



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

**RUSH**

JUL 20 1990

Special Order)

No. 691 )


**Subject:** Authorizing the Lands Management Bureau to Conduct a Comprehensive Training Program for the Land Management Services of the Various Regional Offices of the DENR From July 16, 1990 to December 1990

1. In order to strengthen the technical capabilities of Land Management Services personnel of the DENR and improve delivery of services in this sector, the Lands Management Bureau is hereby authorized to conduct a comprehensive training program which shall be composed of four modules, the Legal and Policy, the Land Administration, Land Survey and Records Management modules, from July 16, 1990 to December 1990 in accordance with the attached training design.
2. In implementing this training program, the attached schedule shall be observed. However, the Director of Lands Management Bureau in consultation with concerned Regional Executive Director may change the schedules of those regions which were noted in the attached schedule as tentative.
3. To effectively implement this program, teams of resource persons and training management teams are hereby created and constituted in accordance with the attached listing. In case of the need to strengthen these teams during implementation, the Director of Lands Management Bureau is authorized to effect necessary changes in the program management and resource person teams.
4. Personnel of the field offices whose positions were mentioned in the attached list of participants are authorized to attend these trainings on official basis. They shall be authorized to claim reasonable travelling expenses and per diems subject to usual accounting and auditing rules and regulations.
5. To provide necessary administrative support for this program the Human Resource Development Unit of the Regional Offices of the DENR are instructed to provide the following:
  - a. Secretariat Services
  - b. Training Site Arrangement
  - c. Travel Arrangement of the participants

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6. To insure smooth implementation of this program, the Director of Lands Management Bureau is authorized to call any official or employee of the DENR for assistance.
7. Expenses incurred by DENR personnel involved in this program shall be chargeable to the funds of their respective offices.
8. This Order is for the good of the public service and shall take effect immediately.

  
VICTOR O. RAMOS  
Undersecretary for Field Operations



## LANDS RESOURCE MANAGEMENT TRAINING PROGRAM

### TRAINING RATIONALE

IN PURSUANCE TO E.O. 192 REORGANIZING THE DENR AND TRANSFERRING THE LINE FUNCTIONS OF THE BUREAUS UNDER THE CENTRAL OFFICE TO THE REGIONAL OFFICES, A TRAINING PROGRAM FOR FIELD AND OFFICE IMPLEMENTORS OF THE LAND MANAGEMENT SERVICES IS ENVISIONED TO UPGRADE THE KNOWLEDGE AND THE SKILLS OF THE CONCERNED EMPLOYEES AND OFFICIALS ON SURVEYS, LAND MANAGEMENT, LEGAL PROCEDURES AND LAND RECORDS MANAGEMENT. THESE ACTIVITIES CONSTITUTE THE SUBSTANTIVE FUNCTIONS OF THE SECTOR WHICH NEED TO BE GIVEN EMPHASIS TO BE EFFECTIVE IN MEETING THE DEMANDS OF OUR CLIENTELE.

### METHODOLOGY:

A SEMINAR/WORKSHOP ON THE ABOVE SUBJECT MATTERS WILL BE CONDUCTED IN ALL REGIONS. AND ON THE JOB TRAINING WILL ALSO BE INCLUDED TO ASSESS THE PARTICIPANT'S INTERNALIZATION OF THE PROCESSES AND PROCEDURES TAKEN UP DURING THE SEMINAR. THIS WILL BE COORDINATED WITH THE HRD OF THE OSEC.

### TIMEFRAME:

MIDDLE OF JULY 1990 TO DECEMBER 1990.

## LAND ADMINISTRATION

### RATIONALE:

In line with the new set-up of the DENR, pursuant to Executive Order No. 192 and DENR Administrative Order No. 20 Series of 1988, we feel that conducting seminar for Manpower Development for Officials and Employees for each Region is of utmost importance. This desire will be pursued vigorously in the field offices, where special knowledge and skills are vital in the processing of public land applications and other services regarding land administration and management. This Training Program is designed to: a) Re-orient field operators especially the land management sector on the basic functions and procedures regarding land administration; b) Perceive insights of the mission and goals of L.M.B. in relation to the field operation in Land Administration.

### OBJECTIVES:

1. To be able to update and upgrade their knowledge and skills on the preparation and processing and issuance of public land application.
2. To re-orient field personnel on the new rules, regulations, policies, procedures and guidelines of DENR for Land Administration and Management.
3. To develop better understanding of their actual duties and responsibilities and commitment to the DENR objectives, policies and targets pertaining to Land Administration.

### ASSUMPTIONS:

1. That the participants are assumed to be DENR, Land Management Sector employees.
2. That the participants are willing to acquire additional knowledge and know how in relation to land administration and
3. To enhance their capabilities to be more efficient and effective in their duties and responsibilities.
4. That this program has the full support of the DENR top management.
5. That this seminar will be conducted successively in all regional offices.

## GEODETTIC SURVEYS

### RATIONALE:

With the decentralization of line functions of the LMB to the field offices, a training program is conceived to improve the technical knowledge and skills of verifiers by exposing them to new theories, techniques and instrumentation in verification and approval of survey returns. The verifiers, being the employees directly involved in the verification of survey data, play an important role in our land survey program. In the discharge of their duties and responsibilities, emphasis on human values and proper attitudes of the participants shall be aimed towards self-awareness and worth as individual human beings and as government employees.

### OBJECTIVES:

1. At the end of the program, the participants are expected to acquire technical knowledge, skills and attitudes in the efficient and effective conduct of survey verification work.
2. Acquire skills in verification of Network and Political Boundary Control.
3. Acquire new skills in computerization of survey.
4. Develop effective interpersonal relationship with subordinates, peers and superiors.

### ASSUMPTIONS:

1. That the participants are performing the duties of a verifier.
2. That the participants are willing to acquire more knowledge and skill<sup>in</sup> verification work and to change their attitudes and values towards greater participation and improvement of their service.
3. That the management on all levels are fully supporting this program.

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# **LAND RESOURCE MANAGEMENT**

## **TRAINING PROGRAM**

### **PHASE I**

### **( OPERATOR'S LEVEL )**

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON	
Day 1	8:00 - 8:30	30 mins.	Registration			Training Staff	
	8:30 - 9:00	30 mins.	Opening Program				
	9:00 - 9:30	30 mins.	Program Overview - Rationale and Objectives	acquaint themselves with reasons and objectives behind the conduct of the training program.	Lecture-Discussion	- do -	
	9:30 - 10:30	1 hr.	Module 1: Self and Organizational Awareness				
			<u>DENR Mandates</u> - Organizational set-up - Goals, Objectives and Thrusts	familiarize themselves with the DENR Mandate and relate their role/contribution in their attainment.	Lecture-Discussion	DENR Representative	
	10:30-12:00	1½ hrs.	Value Formation	enrich understanding of one's self and one's value for a stronger commitment to work, hence, a better public service.	Lecture/Discussion Group Dynamics	Invited Resources Person	
	12:00 - 1:30	1½ hrs.	Lunch Break				
	1:30 - 4:00	2½ hrs.	Human Relations and Effective Communication	learn the art of interacting with others and develop communication skills.	- do -	- do -	
4:00 - 6:00	2 hrs.	Group Dynamics					
6:00 - 7:00	1 hr.	Dinner		<i>Briefing for CARP (Legal Basis, Scope, Linkages and role of DENR)</i>			



GEODETIC SURVEYS

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 2	8:00-10:00AM	2 hrs.	Laws and procedures on Isolated and Cadastral Surveys	Understand the provisions of laws related to Surveys; the provisions of the Manual for Lands in the Philippines	Lecture/Discussion	Rep. from the LMB/Rep. from Regional Offices
	10:00-10:15AM	15 Mins	BREAK			
	10:15-12:00	1 hr. & 45 Minutes	Resume-Isolated & Cadastral Surveys	-do-	-do-	-do-
	12:00-1:30PM	1 hr.&30 Minutes	Lunch Break			
	1:30-3:00PM	1 hr.& 30 Minutes	Network Controls	Understand the procedures & techniques of the verifications/approval of: a) Network control; the field preliminary computations & the final adjustments in the LMB	Lecture/Discussion and workshop on project control	Engr. Mamerito Infante Engr. Benito Asuncion
	3:00-3:15PM	15 Mins.	BREAK			
Day 3	3:15-4:45PM	1 hr. & 30 mins.	Resume-Network Control	-do-	-do-	
	8:00-10:00AM	2 hrs.	Political Boundary Control	Understand the procedures and techniques of the verifications/approval of Political Boundary Control	Lecture/Discussion and workshop on Political Boundary Control	Engr. Estrella D. Obra Engr. Benito Asuncion Engr. Ariel Reyes(Alternate) Engr. Jose-lito Libranza(Alternate)

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 4	10:00-10:15	15 mins.	BREAK			
	10:15-12:00	1 hr. & 45 mins.	Resume-Political Boundary Control	-do-	-do-	-do-
	12:00-1:00	1 hr.	Lunch Break			
	1:00-3:00	2 hrs.	Astronomical, Traverse and lot Data Computation	Understand the procedures and techniques of the verifications/approval of Astronomical Observations, Traverse and Lot Data Computation; New Techniques of Lot data verification	Lectures, Discussion and workshop on Lot Data, Astronomical Traverse Computation	Engr. Romeo dela Cruz Engr. Ariel Reyes(Alternate) Engr. Benito J. Asuncion (Alternate)
	3:00-3:15	15 mins.	BREAK			
	3:15-5:15	2 hrs.	Resume-Astronomical, Traverse and Lot Data Computation	-do-	-do-	-do-
	8:00-10:00	2 hrs.	Maps and Plans	Isolated Survey Plans and Cadastral Maps	Lecture, Discussion and workshop on Maps & Plans	Engr. Arsenio de Guzman Mr. Victor Olan
	10:00-10:15	15 mins.	BREAK			
	10:15-12:15	2 hrs,	Physical Inventory of Lost/ and Damaged Survey records, Reconstruction of Survey plan from "donated" records	The system of Physical Inventory of Lost/Damaged Survey Returns	Lectures, Discussion and workshop on Physical Inventory	Engr. Privadi Dalire

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
y 5	12:15-1:30	1 hr. & 15 mins.	Lunch Break			
	1:30-2:30	1 hr.	Preparation of working sheets and References	Evaluate and understand the techniques and procedures in the preparation of documents, records, maps, working sheets and other references available for actual reconstitution.	Lectures, Discussion and workshop on the preparation of working sheets and references	Engr. P. Dalire Engr. T. Calvelo
	2:30-5:30	3 hrs.	Rejuvenation of Cadastral Data and Maps (Snacks within)	Adopt the techniques and procedures of the data preparation, input and verification; Data processing and results, Checking and final verification in the actual reconstitution of cadastral data and maps.	Lectures, Discussion and workshop on the Reconstitution/Reconstruction of Cadastral Data & Maps	Engr. Privadi Dalire Engr. Tomas Calvelo
	8:00-10:00	2 hrs.	Data Acquisition, lot surveys and cartography	Develop the procedures in data acquisition and establish complete and reliable data base for the effective records management	Lectures, Discussion and Data Acquisition, lot survey and cartography	Engr. Privadi Dalire
	10:00-10:15	15 mins.	BREAK			
	10:15-11:45	1 hr. & 30 mins.	Computerization (Program in verifying, Data base build up & computer Aided Cartography)	Develop and acquire new skills in surveying thru computer Aided Cartography	Lectures, Discussion on new skills in Surveying (Computerization)	Engr. Privadi Dalire

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
	11:45-1:00	1 hr. & 15 mins.	Lunch Break			
	1:00-4:00	3 hrs.	LIS of the Lands Bureau	Acquire working knowledge from LIS is set up and its uses	Lectures	Engr. P. Dalire Ms. Mariza Olan

Module II - Land Administration and Management

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 2	8:00 - 9:00	1 hr.	Modes of Land Disposition	discuss the correct procedures in all modes of Land Disposition	Lecture/Discussion	Atty. Alicia Dayrit
	9:00 - 12:00	3 hrs.	1. Homestead & Free Patent Application Practicum	identify & explain the procedures in processing homestead and free patent applications	-do- Workshop	Mrs. Fe Longalong Mrs. A. Marqueda Mrs. D. Bautista
	12:00 - 1:00	1 hr.	L U N C H	B R E A K		
	1:00 - 5:00	4 hrs.	2. Sales  Practicum	enumerate and explain the rules and regulations on: a) Sale of Public Land	Lecture/Discussion  Workshop	Atty. Alicia Dayrit Mrs. M. Robles Mrs. D. Bautista
Day 3	8:00 - 12:00	4 hrs.	3. Leases  Group Reporting	B) Lease of Public Land  internalized the procedures involve in Land Disposition	Lecture/Discussion	Mrs. N. Monasterio Mr. A. Sanchez
	1:00 - 3:00	2 hrs.	Preparation of Patents	prepare patents accurately	-do-	Mrs. A. Marqueda Mrs. Manzanillo Mrs. E. Dandan Mr. A. Sanchez
	3:00 - 3:15	15 min.	B - R	- E - A	K	
	3:15 - 5:00	1 hr. & 45 min.	Practicum		Workshop	
Day 4	8:00 - 10:30	2 hrs. & 30 min.	Reconstitution of Patents	reconstitute Pre-War and Post War Patents	Lecture/Discussion	-do-

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 5	10:30 -12:00	1 hrs. & 30 min.	Transfer of Patented Lands	prepare the necessary documents needed in the application for the transfer of Patented Land	- do -	Atty. Alice Dayrit Mrs. Fe Longalong Mr. E. Cruz
	12:00 - 1:00	1 hr.	L U N C H	B R E A K		
	1:00 - 2:00	1 hr.	New Concepts in Land Resource Management	acquire knowledge in land resource management other than disposition	- do -	LMB Representative
	2:00 - 5:00	3 hrs.	Development of Land information-LOC 131 with Statistical Information	prepare statistical information report re: Development of Land Information	- do -	LMB Representative
	8:00 -12:00	4 hrs.	Practicum		Workshop	
	12:00 -1:00	1 hr.	L U N C H	B R E A K		
	1:00 -3:00	2 hrs.	Group Reporting			
	3:00-4:00	1 hr.	Program Evaluation			
	4:00 -5:30	1 hr. 30 min.	Closing Program			

## LEGAL PROCEDURES

### RATIONALE:

As a result of the promulgation of Executive Order No. 192 transferring the line functions of the bureaus under the DENR to the Regional Offices settlement of land cases/claims and conflict cases were gradually transferred to the field Offices. Mostly, Legal Officers, Trial Attorneys and Hearing Officers are new to the service and were not exposed to land cases, hence, the need of this training.

This training Program is designed to orient the concerned field personnel on the different land laws and enhance the knowledge and upgrade the skills of Legal Officers, Trial Attorneys, Hearing Officers and Land Investigators assigned in the field especially in the settlement of land cases and discuss the recommendation made to improve the system and procedures in the investigation, management and disposition of the various cases assigned to the Regional Offices.

### OBJECTIVES:

By the end of the program, the participants should be able to:

1. Upgrade their skills in conducting hearing and investigations on various land cases and appearances in court as counsel for the Regional Executive Directors.
2. Introduce and discuss the studies and recommendations made to improve the system and procedure in the investigation, management and disposition of cases and administrative cases involving erring employees.

### ASSUMPTIONS:

1. Participants are assumed to be Legal Officers, Trial Attorneys, Hearings and Land Investigators who are actually assigned to handle claims and conflicts and/or administrative cases and land registration cases.
2. Participants are willing to acquire additional skills, knowledge and are disposed to enhance their attitudes to be more effective and efficient in their line of work.
3. The program has the full support of DENR top management and the Regional Executive Directors.

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 1	8:00 - 8:30	30 mins.	Registration			Training Staff
	8:30 - 9:00	30 mins.	Opening Program			
	9:00 - 9:30	30 mins.	Program Overview - Rationale and Objectives	acquaint themselves with reasons and objectives behind the conduct of the training program.	Lecture-Discussion	
	9:30 - 10:30	1 hr.	Module 1: Self and Organizational Awareness  <u>DENR Mandates</u> - Organizational set-up - Goals, Objectives and Thrusts	familiarize themselves with the DENR Mandate and relate their role/contribution in their attainment.	Lecture-Discussion	DENR Representative
	10:30-12:00	1½ hrs.	Value Formation	enrich understanding of one's self and one's value for a stronger commitment to work, hence, a better public service.	Lecture/Discussion Group Dynamics	Invited Resources Person
	12:00 - 1:30	1½ hrs.	Lunch Break			
	1:30 - 4:00	2½ hrs.	Human Relations and Effective Communication	learn the art of interacting with others and develop communication skills.		
	4:00 - 6:00	2 hrs.	<del>Group Dynamics</del>		- do -	- do -
6:00 - 7:00	1 hr.	Dinner		<i>briefing for CARP (Legal Basis, Scope, Linkages and role of DENR)</i>		



**MODULE III - Legal Procedures**

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 2	8:00 - 10:00	2 hrs.	Policies and Legislation affecting Land Management -1973 Constitution -1987 Constitution -Public Land Act -RA 6657 -CA 141 -RA 6940 -Latest Decision of Supreme Court Affecting Disposition of Public Land	Have a clearer understanding of pertinent laws and regulations affecting land disposition	Lecture/Discussion	Atty. Alberto Escalde Atty. Emmanuel Genciana
	10:00 - 10:15	15 mins.	B r e a k			
	10:15-12:00	1 hr. & 45 mins.	Laws and Procedures involving land registration and cadastral cases -RA 1529 to include Flow of Land Registration -CA 2259	Review laws and procedures involving land registration and cadastral cases	Lecture/Discussion	Atty. Fe Tuanda Atty. M. Tacorda
	12:00-1:30	½ hrs.	L u n c h B r e a k			
	1:30-3:00	½ hrs.	Procedures and Techniques in Handling Land Claims and Conflicts LOC 68	Discuss and explain procedures in handling land claims and conflicts and land grabbing	-do-	Atty. Rodolfo Flores Atty. Ernesto Carreon
	3:00-3:15	15 mins.	B r e a k			
	3:15-5:45	2 hrs.	Indexing & Docketing of Case	Learn how to index and docket cases	-do-	Atty. Benito S. Urcia

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 3	8:00-10:00	2 hrs.	Moot Court - P.D. 1508 - LOI 1314	Demonstrate ability to investigate and hear/and claims and conflicts and land grabbing cases using data given and taken up in the session procedures and techniques.	Lecture/Discussion Role Play	Mr. Cartagena Mr. Bordeos
	10:00-10:15	15 mins.	B r e a k			
	10:15-12:15	2 hrs.	Resume - Moot Court	-do-	-do-	-do-
	12:15- 1:30	1½ hrs.	L u n c h B r e a k			
	1:30-22:15	45 mins.	Post Test	Answer questions with more accuracy after having attended the program	Written Test	Training Staff
	2:15- 2:45	30 mins.	Checking of Expectations	Check whether expectations were met or not	Dialogic	-do-
	2:45- 3:30	30 mins.	Program Evaluation	Evaluate training program as a whole	Questionnaire	-do-
	3:30 -5:00	1½ hrs.	C l o s i n g P r o g r a m			

## Records Management

### RATIONALE:

Pursuant to Executive Order No. 192, transferring the line functions to Regional Offices Land Records Management is the least that was given importance. With the decentralization of Land Records from LMB to the field Offices, we feel that conducting seminar for Manpower Development for officials and employees is of utmost importance. Land Records Management is a critical factor in the operations of the DENR especially in the field offices, thus this training program is designed to introduce a) modern principles, methodologies and technologies for the proper storage, maintenance, control and faster retrieval of information needed by planners and decision-makers, b) encourage the development and improvement of the New Records Management System.

### OBJECTIVES:

By the end of the program, the participants should be able to:

- 1) Acquire basic knowledge in New Records Management (General Theories), Lands Records Creation, Records Disposal, Accountability, Storage of Records under the New Records Management System and Survey Records.
- 2) Acquire basic technique and procedure in the Systems Flow of Public Land Applications.

### ASSUMPTIONS:

- 1) That the participants are assumed to be Records Officers, PENRO's, CENRO's under the DENR
- 2) That the participants are willing to acquire additional knowledge, skills, technique and procedures in New Records Management.
- 3) That this program has the full support of the DENR top management and the Regional Executive Directors.

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON	
Day 1	8:00 - 8:30	30 mins.	Registration			Training Staff	
	8:30 - 9:00	30 mins.	Opening Program				
	9:00 - 9:30	30 mins.	Program Overview - Rationale and Objectives	acquaint themselves with reasons and objectives behind the conduct of the training program.	Lecture-Discussion	- do -	
	9:30 - 10:30	1 hr.	Module 1: Self and Organizational Awareness				
			<u>DENR Mandates</u> - Organizational set-up - Goals, Objectives and Thrusts	familiarize themselves with the DENR Mandate and relate their role/contribution in their attainment.	Lecture-Discussion	DENR Representative	
	10:30-12:00	1½ hrs.	Value Formation	enrich understanding of one's self and one's value for a stronger commitment to work, hence, a better public service.	Lecture/Discussion Group Dynamics	Invited Resources Person	
	12:00 - 1:30	1½ hrs.	Lunch Break				
	1:30 - 4:00	2½ hrs.	Human Relations and Effective Communication	learn the art of interacting with others and develop communication skills.	- do -	- do -	
4:00 - 6:00	2 hrs.	<del>Group Dynamics</del>					
6:00 - 7:00	1 hr.	Dinner		<i>Briefing for CARP (Legal Basis, scope, linkage and role of DENR)</i>			

MODULE IV - Land Records Management

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 2	8:00-10:00	2 hrs.	Introduction to Records Management	learn the concept and principles of Records Mgt. from creation, maintenance and disposition	Lecture/Discussion Group Dynamics Exercises	Invited Resource Person from Records Mgt. and Archives Office (RMAO)
	10:00-10:15	15 mins.	B r e a k			
	10:15-12:00	1 hr. & 45 Mins.	Records Creation a) Major Classification of Records b) Source of Records and its lifecycle c) Need of Control and Guides in the Creation of Records d) Correspondence Mgt.	- do -	- do -	Representative/s from Records Division
	12:00-1:30	1 1/2 hrs.	Lunch Break			
	1:30-3:00	1 1/2 hrs.	Records Creation applicable to LMB Regional Office/CENRO	create records that are adaptable to Regional Offices/CENRO's records mgt. system	Workshop	Representative from Records Division
	3:00-3:15	15 mins.	B r e a k			
	3:15-5:00	1 hr and 45 mins.	Presentation and Criticizing of Group Output	Present Group output for comments	Reporting and Criticizing	- do -
	5:00-7:00	2 hrs.	Records Maintenance and Control	acquire skills in correspondence mail and files management	Lecture/Discussion Exercises	- do -
	7:00 P.M.		D i n n e r			

**MODULE IV - Land Records Management**

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 3	8:00-10:00	2 hrs.	Files Management - Organizing the Files - Basic Filing System - Filing and Retrieving - Inventory of Files			
	10:00-12:00	2 hrs.	Records Filing System Using Updated Tuguegarao Plan  1. Different Features a. Registration of Public Land Application b. Processing Control Boxes	improve records filing system using updated Tuguegarao Plan	Lecture/Discussion Exercises	Representative from Record Division
	12:00-1:30	1 1/2 hrs.	Lunch Break			
	1:30-3:00	1 1/2 hrs.	Records Disposition Administration of Records - Activities in Records Disposition	discuss and explain the different activities involved in records disposal	Lecture/Discussion	- do -
	3:00-7:00	4 hrs.	Resumed Records Disposition  Records Accountability (Legal Aspects) - Revised Penal Code Governing Public Records	acquire a deeper understanding of the laws governing Public records and security of Public documents	Lecture/Discussion	Representative from Legal Division

**MODULE IV - Land Records Management**

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 4	8:00-12:00	4 hrs.	<ul style="list-style-type: none"> <li>-Infidelity in the custody of documents</li> <li>-Information/Community Security</li> </ul> <p>Storage of Records under the New Records Mgt. System</p> <p>1-Different Features</p> <ul style="list-style-type: none"> <li>a) Public Land Application Register</li> <li>b) Processing Control Boxes</li> <li>c) Investigation Journal</li> <li>d) District Base Map</li> <li>e) Indexing</li> </ul>	Acquire basic knowledge in Storage of Records under the New Records Mgt. System.	Lecture	Mr. J. Mariano Mr. A. Bangayan Mr. R. Milanes Mr. A. Assidao
	12:00-1:30	1½ hrs.	Lunch Break			
	1:30-5:30	4 hrs.	<p>2-Systems Flow of Public Land Application</p> <ul style="list-style-type: none"> <li>a) New Numbering System</li> <li>b) Homestead Application</li> <li>c) Free Patent Application</li> <li>d) Sales Application</li> <li>e) Leases Application</li> </ul>	Acquire the basic technique and procedure in the System Flow of Public Land Applications	Lecture	Mr. J. Mariano Mr. R. Milanes Mr. A. Bangayan

**MODULE IV - Land Records Management**

DATE	TIME	TIME DURATION	TOPIC/ACTIVITY	PERFORMANCE STANDARD: By the end of the session, the participants should be able to	METHODOLOGY	RESOURCE PERSON
Day 5	5:30-7:00	1 1/2 hrs.	3-Survey Records a) Maintenance b) Control	acquire the basic knowledge in Survey Records	Lecture	Mr. J. Mariano Mr. R. Milanes Mr. A. Bangayan
	7:00 P.M.		New Technologies in Records Management a) Microfilming b) Computerization		Lecture	Rep. from NAMRIA
	8:00-5:00	D I N N E R  Practicum on the Storage of Records under the New Mgt. System	Workshop		Rep. from the Records Management Division	



PROSPECTIVE PARTICIPANTS

TOPIC/ ACTIVITY		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	NCR	CAR	TOTAL
RECORDS MANAGEMENT (4 days)	Records Officers	20	26	16	32	15	15	12	15	18	24	26	14	16	15	264
	Total	20	26	16	32	15	15	12	15	18	24	26	14	16	15	264
LEGAL (3 days)	Legal Officers	6	5	5	7	6	4	5	5	6	5	5	5	1	5	70
	Trial Attorneys	11	11	11	17	9	4	9	10	6	10	11	7	10	11	137
	Hearing Officers													1		1
	Total	17	16	16	24	15	8	14	15	12	15	16	12	12	16	208
GEODETTIC SURVEYS (5 days)	Section Chiefs	5	5	5	5	5	5	5	5	5	5	5	5	5	5	70
	Senior Geod. Engineers	7	5	6	7	4	4	4	4	4	5	3	3	2	4	62
	Computers	5	5	5	7	5	5	5	5	5	5	5	5	5	5	72
	Cartographers	5	5	5	7	5	5	5	5	5	5	5	5	5	5	72
	Total	22	20	21	26	19	19	19	19	19	19	20	18	18	17	19

TOPIC/ ACTIVITY	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	NCR	CAR	TOTAL
PENROS'	7	7	6	11	6	5	4	5	5	7	5	5		5	78
CENROS'	15	21	13	28	9	11	6	11	13	17	20	10	3	11	188
Chief Land Management Officer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14
Supervising Land Management Officer	16	22	14	29	10	12	7	12	14	18	21	11	3	12	201
Senior Land Management Officer	7	7	6	11	6	5	4	5	5	7	5	5	-	5	78
Total	46	58	40	80	32	34	22	34	38	50	52	32	7	34	559

Lands Management Sector Training Program  
PROJECT MANAGEMENT DIRECTORATE

Training Director - - - - - Mr. Manuel D. Gerochi  
Chief, Planning & Proj.  
Mgt. Services Division &  
Head, DENR-CARP Nat'l. Secretariat

Planning and Finance - - - - - Ms. Lydia Lopez  
Engr. Nancy Faith Racelis  
Ms. Ludy D. De Vera  
Ms. Mariza Olan

Coordination & Facilitators - - - - - Mrs. Marcelina Dayao  
Mr. Leonardo Hernandez  
Ms. Veronica F. Manuel  
Ms. Estela M. Bucoy  
Ms. Nicetas Bautista  
Ms. Mary Ricafort  
Ms. Aurora V. Pido

RESOURCE SPEAKERS

Geodetic Surveys

Head - Engr. Privadi JG. Dalire - Chief, Geodetic Surveys Division

TEAM - 1

Mr. Victor Olan  
Ms. Mariza Olan  
Engr. Francisco Bayas  
Engr. Ariel Reyes  
Engr. Romeo dela Cruz  
Engr. Estrella Obra

TEAM - 2

Engr. Tomas Calvelo  
Engr. Benito Asuncion  
Engr. Jose Libranza  
Engr. Mamento Infante  
Engr. Arsenio de Guzman

Land Administration

Head - Atty. Alicia Dayrit - Chief, Land Utilization &  
Disposition Division

TEAM - 1

Ms. Nenita Monasterio  
Mr. Anastacio Sanchez  
Ms. Ambrosia Marqueda  
Ms. Violeta Sarmiento  
Mr. Emiliano Cruz, Jr.

TEAM - 2

Ms. Milagros Robles  
Ms. Socorro Barlicos  
Ms. Fe Longalong  
Ms. Flordeliza Marifias  
Ms. Elvira Dandan  
Mr. Marcelino Frieres

Legal Matters

Head - Atty. Hector Fabros - Chief, Legal Division

TEAM - 1

Atty. Alberto Recalde  
Atty. Fe Tuanda  
Atty. Ernesto Carreon  
Mr. Leonido Bordeos  
Atty. Benito Urcia

TEAM - 2

Atty. Emmanuel Genciana  
Atty. Manuel Tacorda  
Atty. Rodolfo Flores  
Mr. Isagani Cartagena

Records Management

Head - Mr. Jose C. Mariano - Chief, Records Management Division

TEAM - 1

Mr. Romeo Milanes  
Mr. Alejandro Assidao  
Ms. Nora Hernandez

TEAM - 2

Mr. Armando Bangayan  
Mr. Fernando Dizon  
Mrs. Raby Ferrer  
Mr. Modesto Banayad

Consultants - - - - - USEC Lito Monico C. Lorenzana  
Asst. Secretary Rolando Metin  
Director Abelardo G. Palad, Jr.

Other Resource Speakers:

1. Rep. from the Records Mgt. & Archives Office
2. Rep. from the Solicitor General's Office
3. Rep. from TSARRD (Engr. Sixto B. Luz)
4. Rep. from Regional Civil Service Commission
5. Rep. from NAMRIA

Budgetary Requirements

Assumptions:

For board and lodging/supplies/honoraria is P300.00/participant per day

1. Records Management  
264 part. X 300 X 4 days - - - - - P 316,800
2. Legal Procedures  
208 part. X 300 X 3 days - - - - - 187,200
3. Geodetic Surveys  
276 part. X 300 X 5 days - - - - - 414,000
4. Land Adm. and Management - - - - - 687,000  
PENRO & CENRO (2 days) = 266  
266 part. X 300 X 2 days - - -P159,600  
Others: 293  
293 X 300 X 6 - - - - - 527,400

T O T A L

P1,605,000