



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



**MEMORANDUM**

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

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

**SUBJECT:** **REQUEST FOR COMMENT/CONCURRENCE ON THE REVISED DRAFT DENR ADMINISTRATIVE ORDER (DAO) RE GUIDELINES ON THE ISSUANCE OF AUTHORITY TO PRINT (ATP) LMB SURVEY FORMS FOR THE NATIONAL GOVERNMENT AGENCIES (NGAs) AND LOCAL GOVERNMENT UNITS (LGUs)**

**DATE :** **11 JUL 2024**

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**MEMO NO. 2024 - 616**

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This refers to the Memorandum from the Director, Land Management Bureau (LMB) dated 05 July 2024, submitting the above-cited revised draft DAO which was subject of review during the PTWG Meeting No. 2024-06 held on 20 June 2024 at the OASIA Conference Room. As agreed during the said meeting, the revised draft policy shall be circulated to the PTWG members for final vetting.

In this regard, may we request your comment/concurrence on the revised draft policy. We will appreciate receiving your feedback on or before **16 July 2024**. If we do not receive any response from you by the said deadline, we will interpret it as your endorsement of the proposed policy.

We have attached a copy of the Summary of Agreements during PTWG No. 2024-06, for your reference.

For your consideration, please.

  
CHERYL LOISE T. LEAL





Republic of the Philippines  
 Department of Environment and Natural Resources  
**LAND MANAGEMENT BUREAU**  
 880 Estuar Building, Quezon Avenue, Brgy. Paligsahan, Quezon City  
 Direct Line: (02) 255-4362 Records and Knowledge Management Division  
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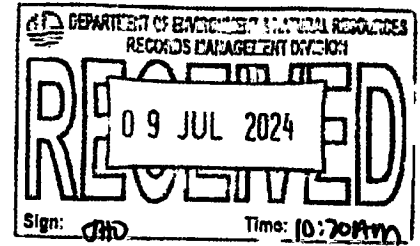
**MEMORANDUM**

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

**FROM :** The Director

**SUBJECT :** **RE-SUBMISSION OF THE PROPOSED DENR ADMINISTRATIVE ORDER (DAO) ENTITLED, "GUIDELINES ON THE ISSUANCE OF AUTHORITY TO PRINT (ATP) LMB SURVEY FORMS FOR THE NATIONAL GOVERNMENT AGENCIES (NGAs) AND LOCAL GOVERNMENT UNITS (LGUs)"**

**DATE :** 05 JUL 2024



We are respectfully re-submitting the revised version of the proposed DAO entitled, "Guidelines on the Issuance of Authority to Print (ATP) LMB Survey Forms for the National Government Agencies (NGAs) and Local Government Units (LGUs)".

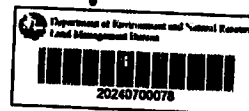
Please be informed that the above-mentioned policy proposal was already revised based on the comments and suggestions of the Policy Technical Working Group (PTWG) Members during the PTWG Meeting No. 2024-06 dated 20 June 2024.

Relatively, please note that instead of defining the Standard Survey Form in Section 4. Definition of Terms, we decided to include it in subsection 4.3 LMB Survey Form. Moreover, we have also attached the format of the ATP as *Annex B* in this proposed policy.

Should you have any clarification and concern regarding this matter, you may directly contact the LMB-Land Policy and Planning Division (LPPD) through this email address: [lppdpolicy@gmail.com](mailto:lppdpolicy@gmail.com) / [pds@lmb.gov.ph](mailto:pds@lmb.gov.ph).

For your information and consideration.

*Emelyne V. Talabis*  
 ATTY. EMELYNE V. TALABIS, CESO IV  
 (RN)



07/03/2024  
 PDS-LVG/lds-1

**"Maximizing Geospatial Technology Amidst Adversity"**





**DENR ADMINISTRATIVE ORDER  
NO. 2024 - \_\_\_\_\_**

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

Pursuant to Executive Order (EO) No. 192 s. 1987 or the "Reorganization Act of the Department of Environment and Natural Resources (DENR)", 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, DENR Administrative Order (DAO) No. 2007-29 or the "Revised Regulations on Land Surveys", and 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. Objective.** This Order aims to establish standard guidelines on the issuance of ATP LMB Survey Forms for NGAs and LGUs engaged in land surveys.

**SECTION 3. Scope and Coverage.** This guidelines shall cover the issuance of ATP LMB Survey Forms to the concerned NGAs and 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 concerned NGAs and LGUs to use LMB Survey Forms.
- 4.2 **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.
- 4.3 **LMB Survey Forms** - the standard survey plans and forms prescribed by the LMB in accordance with the Manual on Land Survey Procedures adopted through DENR MC No. 2010-13 dated June 23, 2010.





**SECTION 5. Requirements for Issuance of Authority to Print LMB Survey Forms.** The NGAs and LGUs seeking for ATP LMB Survey Forms shall submit two (2) copies of letter request to LMB, as prescribed in *Annex A* of this Order. The LMB through the Geodetic Surveys Division (GSD) shall tag said request as official business in the issued Authorization and it shall be free of charge.

The letter request shall include the following documentary requirements:

5.1. For New Authorization - Sample Printout of the LMB Survey Forms and Plans, at least five (5) copies each.

5.2. For Renewal - Copy of the expired Authorization

The head of the agency or the head of the regional/field office shall apply for the renewal of their ATP at LMB at least two (2) months prior to its expiration.

**SECTION 6. Turnaround Time.** The issuance of ATP LMB Survey Forms 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 prescribed maximum turnaround time may be extended only once for the same number of days. Prior to the lapse of the processing time, LMB shall notify the applicant or requesting party in writing of the reason for the extension.

**SECTION 7. Exemption.** The DENR Regional and Field Offices shall be exempted from securing ATP LMB Survey Forms.

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

**SECTION 9. Validity of ATP.** The ATP, whether new or renewal, issued to concerned NGAs and LGUs shall have a five (5)-year validity period. The ATP is attached hereto as *Annex B*.

**SECTION 10. Restriction on the Use of ATP.** The ATP provided to the concerned NGAs and LGUs shall be exclusively used for government survey projects being conducted by a government Geodetic Engineer employed in their respective Office. Under no circumstances shall these ATPs be used by the government Geodetic Engineers in their private capacity. The government Geodetic Engineer who commits unauthorized use of the ATP issued to their agency or LGU, shall be penalized under existing laws, rules, and regulations.

**SECTION 11. Separability Clause.** If any provision of this Order shall be held invalid or unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.



**SECTION 12. Repealing Clause.** All Orders and other similar issuances inconsistent herewith are hereby revoked, amended, or modified accordingly.

**SECTION 13. Effectivity.** This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgement of the receipt of the copy thereof by the Office of the National Administrative Register (ONAR).

**MARIA ANTONIA YULO LOYZAGA**  
Secretary



Date:

**ATTY. EMELYNE V. TALABIS, CESO IV**  
Director  
Land Management Bureau  
880 F.R. Estuar Building, Quezon Avenue,  
Brgy. Paligsahan, Quezon City

Attention: The Chief, Geodetic Surveys Division

Dear Director Talabis:

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

National Government Agency/Local Government Unit: \_\_\_\_\_

**Requested Transaction**

- New Authorization
- Renewal

**List of LMB Survey Forms for Request**

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

**Total Forms for Request:** \_\_\_\_\_

**Date Checked:** \_\_\_\_\_

Hoping for your immediate action on this request.

Very truly yours,

**Name of Requesting Party / Representative /**



Signature

Contact Number:  
Complete Mailing Address:  
Email Address:

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**THIS PORTION IS FOR LMB USE ONLY**

**Documentary Requirements**

- Complete Documents
- Incomplete Documents

**FOR NEW AUTHORIZATION**

- Written request (2 copies)
- Sample Printout of Survey Forms and Plans (at least 5 copies each)

**FOR RENEWAL**

- Written request (2 copies)
- Copy of the expired Authorization

**IMPORTANT:**

1. For incomplete documentary requirements: The 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)

Received by:

Checked/Reviewed by:

\_\_\_\_\_  
Name of Requesting Party /  
Representative and Signature/Date

\_\_\_\_\_  
Name of the GSD Receiving Officer and Signature/Date







## AUTHORIZATION

This is to authorize (Name of National Government Agency / Local Government Unit)  
with postal address at \_\_\_\_\_  
to print the LMB Survey Forms, to wit:

LMB Form No. GSD-A-1	(Field Notes);
LMB Form No. GSD-A-2	(Field Notes Cover);
LMB Form No. GSD-B-2	(Azimuth Computation);
LMB Form No. GSD-B-8	(Traverse Computation);
LMB Form No. GSD-B-11	(Lot Data Computation);
LMB Form No. GSD-C-1A	(Survey Plan in Drafting Film);
LMB Form No. GSD-C-3	(Plan in Tracing paper);
LMB Form No. GSD-D-8	(Lot Description);
LMB Form No. GSD-D-14	(Survey Envelope);
LMB Form No. GSD-E-3	(Survey Notification Letter);
LMB Form No. GSD-E-4	(Transmittal of Survey Returns); and
LMB Form No. GSD-E-5	(Geodetic Engineer's Certificate);

in accordance with the provisions stated in Article 34 Section 203 of DENR Memorandum Circular No. 2010-13 and DAO No. 2024-\_\_\_ or the Guidelines on the Issuance of Authority to Print (ATP) LMB Survey Forms for the National Government Agencies (NGAs) and Local Government Units (LGUs), subject, however, to the hereunder conditions:

- a. That this Office be furnished with at least five (5) final copies of the said printed LMB Survey Forms;
- b. That the phrase "Authorized by the Land Management Bureau" be printed below the printer's name and the address of the NGA or LGU.
- c. This Authorization to Print shall be valid for five (5) years from the date of issuance as per DAO No. 2024-\_\_\_ dated \_\_\_\_\_. The said Authorization may be renewed at least two (2) months before its expiration, and upon submission of the expired copy thereof;
- d. That the same materials and forms approved by this Office shall be used in the printing until such time that a new form and material are prescribed by this Office;
- e. That this Office reserves the right to inspect the forms used and as submitted in the Regional Offices or to require the authorized printer to submit copies of the approved forms and materials at any time to determine compliance to the technical standards. For this purpose, this Office may cancel and/or suspend the foregoing authority to print should there be violations of the technical standards and/or the use of the prescribed forms;



- f. That the said form will be for exclusive use of (Name of National Government Agency / Local Government Unit) Geodetic Engineers and not to be sold for commercial purpose;
- g. The drafting ink to be used should be of good quality; and
- h. The DENR Regional Office concerned shall reject the survey forms submitted for Inspection, verification and approval of Surveys (IVAS) if found to be substandard.

This Authorization was issued pursuant to DENR Administrative Order No. 2022-10 or the "Revised DENR Manual of Authorities on Technical Matters."

Your Office will be included in the list of Authorized Printers to be disseminated to the different DENR Regional Offices. Moreover, a list of printers who renewed their authorization from this Office shall be furnished to the DENR Regional Offices, for their reference.

**RECOMMENDING APPROVAL:**

**APPROVED: (Date)**

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Chief, Standard and Technical Services Section  
Geodetic Surveys Division  
Land Management Bureau

\_\_\_\_\_  
Chief, Geodetic Surveys Division  
Land Management Bureau

