



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



**MEMORANDUM**

**FOR/TO :** The 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

**FROM :** The OIC Director  
Policy and Planning Service

**SUBJECT: SUMMARY OF AGREEMENTS DURING POLICY TECHNICAL WORKING GROUP (PTWG) MEETING NO. 2024-04 HELD ON**

**MEMO NO. 2024 - 490**

**23 MAY 2024, 9:30 AM AT THE OASIA CONFERENCE ROOM,  
5/F DENR-CENTRAL OFFICE BUILDING AND VIA ZOOM**

DATE : 30 MAY 2024

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We are furnishing herewith the summary of agreements during the PTWG Meeting No. 2024-04 held on 23 May 2024, 9:30 AM at the OASIA Conference Room and online via Zoom, which tackled the proposed policies from the Land Management Bureau.

As agreed upon, the proposed policies shall be circulated to the PTWG members for further comment/s, once revised by the proponent.

For your information and consideration, please.

  
CHERYL LOISE T. LEAL



**PTWG Meeting No. 2024-04**  
**SUMMARY OF AGREEMENTS**

23 May 2024 | 9:30 AM |

OASIA Conference Room, 5/F DENR-CO Bldg. and via Zoom

**I. Call to Order**

Chairperson: Director Cheryl Loise T. Leal	
Vice Chairperson: Director Norlito A. Eneran	
Members:	
BMB – Mr. Francisco B. Feliciano	OULA – Ms. Lolita S. Presbitero
Ms. Jennelyn A. Ramos	OUFOLVE – Engr. Myla Carungi
ERDB – Asst. Dir. Conrado B. Marquez	OUFISCC – Mr. AJ Zapata
For. Paul Cuadra	OUFOM – Mr. Benjamin Gaerlan
FMB – For. Dianne A. Lanugan	OUPPIA – Mr. Jeremy Q. Rola
MGB – Engr. Jenette C. Ponce	OASFOEM – Ms. Ariane Gale Balbedina
LMB – Asst. Dir. Romeo P. Verzosa	OASPPFASP – Mr. Marc Nicome Ramirez
Engr. Ariel T. Reyes	OASFOLV – Ms. Josefina M. Ocampo
Engr. Bienvenido F. Cruz	Engr. Alex D. Venzon
Ms. Ma. Gina F. Pascua	OASFOWM – Ms. Juanita C. Timola
Atty. Kim Darriel P. Colis	IAS – Mr. Jake Lorenz C. Aldovino
For. Lovella B. Galindon	CCS – Ms. Imelda Matubis
Ms. Alexandra M. Labore	SCIS – Mr. Roy O. Gulane
Mr. Mohamad Said Ben M. Paniorotan	
Secretariat:	
For. Llarina S. Mojica	Ms. Zayrelle Ann U. Suello
Ms. Mary Lou Retos	Ms. Nim Hydee Eusebio
Ms. Debra Z. Tante	For. Kelsie Miniano
Mr. Nehemiah Leo Carlo B. Salvador	For. Hazel D. Chua

**II. Adoption of the Provisional Agenda**

Director Norlito A. Eneran introduced the proposed policies for review by the PTWG. Ms. Lolita Presbitero moved for the approval of the agenda, seconded by other members of the group.

### III. Discussions on Proposed Policies

- a. Draft DENR Administrative Order (DAO) re 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)

Provision	Comments/Agreements
Subject/Title	Revise as <b>"Guidelines on the Annotation of Legal Basis in the Survey Plans in case of Change of Political Jurisdiction or Names of Local Government Units (LGUs)"</b>
Prefatory Statement	<ul style="list-style-type: none"> <li>• Ms. Presbitero proposed the inclusion of DAO No. 2007-29 or the Revised Regulations on Land Surveys among the legal bases. The proposal was adopted.</li> <li>• Ms. Matubis raised the appropriateness of citing RA No. 11961 among the legal basis of the proposed policy considering that this was not tackled in the provisions. It was agreed that the same be deleted.</li> </ul>
SECTION 1. Basic Policy	Ms. Presbitero suggested rephrasing the provision as <b>"It is the policy of the State to accelerate land surveys in the entire country in support of the effective land management and administration through an effective and efficient system x x x."</b>
SECTION 2. Objective	Adopted
SECTION 3. Scope and Coverage	Revise the scope by covering survey plans that are existing/in the possession of the DENR. In such cases, the Department may initiate the annotation, subject to availability of funds. LMB may come up with an inventory/roadmap, for funding considerations.
SECTION 4. Definition of Terms	<ul style="list-style-type: none"> <li>• On Annotation, Director Eneran suggested providing a generic definition thereof. He also suggested checking the definition under PD 1529 or the Property Registration Decree. Upon checking, annotation is not defined under the said law.</li> </ul>

	<ul style="list-style-type: none"> <li>• On Philippine Standard Geographic Code (PSGC), Director Eneran suggested separating the city from the municipality.</li> <li>• Include definitions of "Legal Basis" and "LAMS-IVAS"</li> </ul>
SECTION 5. Annotation of Legal Basis in Survey Plans	<ul style="list-style-type: none"> <li>• Include a sub-section (5.4.) for Office-initiated annotations and define the procedures or process flow, as suggested by Ms. Presbitero</li> <li>• Director Eneran suggested providing examples of annotation for items indicated under Section 5.2., similar to the example provided under Section 5.1, for uniformity.</li> <li>• On sub-item 5.2.2, include among the legal basis for annotation the entry of judgment citing the decision of the Supreme Court, and delete the word "official"</li> <li>• On sub-item 5.2.2.1, judgement should be corrected as "judgment"</li> </ul>
SECTION 6. Other Documentary Evidence in the Change and Correction of Political Names	Delete Section 6 and transfer the provision under sub-item 5.2.2.5
SECTION 7. Issuance of Amendment Order	<ul style="list-style-type: none"> <li>• On the first sentence, delete the phrase "those falling under items 1 to 5," as proposed by Ms. Presbitero</li> <li>• Evaluate the possibility of changing the Amendment Order into a Memorandum re instruction on implementation</li> </ul>
SECTION 8. Evaluation of the Annotation in the Survey Plan	<ul style="list-style-type: none"> <li>• Re-number as Section 6</li> <li>• Define and segregate the process for private GE-initiated and office-initiated annotation. Include as an Annex of the draft policy the process-flow for such procedures.</li> <li>• For office-initiated annotation, specify the Surveys and Mapping Division (SMD) of the DENR Regional Office as the responsible office.</li> <li>• On sub-section 6.3, indicate that the changes shall be effected by the</li> </ul>

	authorized DENR personnel in coordination with the private GE
SECTION 9. Transitory Provision	Renumber as Section 8
<b>Agreement</b>	Ms. Presbitero moved for the approval of the proposed policy, subject to the corrections and inputs of the PTWG. For. Lanugan seconded the motion. Director Eneran declared the approval by the PTWG of the proposed policy, subject to the comments and recommendations.
<b>Way Forward</b>	Once revised by the proponent, the draft policy will be circulated to the PTWG members for further comment/s.

- b. Draft DAO re Standard Stages and Processing Time of Land Administration and Management System Philippines – Inspection, Verification and Approval of Surveys (LAMS-IVAS)

<b>Provision</b>	<b>Comments/Agreements</b>
Subject/Title	Ms. Presbitero suggested revising the title of the proposed policy by using the standard phrase. The proponent may consider "Standard Procedures for Land Administrative and Management System Philippines – Inspection, Verification and Approval of Surveys (LAMS-IVAS)"
Prefatory Statement	<ul style="list-style-type: none"> <li>● Include DAO No. 2007-29 or the Revised Regulations on Land Surveys among the legal bases</li> <li>● Use semicolon instead of comma to separate the legal bases</li> </ul>
SECTION 1. Basic Policy	Adopted
SECTION 2. Objective	Mr. Feliciano suggested reformulating the line "to ease the burden to the transacting public..." as the same appears negative. The proponent may consider "This Order aims promote the delivery of quality and efficient lands administration services x x x".
SECTION 3. Scope and Coverage	Revise as "This Order shall cover <b>all kinds of land surveys submitted to the DENR Regional Offices for inspection,</b>

	<b>verification and approval through LAMS Philippines"</b>
<b>SECTION 4. Definition of Terms</b>	<ul style="list-style-type: none"> <li>● On Cadastral Map (CM) – add "city" after municipality</li> <li>● On Inspection, Verification and Approval of Surveys (IVAS): <ul style="list-style-type: none"> <li>- spell-out the acronym "GIS"</li> <li>- delete the line "tracking of the" to ensure that the definition conforms to the highly technical nature of the application</li> </ul> </li> <li>● On LAMS Philippines, insert a hyphen in system enhanced</li> <li>● On No-To-Follow-Rule, revise the phrase as <i>No "To Follow" Rule</i> to prevent confusion</li> <li>● Include definitions of "Inspection," "Verification" and "Evaluation"</li> </ul>
<b>SECTION 5. Standard Stages in the Conduct of IVAS</b>	<ul style="list-style-type: none"> <li>● On the heading of sub-section 5.1, replace the term "verification" with "assessment"</li> <li>● On sub-section 5.4, revise the heading as "Final Evaluation and Verification"</li> <li>● Delete the responsible person/s for the activities and indicate these instead in the Annex. The provisions should be focused on the process.</li> <li>● Merge/harmonize sub-sections 5.5 and 5.6</li> <li>● Maintain the 40 days grace period and inform the Geodetic Engineers of the Philippines (GEP), Inc. that the prescribed period is in conformity with RA 11032.</li> <li>● On sub-section 5.7, Director Eneran proposed that instead of a written consent, the Department should inform the Geodetic Engineer regarding the landowner's withdrawal of the survey returns.</li> <li>● On sub-section 5.9, Director Eneran suggested adding "landowner and" after the term "concerned."</li> </ul>

	<ul style="list-style-type: none"> <li>LMB clarified that "inspection" pertains to the preliminary inspection/checking of documents; "evaluation" is focused on the requirements; while "verification" concerns the process.</li> </ul>
SECTION 6. Archiving of Approved Survey Returns	Adopted
SECTION 7. Notification on the Status of Approval of Survey Returns	Adopted
SECTION 8. Standard LAMS-IVAS Processing Time	Adopted
SECTION 9. Separate Lanes in the Transaction Pipeline for Simple and Complex Subdivision Surveys, and Government Surveys	Director Eneran suggested spelling out/defining how to operationalize the separate lanes
SECTION 10. Monitoring and Evaluation	Director Eneran proposed indicating in the provision that information on IVAS activities are available real-time under the LAMS Philippines
SECTION 11. Enhancement of the LAMS Philippines	Director Eneran suggested adding a statement, i.e., "The LAMS-IVAS shall be enhanced to conform to this Order."
<b>Agreement</b>	Engr. Venzon moved for the approval of the proposed policy, subject to the corrections and inputs of the PTWG. Mr. Feliciano seconded the motion. Director Eneran declared the approval by the PTWG of the proposed policy, subject to the comments and recommendations.
<b>Way Forward</b>	Once revised by the proponent, the draft policy will be circulated to the PTWG members for further comment/s.



- c. 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)

Provision	Comments/Agreements
Agreement	Deferred due to time constraints

The PTWG meeting was adjourned at 4:35 PM.

Prepared by the Secretariat

Noted by:

  
**ATTY. NORLITO A. ENERAN**  
Director, Legal Affairs Service and  
Vice Chairperson, DENR-PTWG

PHOTO DOCUMENTATION

