

**Administrative Order
No. 68
July 23, 1990**

**SUBJECT: Prescribing Guidelines for the
Reconstruction/Reconstitution of Survey
Records**

In order to provide a uniform procedure in the reconstruction/reconstitution of survey records, the following guidelines are hereby prescribed:

1. Physical Inventory

For Cadastral (CAD), Public Land Sites (PLS), Group Settlement Sites (GSS), Townsites (TS) and other survey projects:

- 1.1 An inventory and listing of available records by projects and updating locator cards shall be prepared by the Lands Management Bureau (LMB), Regional Office, Lands Management Service (LMS) and Community Environment and Natural Resources Offices (CENROs) using the inventory form known as **Survey Reconstruction Inventory Form (SRIF)**.

For this purpose, documents shall be classified as follows:

- a. Lot data computation books
 - b. Lot description books
 - c. Boundary and cadastral maps
 - d. Alphabetical list of claimants
 - e. Numerical list of lots
- 1.2 LMB and the Regional Offices shall provide each other with their inventory lists of available documents of approved CAD, PLS, GSS, TS and other survey projects (in that order of priority).

1.3 Records Evaluation

- a. Records which are not available in the Regional Offices but available in LMB, and vice versa, must be determined.
- b. With the available data, the documents shall then be evaluated and shall be reproduced in the following manner:

- 2.2 Preparation of working sheets for cadastral maps shall be undertaken by the Regional Offices. LMB can prepare the working sheets only in cases where all the records of a survey project are available in that Office. However, these working sheets shall be forwarded to the Regional Office concerned for the actual reconstitution.
- 2.3 Working sheets shall consist of whiteprints of selected cadastral maps and photocopies of selected lot data computation, lot descriptions, alphabetical list of claimants and numerical list of lots.

3. Reconstitution/Reconstruction of Cadastral Data and Maps

The Regional Offices shall be guided by the following activities in the actual reconstitution/reconstruction of cadastral data and maps:

- 3.1 Data Preparation - derivation of rectangular coordinates of points.
 - a. Computation of latitudes and departures
 - b. Computation of missing lines
 - c. Computation of intersections
 - d. Adjustments
- 3.2 Data Input and Verification
 - a. Data input in working disk
 - b. Data editing and proper storage
- 3.3 Data Processing
 - a. Lot data computation books
 - b. Lot description book with column provided for lot claimants
 - c. Alphabetical list of claimants and numerical list of lots
 - d. Cadastral maps through computer aided drafting
- 3.4 Checking and Final Verification

4. The Regional Technical Director (RTD) for Lands shall approve the reconstructed cadastral plan/maps in accordance with the provision of DENR Administrative Order No. 38 dated April 19, 1990.

5. This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary