



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



**DENR POLICY TECHNICAL WORKING GROUP
Notice of PTWG Meeting No. 2024-04**

FOR/TO: Director, Legal Affairs Service (Vice- Chairperson, PTWG)
Assistant Director, Biodiversity Management Bureau
Assistant Director, Ecosystems Research and Development Bureau
Assistant Director, Environmental Management Bureau
Assistant Director, Forest Management Bureau
Assistant Director, Land Management Bureau
Assistant Director, Mines and Geosciences Bureau
Representative, Office of the Undersecretary for Legal and Administration
Representative, Office of the Undersecretary for Finance, Information
Systems and Climate Change
Representative, Office of the Undersecretary Policy, Planning and
International Affairs
Representative, Office of the Undersecretary for Field Operations (FO) -
Luzon, Visayas and Environment
Representative, Office of the Undersecretary for FO – Mindanao
Representative, Office of the Undersecretary for Integrated
Environmental Science
Representative, Office of the Undersecretary for Special Concerns and
Legislative Affairs
Representative, Office of the Assistant Secretary for Policy, Planning and
Foreign-Assisted and Special Projects
Representative, Office of the Assistant Secretary for Legal Affairs
Representative, Office of the Assistant Secretary for FO - Luzon and
Visayas
Representative, Office of the Assistant Secretary for FO - Eastern
Mindanao
Representative, Office of the Assistant Secretary for FO - Western
Mindanao
Representative, Legal Affairs Services
Representative, Climate Change Service
Representative, Foreign-Assisted and Special Projects Service
Representative, Internal Audit Service
Representative, Strategic Communication and Initiatives Service
Representative, Geospatial Database Office
Chief, Policy Studies Division
PSD Technical Staff

FROM: The OIC Director, Policy and Planning Service

DATE/TIME: 23 May 2024 (Thursday) | 9:30 AM

VENUE: OASIA Conference Room, 5/F DENR-CO Building, QC

MEMO NO. 2024 - 457

RESOURCE PERSONS:

1. Engr. Bienvenido Cruz, LMB
2. Engr. Ariel Reyes, LMB

AGENDA:

1. Draft DAO Guidelines on the Annotation of Legal Basis in the Survey Plans and Amendment of Political Boundary Maps in Case of Change of Political Jurisdiction or Names of Local Government Units (LGUs)
2. Draft DAO re Other Matters Standard Stages and Processing Time of Land Administration and Management System Philippines – Inspection, Verification and Approval of Surveys (LAMS-IVAS)
3. Draft DAO re Guidelines on the Issuance of Authority to Print (ATP) LMB Survey Forms for Exclusive Use of Government Agencies and Local Government Units (LGUs)
4. Other Matters


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**DENR ADMINISTRATIVE ORDER
NO. 2024 - _____**

**SUBJECT: GUIDELINES ON THE ANNOTATION OF LEGAL BASIS
IN THE SURVEY PLANS AND AMENDMENT OF
POLITICAL BOUNDARY MAPS IN CASE OF CHANGE
OF POLITICAL JURISDICTION OR NAMES OF LOCAL
GOVERNMENT UNITS (LGUs)**

Pursuant to Executive Order No. 192 or the Reorganization Act of the DENR, Republic Act (RA) No. 7160 or the Local Government Code of 1991 and its Implementing Rules and Regulations (IRR), RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, RA 11961 entitled "An Act Strengthening the Conservation and Protection of Philippine Cultural Heritage Through Cultural Mapping and Enhanced Cultural Heritage Education Program, amending for the purpose Republic Act No. 10066, otherwise known as the "National Cultural Heritage Act of 2009," and DENR Memorandum Circular No. 2010-13 or the Adoption of the Manual on Land Survey Procedures, this guideline is hereby issued for the guidance of all concerned:

SECTION 1. Basic Policy. It is the policy of the State to accelerate land surveys in the entire country through an effective and efficient system of adjudication and disposition of alienable and disposable lands of the public domain and other lands reserved or utilized by other government agencies.

SECTION 2. Objective. This Order aims to provide uniform guidelines in the annotation of legal basis on the survey plans in case of change of political jurisdiction or names of Local Government Units (LGUs) and amendment of political boundary maps.

SECTION 3. Scope and Coverage. This Order shall apply to all pending and newly submitted survey plans for inspection, verification and approval (IVAS), and political boundary maps whose areas are covered by new laws on the creation, division, merger, abolition, or decisions of the Court pursuant to a political boundary dispute.

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

- 4.1. **Annotation** - the process of adding explanatory notes "footnote" in the survey plan.
- 4.2. **Philippine Standard Geographic Code (PSGC)** - a systematic classification and coding of geographic areas in the Philippines. Its units of classification are based on the four well-established levels of

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geographical-political subdivisions of the country such as the region, the province, the municipality/city and the barangay.

4.3. **Political Jurisdiction** - the geographical area or territory over which a government or political authority exercises its legal and administrative authority.

4.4. **Survey Plan** - a two-dimensional plan showing the metes and bounds of a surveyed parcel of land and other pertinent information.

SECTION 5. Annotation of Legal Basis on Survey Plans. For newly submitted survey plans, the licensed private Geodetic Engineer shall be responsible in annotating the legal bases in the change of name of the barangay, city or municipality, province, and region in the survey returns in accordance existing laws, rules and regulations, and shall ensure that the same is accurate and up-to-date. In instances where changes in the political jurisdiction or names of LGUs as a result of the creation, division, merger, abolition, or resolution of political boundary disputes, the names of the locations of lots of pending and newly submitted survey plans submitted for IVAS shall observe the following guidelines:

5.1. **Annotation of Former Name on the Survey Plan.** The former name of the location shall be indicated immediately after the present name of the area on all survey plans.

Example: New Name (Formerly Old Name)
Zamboanga Sibugay (Formerly Zamboanga Del Sur)

5.2. **Annotation of Legal Basis**

5.2.1 When a change in political jurisdiction occurs, the survey plan must include an annotation of the legal basis for such changes. The annotation of the legal basis shall be prominently displayed on the survey plan, preferably located at the bottom left corner of the plan as specified in the "Notes" section (see Annex A).

The following information should be included in the annotation of the legal basis:

5.2.1.1 Title and citation of the relevant law, ordinance, executive order, decisions or proclamations; and

5.2.1.2 Date of enactment or issuance.

5.2.2 The legal basis that may be utilized for annotations may include, but is not limited to, laws, ordinances, executive orders, or official proclamations that authorized the change, such as the following:

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5.2.2.1 Change pursuant to Supreme Court Decisions - when the Supreme Court renders decisions or entry of judgement that impact the boundaries or administrative structure of LGUs.

5.2.2.2 Change pursuant to Presidential Proclamations - Presidential Proclamations issued by the President of the Philippines may alter the territorial boundaries and jurisdictions of LGUs.

5.2.2.3 Change pursuant to Executive Orders - similar to Presidential Proclamations, Executive Orders issued by the executive branch of the government can lead to modifications in LGU boundaries and political arrangements.

5.2.2.4 Change pursuant to Republic Acts - amendments or the creation of new laws, known as Republic Acts, can significantly impact LGU territories for the creation, division, merger, abolition, and alteration of the boundaries.

5.2.2.5 Change pursuant to Ordinances and Resolutions of the Sangguniang Bayan / Panlungsod / Panlalawigan - local legislative bodies, such as the Sangguniang Bayan, Sangguniang Panlungsod, and Sangguniang Panlalawigan, have the authority to enact ordinances and resolutions that may affect the administrative boundaries and structure of LGUs.

5.3. The Geodetic Engineers shall refer to the Philippine Statistics Authority (PSA) – PSGC for the correct names of the barangay, city/municipality, and province of the titled or untitled lot parcel/s before submitting the survey returns to the respective DENR Regional Office for Land Administration and Management System - Inspection, Verification, and Approval of Surveys (LAMS-IVAS).

SECTION 6. Other Documentary Evidence in the Change and Correction of Political Names. Resolutions, certifications and memoranda from the Commission on Elections (COMELEC), Department of the Interior and Local Government (DILG), and Local Chief Executives, such as the Mayors or Governors, indicating changes or corrections in the name of the political jurisdiction of LGUs shall serve as documentary evidence or proof for this purpose.

SECTION 7. Issuance of Amendment Order. The Assistant Regional Director for Technical Services (ARD-TS) shall issue the corresponding Amendment Order before any adjustment, correction, or modifications in the political boundary maps for those falling under items 1 to 5 of Section 5.2.2. of this Order.

151 The Chief, Surveys and Mapping Division (SMD), upon issuance of the
152 Amendment Order, shall effect the amendment of the political boundary map
153 within fifteen (15) calendar days.
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155 **SECTION 8. Evaluation of the Annotation in the Survey Plan.** The
156 respective DENR Regional Office shall inspect and verify the annotations made
157 in the "Notes" section of the survey plan, as follows:
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159 8.1. Verify the legal basis for the changes and cross-reference
160 information sources with the Philippine Statistics Authority and other
161 concerned offices;
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163 8.2. Ensure the adoption of the PSGC in the standard classification
164 system to achieve uniformity and comparability of statistics
165 generated at the national and international levels; and
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167 8.3. Upon validation of the annotations, if any inconsistencies or
168 inaccuracies are identified, the authorized DENR personnel shall
169 indicate the necessary changes in the plan. Corrections may be
170 made as needed to ensure the accuracy of the annotations.
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172 **SECTION 9. Transitory Provision.** Upon effectivity of this Order, the
173 processing period for the IVAS of the pending survey plans shall be suspended
174 until such time that the corresponding correction has been made on the affected
175 survey plans by the concerned section of the SMD.
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177 The correction shall be made by the said concerned section within five (5)
178 calendar days from the referral thereof by the Chief, SMD.
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180 **SECTION 10. Separability Clause.** If any provision of this Order shall be
181 held invalid or unconstitutional, the other portions or provisions hereof which are
182 not affected shall continue in full force and effect.
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184 **SECTION 11. Repealing Clause.** All Orders and other similar issuances
185 inconsistent herewith are hereby revoked, amended, or modified accordingly.
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187 **SECTION 12. Effectivity.** This Order shall take effect fifteen (15) days
188 after its publication in a newspaper of general circulation and upon
189 acknowledgement of the receipt of the copy thereof by the Office of the National
190 Administrative Register (ONAR).
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MARIA ANTONIA YULO LOYZAGA
Secretary



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**DENR ADMINISTRATIVE ORDER
NO. 2024 - _____**

**SUBJECT: STANDARD STAGES AND PROCESSING TIME OF
LAND ADMINISTRATION AND MANAGEMENT SYSTEM
PHILIPPINES – INSPECTION, VERIFICATION AND
APPROVAL OF SURVEYS (LAMS-IVAS)**

Pursuant to Executive Order (EO) No. 192 otherwise known as the Reorganization Act of the Department of Environment and Natural Resources (DENR), Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and in line with the objectives of DENR Administrative Order (DAO) No. 2010-18 on improving the management of land information through the adoption of the Land Administration and Management System (LAMS) Philippines, the standard stages and processing time of the inspection, verification and approval of surveys is hereby prescribed for the guidance of all concerned.

SECTION 1. Basic Policy. It is the policy of the State to take appropriate measures to promote transparency in government offices with regard to public service by streamlining the procedures and simplifying the requirements thereby reducing red tape and expedite business and nonbusiness-related transactions in government.

SECTION 2. Objective. This Order aims to ease the burden to the transacting public by realizing the delivery of quality and efficient land administration services, through the standardization of the processing time of LAMS-IVAS in all Regions, and the adoption of the following measures:

- 2.1. Prescribe the standard stages and processing time in the conduct of IVAS;
- 2.2. Identify the critical stages that involve multiple tasks, which extend the processing time of LAMS-IVAS transactions; and
- 2.3. Classify LAMS-IVAS transactions as "Highly Technical Application," as defined by R.A. 11032, and use this classification to prescribe the maximum processing time, in order to balance the expectations of the transacting public with the commitment of DENR in providing quality and efficient public service.

SECTION 3. Scope and Coverage. This Order shall cover all kinds of land surveys of public and private lands submitted to the DENR Regional Offices for inspection, verification and approval through LAMS Philippines.

48 **SECTION 4. Definition of Terms.** The following terms as used in this
49 Order shall be defined as follows:

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- 51 **4.1. Cadastral Map (CM)** – a map made as a result of a cadastral survey,
52 drawn to appropriate scale and showing all land parcels and
53 important natural and man-made features within a
54 municipality/project, for purposes of describing and recording
55 ownership.
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- 57 **4.2. Complex Subdivision** - subdivision survey of previously approved
58 parcel of land into ten (10) or more parcels of land.
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- 60 **4.3. Digital Cadastral Database (DCDB)** - a database of land records
61 containing textual, scanned documents, maps, and spatial data
62 created and stored within LAMS Philippines.
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- 64 **4.4. Digital Land Survey Data (DLSD)** - an XML file containing all the
65 coordinate data and other textual information of the survey plan.
- 66
- 67 **4.5. eSurveyPlan** - an easy-to-use windows application designed for the
68 preparation of survey plans in digital land survey data format.
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- 70 **4.6. First-In First-Out (FIFO) Rule** – the order of processing of
71 transactions in LAMS Philippines, wherein the system automatically
72 assigns the next transactions to be processed from the queue, to
73 prevent the users from prioritizing their preferred clients. The
74 transaction queues are listed by date and time, and newly created
75 transactions are placed at the bottom of the queue for processing at
76 the next stage.
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- 78 **4.7. Inspection, Verification and Approval of Surveys (IVAS)** - a
79 system designed for the tracking of the verification and approval
80 process of land surveys at the DENR Regional Offices. It has special
81 GIS functionalities to facilitate automated checks which aid in the
82 automated verification process.
- 83
- 84 **4.8. Highly Technical Application** – an application which requires the
85 use of technical knowledge, specialized skills and/or training in the
86 processing and/or evaluation thereof (as defined in R.A. 11032).
- 87
- 88 **4.9. Land Administration and Management System (LAMS)**
89 **Philippines** – a system enhanced land record management facility
90 that ensures integrity of and access to land information such as
91 cadastral maps, isolated survey plans, public land applications,
92 patents and titles, and also to perform quick processing of land
93 transactions and updating of land records as well as the tracking of
94 applications undergoing processing. This is supported by a digital
95 cadastral database that provides a spatial reference.
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- 4.10. **Lot Data Computation (LDC)** – the boundary computation of each land parcel which form part of the survey return submitted to the Geodetic Engineer.
 - 4.11. **No-To-Follow Rule** – the clients are required to submit the complete requirements upon application. Incomplete applications will not be accepted and later submission of lacking requirements is not allowed.
 - 4.12. **Projection Map (PM)** – a provisional Cadastral Map prepared in a scale of 1:4000 used for monitoring, verification and approval of surveys.
 - 4.13. **Simple Subdivision** – subdivision survey of previously approved parcel of land into nine (9) or less parcels of land.
 - 4.14. **Survey Return (SR)** – the complete survey documents required for the approval of survey plans, such as, but not limited to, survey plan, transmittal of survey returns, field notes cover and inside, traverse computation, Lot Data Computation (LDC), Digital Land Survey Data (DLSD), boundary computation, title and reference plans.
 - 4.15. **Transaction Pipeline** – includes all on-going and pending LAMS-IVAS transactions.

122 **SECTION 5. Standard Stages in the Conduct of IVAS.** The following
123 stages shall be observed in the conduct of IVAS. The process flow of the stages
124 is hereto attached as Annex A.
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- 5.1. **Preliminary Verification of the Survey Returns (SR)** – at this stage, the completeness of the application is evaluated. A pro-forma checklist of minimum requirements (Annex B) shall be used to check if the survey returns submitted is complete. Incomplete SRs upon initial evaluation shall not be accepted and shall be returned with attached notice to the Geodetic Engineer (GE) (Annex C), indicating the lacking documents for compliance.

134 A "No-To-Follow" rule shall be strictly imposed. All digital,
135 supplementary and documentary requirements should be complete
136 upon submission, otherwise, applications with lacking requirements
137 shall not be accepted.
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- 5.2. **Acceptance of Survey Returns in LAMS-IVAS** – after passing the preliminary evaluation and upon payment of fees, the DLSD file shall be uploaded in the LAMS kiosk or online, through eSurveyPlan, and a unique LAMS-IVAS transaction number will be assigned to the application. Afterwards, the survey returns are endorsed for technical verification.

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Acceptance shall mean that the application will be acted upon by the agency. The reckoning date for the counting of the processing time shall be upon payment of official verification fees.

The First-In-First-Out rule shall be followed.

5.3. Technical Verification – at this stage, the technical correctness of the submitted survey, as well as, the compliance to the technical standards, is ensured. This stage includes the following sub-stages:

5.3.1. Records Stage – digital verification of the conformity of the submitted Survey Returns with the Digital Cadastral Database. This also includes research, encoding and verification of other references that are not available in the LAMS DCDB.

5.3.2. Projection Stage - projection of the submitted survey plan against the DCDB, Cadastral Maps, and Projection Maps.

5.3.3. Verification Stage - verification of the submitted LDC against the uploaded DLSD and reference title/plan.

5.3.4. Cartography Stage – review and checking of the technical description on the survey plan, annotation of information/documents attached to the survey returns.

5.4. Final Verification – the SRs shall be subject for final evaluation and verification. If all the survey plans and documents are in order, the concerned Section Chief shall affix their initials under the name of the Assistant Chief of Surveys and Mapping Division (SMD) on the verified survey plan.

5.5. Recommending Approval – the Assistant Chief of SMD shall recommend and sign the survey plans, for final approval of the Chief, SMD, as prescribed in DAO No. 2022-13.

5.6. Rejection of Survey Returns – Survey returns accepted for verification and approval found to have technical pending adverse findings shall be returned to the concerned Geodetic Engineer.

The concerned Geodetic Engineer shall be given a grace period of forty (40) days to comply with the lacking requirements. An automated SMS and/or e-mail, through LAMS Philippines, shall be sent to the concerned Geodetic Engineer and claimant/landowner, notifying them of the pendency of their application.

Issuance of SMS and e-mail to the concerned Geodetic Engineer and claimant/land owner of the subject lot shall interrupt the running period of the transaction. If the Geodetic Engineer is able to comply

195 with the lacking requirements within the given grace period, the
196 survey returns, together with the attachments, shall be treated as the
197 same transaction, and the running period of the transaction shall
198 resume.

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200 All SRs found to have no compliance within the specified grace
201 period shall be automatically rejected by LAMS Philippines, with the
202 corresponding Rejection Order signed by the Chief, SMD.

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204 **5.7. Withdrawal of Survey Returns** – The SRs shall only be allowed to
205 be withdrawn by the concerned Geodetic Engineer, upon written
206 consent of the landowner/claimant.

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208 Likewise, SRs may be withdrawn by the claimant/landowner, upon
209 written consent of the concerned Geodetic Engineer, except in cases
210 when the concurrence of the latter is not possible, such as death or
211 abandonment by the concerned Geodetic Engineer.

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213 **5.8. Final Approval** – The Chief, SMD shall be the approving authority
214 over all survey plans, as prescribed in DAO No. 2022-13. Thereafter,
215 a survey number shall be assigned and inscribed on the lower right-
216 hand portion of the signed survey plan.

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218 The Tabular Technical Description shall be generated by LAMS
219 Philippines, by order of approval, and certified by the Chief, SMD.

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221 **5.9. Releasing of Approved SRs** – The Approved Survey Plan and the
222 Tabular Technical Description shall be released from the Office of
223 the Chief, SMD to the concerned Geodetic Engineer and shall be
224 transmitted to the Land Records Section.

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226 **SECTION 6. Archiving of Approved Survey Returns.** The Land
227 Records Section shall scan and upload the approved SRs to the LAMS DCDB.

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229 **SECTION 7. Notification on the Status of Approval of Survey**
230 **Returns.** The claimants/landowners and the concerned Geodetic Engineers
231 shall be apprised and/or notified by SMS or e-mail of the status of the approval
232 of SRs, whether it is accepted, pending, rejected, withdrawn, and approved.

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234 **SECTION 8. Standard LAMS-IVAS Processing Time.** The inspection,
235 verification, and approval of survey returns under the LAMS Philippines shall be
236 categorized as highly technical applications, as prescribed in R.A. 11032, and
237 shall be processed within twenty (20) working days. The said period may be
238 extended only once, for another twenty (20) working days, provided that the client
239 shall be notified, citing the reasons for the extension thereof.

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241 Non-compliance with this Order shall be subject to the provisions of R.A.
242 11032 and its Implementing Rules and Regulations (IRR).

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244 **SECTION 9. Separate Lanes in the Transaction Pipeline for Simple**
245 **and Complex Subdivision Surveys, and Government Surveys.** In order to
246 ensure that the FIFO rule will facilitate the efficient approval of surveys, the
247 DENR Regional Offices shall create two (2) separate lanes in the transaction
248 pipeline for verification and approval: (1) simple and complex subdivision surveys
249 lane, and (2) Government surveys lane.

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251 **SECTION 10. Monitoring and Evaluation.** The Land Management
252 Bureau shall oversee and monitor the IVAS activities of all the DENR Regional
253 Offices.

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255 In the course of monitoring the accomplishments under LAMS-IVAS, all
256 SRs that were approved, withdrawn, and rejected from verification are to be
257 considered as completed transactions under the system.

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259 **SECTION 11. Enhancement of the LAMS Philippines.** Any
260 enhancement of LAMS-IVAS shall be undertaken whenever necessary to
261 conform to this Order.

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263 **SECTION 12. Separability Clause.** If any provision of this Order shall be
264 declared invalid or unconstitutional, such declaration shall not affect the validity
265 of the remaining provisions of this Order.

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267 **SECTION 13. Repealing Clause.** All orders, circulars, memoranda, and
268 other issuances inconsistent herewith are hereby repealed and/or amended
269 accordingly.

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271 **SECTION 14. Effectivity.** This Order shall take effect fifteen (15) days
272 after the publication thereof in a newspaper of general circulation and upon
273 acknowledgement of the receipt of a copy thereof by the Office of the National
274 Administrative Register (ONAR).

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MARIA ANTONIA YULO LOYZAGA
Secretary

ANNEX A

PROCESS FLOW OF LAMS-IVAS

Process	Processing Time	Responsible Unit/Personnel
A. PRELIMINARY		
1. Preliminary verification of SRs	1 day	SMD Front Desk
2. Payment of Verification Fees		Collecting Officer
B. ACCEPTANCE		
3. Kiosk or online submission of complete SRs through e-SurveyPlan. Assign LAMS Transaction ID. Forward SRs for technical verification.	1 day	SMD Front Desk
C. TECHNICAL VERIFICATION		
C-1. RECORDS STAGE		
4. Digital verification of the submitted SRs with the Digital Cadastral Database (DCDB). Scan, upload and encode approved LDCs and plans (can be dispensed with if DCDB is complete)	3 days	SMD Records Section
C-2. PROJECTION STAGE		
5. Check position. Plotting on the Projection/Cadastral Maps.	2 days	Projection Unit
C-3. VERIFICATION STAGE		
6. Verification of the submitted LDC against the uploaded DLSD and reference plan. Checking of technical correctness.	3 days	Verification Unit
C-4. CARTOGRAPHY STAGE		
7. Review and check the technical description on the survey plan. Ensure that the submitted survey plans have complied with the technical standards. Annotate information/documents attached to the SRs	3 days	Cartographers

D. FINAL VERIFICATION		
8. Final evaluation and verification of the technical correctness and completeness of the documentary requirements of the SRs	2 days	Chief, OOSS/ACS
E. RECOMMENDING APPROVAL		
9. Recommending approval	2 days	Assistant Chief-SMD
F. FINAL APPROVAL		
10. Final approval	2 days	Chief-SMD
G. RELEASING		
11. Assignment of survey number of the Approved Survey Plan. Releasing of the Approved Survey Plan and Tabular Technical Description to the concerned GEs.	1 day	Office of the Chief-SMD/SMD Front Desk

ANNEX B

REQUIREMENTS FOR SUBMISSION OF COMPLETE SURVEY RETURNS FOR IVAS

PSD, PCN, PCS - SUBDIVISION, CONSOLIDATION, CONSOLIDATION-SUBDIVISION OF TITLED PROPERTIES

1. Survey Envelope
2. Plastic Envelope
3. Transmittal of survey returns form
4. Original Drafting Film with blueprint copy
5. Official receipt payment survey verification fee
6. Certified true copy of Title
7. Field notes
8. Boundary computation
9. Lot data computation (original and duplicate), lot descriptions and area tabulation for complex subdivision, lot data computation of lots being consolidated
10. Copy of reference plan (previously approved or LRA approved)
11. Other documents to be submitted in case of the following:
 - a. Transfer of ownership: deed of sale, extrajudicial settlement, etc.
 - b. Corporate owned: Secretary's Certificate
 - c. Complex Subdivision: Sangguniang Resolution, Approved Subd. Scheme
 - d. Existing right-of-way not mentioned: provide Brgy. Cert. or tax mapping or authorization/consent granting right of way
 - e. With Representative: provide SPA duly notarized

CSD, CCN, CCS - SUBDIVISION, CONSOLIDATION, CONSOLIDATION-SUBDIVISION OF UNTITLED PROPERTIES

1. Survey Envelope
2. Plastic envelope
3. Transmittal of survey returns form
4. Original drafting film with blueprint copy
 - a. Complete entries on masthead and marginal information
 - b. Footnote Submitted Documents
 - c. Quality of Drafting film
 - d. Stamp of LMB registered printing office
5. Official receipt payment survey verification fee
6. Payment of Cadastral Cost
7. Survey Authority/Order
8. Investigation Report

9. Field notes:
 - a. Notarized
 - b. Documentary stamp
 - c. Duly signed, inside and back portion
 - d. Complete entries, cedula, instrument
10. Boundary computation
11. Lot data computation
12. Traverse computation
13. Traverse stations should be plotted on the plan, lat/long and coordinates of corner 1 indicated, and 1 common point & 2 or more corners for check annotated
14. Copy of reference plan
15. LRA Status/LLDA Clearance, if applicable
16. Other documents to be submitted in case of the following:
 - a. Transfer of ownership: deed of sale, extrajudicial settlement, etc.
 - b. Existing right of way not mentioned: provide Brgy. Cert. or tax mapping or authorization/consent granting right of way
 - c. With Representative: provide SPA duly notarized

RS - RESURVEY

1. Survey Envelope
2. Plastic Envelope
3. Transmittal of survey returns form
4. Original drafting film with blueprint copy
5. Official receipt payment survey verification fee
6. Certified true copy of Title
7. Field notes
8. Boundary computation
9. Traverse computation
10. Reference computation
11. Survey Notification Letter
12. GE Certification duly notarized with documentary stamp
13. GE Narrative Report
14. Copy of reference plan previously approved/LRA reference plan
15. Traverse stations should be plotted on the plan, lat/long and coordinates of corner 1 indicated, and 1 common point & 2 or more corners for check annotated
16. Other documents:
 - a. Certification of no record from LMB and DENR-NCR Records
 - b. Petition for reconstitution
 - c. Certification from Register of Deeds or LRA

REL – RELOCATION SURVEY

1. Survey Envelope
2. Plastic Envelope
3. Transmittal of survey returns form
4. Original drafting film with blueprint copy
5. Official receipt payment survey verification fee
6. Certified true copy of Title
7. Field notes
8. Boundary computation
9. Traverse computation
10. Reference computation
11. Survey Notification Letter
12. GE Certification duly notarized with documentary stamp
13. GE Narrative Report
14. Copy of reference plan previously approved/LRA reference plan
15. Traverse stations should be plotted on the plan, corners relocated, common point & 2 or more corners for check annotated
16. Other documents submitted:
 - a. Petition for reconstitution from court
 - b. Certification from Register of Deeds or LRA

Note: For Other types of survey, please refer to DENR Memorandum Circular No. 2010-13, *Adoption of the Manual on Land Survey Procedures*

ANNEX C

NOTICE OF INCOMPLETE SURVEY RETURNS

Date

Dear Engr. _____,

Good day!

This refers to your application, dated _____, for Inspection, Verification and Approval of Surveys (IVAS) at DENR Region _____, for the lot/s situated within the Barangay of _____ Municipality of _____.

Upon preliminary verification of your submitted Survey Return (SR), some documents/requirements are found lacking. Please ensure compliance of the complete requirements before resubmission to facilitate acceptance.

Attached is the checklist of requirements (ANNEX B) for your reference.

Thank you.

Sincerely,

Signature over Printed Name of Authorized Personnel



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**DENR ADMINISTRATIVE ORDER
NO. 2024 - _____**

**SUBJECT: GUIDELINES ON THE ISSUANCE OF AUTHORITY TO
PRINT (ATP) LMB SURVEY FORMS FOR EXCLUSIVE
USE OF GOVERNMENT AGENCIES AND LOCAL
GOVERNMENT UNITS (LGUs)**

Pursuant to Republic Act (RA) No. 8560 or the "Philippine Geodetic Engineering Act of 1998," as amended, RA No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and Article 34, Section 203 of DENR Memorandum Circular (DMC) No. 2010-13 otherwise known as the "*Adoption of Manual on Land Survey Procedures*," the following guidelines are hereby issued for the guidance of all concerned.

SECTION 1. Basic Policy. It is the policy of the State to promote effective land management and governance through reforms aiming to streamline the current government service systems and processes. It is also the policy of the State to strictly adhere to survey standards and regulations to promote consistency, integrity, and uniformity of surveys.

SECTION 2. Objectives. This Order aims to establish standard guidelines for government agencies and local government units engaged in land surveys and to exempt DENR Regional Offices from the requirement of obtaining Authority to Print (ATP) LMB Survey Forms.

SECTION 3. Scope and Coverage. These guidelines shall cover the issuance of Authority to Print (ATP) LMB Survey Forms to the concerned government agencies and Local Government Units (LGUs) engaged in land surveys.

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

- 4.1 **Authority to Print (ATP)** - the authorization issued by the Land Management Bureau to government agencies and LGUs for exclusive use of LMB Survey Forms.
- 4.2 **Exclusive Use** - the privilege granted to the government agencies and LGUs as the sole entity authorized to print and use the LMB survey forms.
- 4.3 **Government Geodetic Engineer** – those geodetic engineers employed in the government agencies and LGUs, regardless of employment status.

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- 4.4 **Government Survey Projects** - are initiatives undertaken by government agencies and its instrumentalities to survey and map public or government-owned land for various purposes. Such projects are for land management, urban planning, infrastructure development, land reform, and other government-related activities. This shall include surveys conducted by LGUs, whether such survey is proprietary in nature or not, provided that the survey is within the LGU's function and mandate.
- 4.5 **Highly technical application or transaction** - a transaction which requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.
- 4.6 **LMB Survey Forms** - the plans and forms prescribed by the LMB.
- 4.7 **Substandard Survey Form** - LMB survey forms that were produced with a thickness of under 0.03 mm, used low-quality drafting ink for the survey plans, utilized non-durable paper for field notes, computation sheets, and lot descriptions, and failed to adhere to the specified format.
- 4.8 **Survey Order (SO)** - a directive issued by the head of agency/office to a government Geodetic Engineer to conduct a survey over a parcel of land of the public domain or survey project for a specific purpose.
- 4.9 **Survey Returns (SR)** - the collective documents submitted by a Geodetic Engineer (GE) as a result of the land survey conducted and other relevant documents as may be required.

SECTION 5. Requirements for Issuance of Authority to Print. Government agencies and LGUs seeking for ATP shall submit two (2) copies of a letter request, as prescribed in *Annex A (ATP Request Form-G2G)* of this Order, with the following documentary requirements to LMB:

- 5.1. For New Authorization - Sample Printout of the Survey Forms and Plans, at least five (5) copies each.
- 5.2. For Renewal - Copy of the expired Authorization
- 5.3. The LMB-Geodetic Surveys Division (GSD) shall tag the request as official business in the issued Authorization. Thus, the authorization shall be free of charge.

SECTION 6. Turnaround Time. The issuance of ATP shall be classified as a highly technical application, which shall have a standard turnaround time of twenty (20) working days from the receipt of an application or request with complete documentary requirements and supporting documentation. The

98 prescribed maximum turnaround time may be extended only once for the same
99 number of days. Prior to the lapse of the processing time, LMB shall notify the
100 applicant or requesting party in writing of the reason for the extension.

101
102 **SECTION 7. Exemption.** The DENR Regional and Field Offices shall be
103 exempted from securing ATPs.

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105 **SECTION 8. Use of Official Logo.** The DENR Offices, other government
106 agencies and LGUs shall use their respective official logos in the LMB Survey
107 Forms.

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109 **SECTION 9. Validity of ATP.** The ATP shall have a five (5)-year period
110 of validity. The head of the agency or the head of the regional/field office shall
111 apply for the renewal of their ATP at LMB at least two (2) months prior to its
112 expiration, using the attached form in *Annex A*.

113
114 **SECTION 10. Restriction on the ATP.** The ATP provided to the
115 government agencies and LGUs shall be exclusively used for government survey
116 projects. Under no circumstances shall these ATPs be used by the government
117 Geodetic Engineers in their private capacity. The government Geodetic Engineer
118 who commits unauthorized use of the ATPs issued to their government agency
119 or LGU, shall be penalized under existing laws, rules, and regulations.

120
121 **SECTION 11. Submission of Survey Returns to DENR.** The DENR
122 Regional Offices, through the Surveys and Mapping Division (SMD) concerned
123 shall not accept and may reject the Survey Returns (SR) of plans and survey
124 forms submitted if found to be substandard, expired ATP, and without the
125 corresponding Survey Order (SO).

126
127 **SECTION 12. Availability of Digital / Soft Copy of LMB Survey Forms.**
128 The digital / soft copy of all LMB survey forms shall be available for download in
129 the LMB official website.

130
131 **SECTION 13. Separability Clause.** If any provision of this Order shall be
132 held invalid or unconstitutional, the other portions or provisions hereof which are
133 not affected shall continue in full force and effect.

134
135 **SECTION 14. Repealing Clause.** All Orders and other similar issuances
136 inconsistent herewith are hereby revoked, amended, or modified accordingly.

137
138 **SECTION 15. Effectivity.** This Order shall take effect fifteen (15) days
139 after its publication in a newspaper of general circulation and upon
140 acknowledgement of the receipt of the copy thereof by the Office of the National
141 Administrative Register (ONAR).

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145 **MARIA ANTONIA YULO LOYZAGA**
146 Secretary

ANNEX A

ATTY. EMELYNE V. TALABIS, CESO IV

Date: _____

Director

Land Management Bureau

880 F.R. Estuar Bldg. Quezon Avenue, Brgy. Paligsahan, Quezon City

Attention: **The Chief, Geodetic Surveys Division**

Dear Dir. Talabis:

The undersigned respectfully request for the Authority to Print (ATP) LMB Survey Forms with the following information, to wit:

Government Agency/LGU: _____

Requested Transaction

- New Authorization
- Renewal

Purpose of Transaction

- Exclusive Use (Print Only)

List of LMB Survey Forms for Request:

- | | |
|---|--|
| <input type="checkbox"/> GSD A-1 Field Notes | <input type="checkbox"/> GSD C-3 Plan in Tracing Paper |
| <input type="checkbox"/> GSD A-2 Field Notes Cover | <input type="checkbox"/> GSD D-8 Lot Description |
| <input type="checkbox"/> GSD B-2 Azimuth Computation | <input type="checkbox"/> GSD-D-14 Survey Envelope |
| <input type="checkbox"/> GSD B-8 Traverse Computation (Computerized) | <input type="checkbox"/> GSD-E-3 Survey Notification Letter |
| <input type="checkbox"/> GSD B-11 Lot Data Computation (Computerized) | <input type="checkbox"/> GSD-E-4 Transmittal of Survey Returns |
| <input type="checkbox"/> GSD C-1A (Revised 2022) Survey Plan in Drafting Film | <input type="checkbox"/> GSD-E-5 Geodetic Engineer's Certificate |

Hoping for your immediate action on this request.
Thank you.

Total Forms for Request: _____
Date Checked: _____

Very truly yours,

Name of Requesting Party / Representative

CONTACT NUMBER / COMPLETE MAILING ADDRESS / EMAIL

THIS PORTION IS FOR LMB USE ONLY

Documentary Requirements

- Complete Documents
- Incomplete Documents

For New Authorization

- 1. Written request (2 copies) mentioning the survey form/s to be secured signed by the Head of Office; include the name/s of the government geodetic engineer/s employed in their office who will use the said forms
- 2. Sample Printout of the Survey Forms and Plans, at least five (5) copies each

For Renewal

- 1. Written request (2 copies) mentioning the survey form/s to be secured signed by the Head of Office; include the name of the government geodetic engineer employed in their office who will use the said forms
- 2. Copy of the expired Authorization

IMPORTANT

- 1 *For Incomplete Documentary Requirements:*
REQUEST IS RECEIVED BUT WILL NOT BE PROCESSED.
- 2 *Non-compliance within twenty (20) working days, the application will be automatically*
REJECTED.

Acknowledgement of lacking document(s) Checked / Reviewed By:
Received By:

Name of Requesting Party
/Representative and Signature /
Date

GSD Receiving Officer / Date

