered Patents



ANNEX I

Republic of the Philippines
Department of Environment and Natural Resources
CENRO/PENRO/REGION

(DATE)

(NAME OF APPLICANT)

**Subject: Application for Revocation and Reissuance of
Patent No. (PATENT NUMBER) of (NAME OF
PATENTEE).**

Dear (NAME OF APPLICANT):

This refers to your application for Revocation and Reissuance of Patent (DATE OF APPLICATION) covering (DETAILS OF SUBJECT LOT).

Please be informed that upon investigation, it has been determined that:

1. _____;
2. _____; and
3. Others, please specify.

Consequently, we cannot act on your request for the Revocation and Reissuance of Patent, in consonance with Section __ of DAO No. _____.

We hope to have enlightened you on this matter.

CENRO/PENRO/RED

ANNEX J

Process Flow: Revocation and Reissuance of Lost or Destroyed Unregistered Patents

