

Administrative Order
No. 52
September 25, 1991

**SUBJECT: Prescribing Guidelines in the Use of
Judicial Forms for Patent Issuance**

1. In line with the continuing study and desire of DENR to produce quality land patents in relation with the DENR's land tiling program, the following guidelines are hereby issued for the information and guidance of all concerned:
 - 1.1 The judicial form shall be treated as accountable forms and the issuance of the same by the Property and Supply Section, Lands Management Bureau shall be in the same manner as other accountable forms are issued, using the **Memorandum Receipt Forms**.
 - 1.2 All Regional Technical Directors for Lands or their respective duly authorized representative shall secure their average or targetted annual consumption of the new judicial forms from the Lands Management Bureau. As recipient therefore, the Regional Technical Director for Laads or his authorized representative shall be held accountable for all the forms earmarked for the Region from the time of receipt, while in transit from the Lands Management Bureau to their respective offices.
 - 1.3 All Regional Supply Offices shall be held accountable for the custody and safekeeping of the Judicial Forms. They shall come up with an appropriate control mechanism in the allocation, receipt and distribution of said forms to the different PENROs in the region. Likewise, they shall see to it that said forms are available at all times in order not to hamper operation.
 - 1.4 The PENROs and their respective supply officers shall be directly accountable for all the Judicial Forms received and on stock at the PENRO office. The PENRO/Supply Officer shall maintain custody and safekeeping of all this forms, control the allocation and the distribution to the different CENROs to be done consecutively in accordance with their serial numbers.
 - 1.5 In case of loss, destruction, cancellation or mutilization which shall prevent the official use of the Judicial Forms, the Regional Technical Directors/PENROs/CENROs/Supply Officers shall immediately notify and or return the spoiled forms directly to the Director, Lands

Management Bureau for record and accounting purposes. Spoiled Judicial Forms shall be shredded by LMB for final disposal after the necessary authority had been secured from other agencies concerned.

2. All Orders and Circulars inconsistent herewith are hereby revoked.
3. Strict compliance herewith is enjoined.
4. This Administrative Order shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary