

Administrative Order

No. 20

April 26, 1993

SUBJECT : Standard Costs and Fees for Various Services of the Lands Sector.

A. Pursuant to Memorandum Circular No. 1221, dated 2 November 1990, directing all departments, bureaus, commissions, agencies and instrumentalities of the National Government, including government-owned or controlled corporations to revise their fees and charges brought about by the effect of worldwide inflation, it is appropriate therefore to update the standard costs and fees to meet the right cost of materials and manpower involved in the performance of the service. Further, pursuant to the provision of Sec. 43 of the Administrative Code of 1987, the following updated cost and fees covering major areas of agency responsibilities are hereby prescribed.

1. On Land Surveys

1.1 For actual field survey work, the amount to be charged for each lot of original isolated and advance surveys shall be computed using the following formula:

$$C = 11 \text{ times } N + 5 \text{ times square root of } A$$

where:

C = the amount to be charged expressed in pesos and centavos, Philippine Currency

N = number of corners of the lot

A = the area of the lot in square meters

The square root should be determined to the nearest square meter only provided, however, that in no case shall the amount to be charged for the original survey of each lot in rural/agricultural areas be less than FIVE HUNDRED FIFTY (P/550.00) Pesos, and in urban/residential areas be less than EIGHT HUNDRED EIGHTY (P/880.00) Pesos.

1.2 The amount to be charged for relocation surveys, field verification surveys or resurveys shall be computed on the basis of the formula in Paragraph 1.1 but in no case shall the charge for each lot be less than SIX HUNDRED SIXTY (P/660.00) Pesos. In case the Geodetic Engineer is required to testify in Court on the results of survey, the party/parties in interest shall defray the travelling and other official expenses of the Geodetic Engineer by depositing with the DENR-LMS the necessary amount to cover actual expenses.

1.3 The amount to be charged for development surveys such as topographic surveys and others, when the elevation is reckoned from an assumed datum or when a bench mark is near the site, and the contour interval is less than one (1) meter, shall be in accordance with the following rates:

For the first hectare
or fraction thereof:P/1,650.00

For the 2nd to 10th hectares
an additional P/ 450.00/ha

For the 11th to 20th hectares
an additional P/ 400.00/ha

For the 21st to 30th hectares
an additional P/ 350.00/ha

For the 31st to 50th hectares
an additional P/ 300.00/ha

In excess of 50 hectares
an additional P/ 250.00/ha

If true elevation is required, additional cost shall be charged for the connecting level circuit from an established bench mark. for contour interval of less than one (1) meter, charges shall be based on actual cost.

1.5 The charges for all other surveys and special surveys not included in the foregoing paragraphs shall be computed based on actual cost.

The charges shall cover actual cost which shall depend on the project specification, methods of work, location, local conditions, and other work parameters.

1.6 In the foregoing paragraphs and in all cases in this Order where it becomes applicable, (a) any common corner shall be counted as many times as there are lots to which it pertains, and (b) a fraction of a hectare shall be considered one hectare.

2. Computation/Processing of Data

Processing/Computation of Survey Data of Project Surveys direct from the field notes or thru data preparation based on the field notes using the Bureau's computer system may be accepted. The outputs will be (a) Traverse Computation, (b) Lot Data Computation, (c) Lot Descriptions, (d) Alphabetical List of Claimants, (e) Numerical List of claimants. The number of copies for each of the documents will be as per term of the survey contract or as specified by the contractor.

3. Field Inspection

3.1 For the ocular field inspection of the public land subject of a request for survey authority; or of land covered by public land survey, or of other isolated survey whose field inspection is deemed necessary, the charge in lieu of cash deposit required in Section 10-12, Lands Administrative Order No.4 dated 03 July 1980 shall be

Field inspection deposit = $P/11.00 H + 1.00 K + P/110$ but in no case shall the charge be less than $P/200.00$

where:

H = area in hectares per survey plan; a fraction of a hectare is considered one hectare

K = the distance in kilometers of the survey site from provincial district office or the official station of inspector.

3.2 For projects under contract, the minimum deposit for field inspection required for each project shall be computed in accordance with the following formula:

Inspection Deposit = $6.25T + 0.5P + P/1,000.00$

where:

T = Contract period, in days

P = Estimated number of parcels in the project subject to adjustment after final survey on the basis of increase of the number of lots

Additional inspection costs shall proportionately be charged against the contractor in case of extension of the contract period.

3.3 The amount to be charged for the field inspection on the setting of corner monuments of subdivision projects within the purview of PD 957 (Subdivision and Condominium Buyer's Protective Decree) for purpose of office verification and/or approval shall be:

- a) For each project or project phase with an aggregate area of 1,00 sq. me. or less - P/165.00
- b) For each project phase with an aggregate area of more than 1,000 square meters
 - 1) For the first 1,000 sq. m. - P/165.00
 - 2) For every succeeding 1,000 sq. m. of fraction thereof - P/22.00

These field inspection charges do not include the fees for surveys verification and approval covered by pertinent rules in this Order.

4. Office Verification and Approval

The verification of computations, maps, plans and technical descriptions of isolated land surveys and advance plans submitted by private practitioners shall be subject to the payment in advance of a fee as prescribed hereunder:

4.1 Verification of Isolated Surveys

Verification of survey returns submitted by private practitioners for land registration proceedings, patent issuance and for other purposes:

4.1.1 Original Surveys

- a) For each parcel/lot - P/6.00
- b) Plus for each lot corner - P/0.50
- c) Plus for each traverse station - P/0.20
- d) Plus for each solar/stellar observation - P/2.00 but in no case shall the charge per survey be less than TWENTY (P/20.00) Pesos.

4.1.2 Subdivision Surveys

In the case of complete subdivision of previously approved surveys the verification fees shall be at the rate of sixty percent (60%) of what should be charged if the subdivision survey were an original survey.

In the case of segregation surveys, the fees shall be the same as for original surveys in Paragraph 4.1.1.

In every case, each lot and its corresponding number of corners shall be considered independently in the computation of the fees.

4.1.3 The rates of fees prescribed in Paragraph 4.1.1 shall also apply to the examination, verification, approval of consolidation, consolidation-subdivision, resub-division and reconsolidation plans.

4.1.4 In the computation of fees relative to lots subject of consolidation and consolidation-subdivision plans, a fee of Three (P/3.00) Pesos shall be collected per lot

as appearing in the original survey in addition to the fee collectible in Paragraph 4.1.1. for the new lots.

4.1.5 For the verification and approval of a tracing cloth plan as part of the survey returns a fee of Six (P/6.00) Pesos shall be charged.

4.2 Verification, examination of plans and technical descriptions and certification as to the same:

4.2.1 For copies of plans of previously approved surveys prepared and submitted by licensed Geodetic Engineers in the private practice for verification and certification, the charges are:

For the first 20 corners - P/8.00

For each additional corner over 20 corners - P/0.20

However, in no case shall the charge be less than P/8.00

4.2.2 For typewritten technical descriptions of previously approved surveys submitted for verification and certification, the charges are:

For the first page - P/6.00

For each additional page - P/1.00

4.2.3 For verification and certification of lot descriptions prepared on tracing cloth form (in tabulated format), the charge is:

For each sheet - P/6.00

In all of the above and in support of the required certification as to correctness, and one documentary stamp to be affixed thereto.

5. For verification of Aggregate Survey Projects:

Per lot P/3.00

6. Preparation, verification and certification of survey data and plan of previously approved surveys:

6.1 Survey data

6.1.1 For the preparation and certification of technical descriptions of surveys for land registration proceedings, other than by mere copying from an existing copy, typewritten in triplicate, double spaced:

- a) For each page - P/12.00
- b) For each extra carbon copy - P/3.00

In the case of a cadastral lot, the proportionate cadastral cost shall also be collected.

6.1.2 For lot data prepared on the prescribed LMB Form (Lot Description Form), the charges per sheet are:

- a) Tracing cloth or drafting film material - P/30.00
- b) Tracing paper material - P/18.00

6.1.3 For lot data prepared on the prescribed LMB Form, the charge is

- a) For each page - P/10.00

6.2 Survey Plan and Maps

6.2.1 For the preparation of advance plan of lots of project surveys in tracing cloth to be certified by the Director of Lands or his duly authorized representative, or by the Regional Director concerned, including all technical documents needed for registration proceedings, the charges shall be as follows:

- a) Per plan containing 1-10 corners - P/330.00
- b) Per plan containing more than 10 corners - P/385.00

Add to these costs the proportionate cadastral survey cost.

6.2.2 For the preparation and certification of a plan in tracing cloth, to be traced from an existing approved plan complete with bearing and distances of lot lines and tie-lines, the fee shall be:

Per plan containing 1-10 corners - P/110.00

Per plan containing more than 10 corners - P/138.00

6.2.3 For the preparation of a plan in tracing cloth, to be copied from an existing approved plan, complete with bearings and distances of sides and tie-lines, but made on a reduced or enlarged scale, the fee shall be one hundred thirty two percent (132%) of the fee computed in paragraph 6.2.1.

6.2.4 When the preparation of the plan needs research, recomputation and/or reconstruction of the data from available survey records, the fee shall be one hundred fifty five per cent (155%) of the fees prescribed in Paragraph 6.2.1.

For all intent and purposes, the foregoing plans shall be certified by the Director of Lands or the Regional Director or their duly authorized representatives provided that the source is an originally approved plan or properly approved reconstructed plan.

6.3 Preparation of sketch (SK) and special (SP) plans for other purposes except for registration purposes.

6.3.1 For the preparation of special plans, location plans, sketch plans on tracing cloth of lots in cadastral public land subdivision, group settlement surveys, the data of which are available in the Lands Management Bureau, and when no field work is to be undertaken, the following rates per plan shall apply:

For lots of 10 corners or less - /110.00

For lots with more than 10 corners - P/165.00

In the case of location plan, additional charge of P/110.00 shall be collected to cover travel expenses if ground site verification for the vicinity plan is to be undertaken.

- 6.3.2 For the preparation of sketch plans with bearings, distances and tie lines on tracing paper for reference purposes, directly traced from existing cadastral and public land subdivision maps;

For lots of 1-10 corners - P/17.00

For lots with more than 10 corners - P/22.00

- 6.3.3 For office investigation, preparation and certification of sketch plan on tracing cloth showing the relative positions of surveys, the survey plans of which are available in the Lands Management Bureau, the charges are:

For plotting of 10 corners - P/110.00

For plotting of more than 10 corners - P/165.00

- 6.3.4 For the foregoing cases, any common corner shall be counted as many times as there are lots to which it pertains.

- 6.3.5 The foregoing sketch plans shall be certified only by the Chief, Central Surveys Division or by the Chief, Regional Survey Division in which case sufficient documentary stamps shall be affixed to the document.

6.4 Certification of Survey Records

- 6.4.1 Preparation, verification and certification of copies of the Geodetic Engineers certificate and the Survey Notification Letter.

For each certified copy of the above document - P/6.00

6.4.2 Certification in lieu of lost Geodetic Engineer's Certificate

For the first page - P/6.00

For every additional copy - P/1.00

In all of the above cases, add one documentary stamp to be affixed to each document.

6.4.3 Copying, verification and certification of field notes, lot data computations, traverse, solar computation sheets.

Per sheet - P/12.00

6.4.4 For document requiring research, recomputation and office verification:

For the first page - P/15.00

For every succeeding page - P/ 5.00

7. For furnishing plain reproduction copy of plans and maps (duly certified)

7.1 Diazo Paper/Print (White Print): per Copy

a) Isolated Plan (Prescribed LMB Form) - P/5.00

b) One-minute Cadastral Map - P/6.00

c) Other map size for every square decimeter - P/0.35

8. Other Survey Services

Whenever certification is requested, sufficient documentary stamps to be affixed to each document shall be required in addition to the charges prescribed below:

8.1 Certification of Position of Points of Reference:

- a) For research and certification of two (2) points or less
- P/20.00
 - b) For each reference point in excess of two (2) points
- P/ 2.50
- 8.2 Verification and recomputation of lot lines, per line
P/11.00
- 8.3 For changing the names of location appearing on the approved plan in order to conform to legal documents related to the land upon request of the survey claimant of his heirs, the fee per survey plan - P/11.00
- 8.4 For the cancellation of a previously approved survey plan upon the request of the survey claimant or his heirs or successor or assignee-in interest and favorably recommended by the Community Environment and Natural Resources Officer - P/25.00
- 8.5 For recomputation and verification of the area of lands covered by previously approved survey for purposes of amending the title:
- a) 1-10 corners or less - P/22.00
 - b) For lot with more than 10 corners - P/28.00
- 8.6 For projection of mining surveys and certification of old surveys overlapped by the mining claim,, the fees shall be:
- a) For each lot of 1-10 corners or less - P/22.00
 - b) For lot with more than 10 corners - P/28.00
- 8.7 For the tests of surveying materials and issuance of original authority to print LMB Survey Forms including proof reading of the dummy:
- a) For each LMB Form - P/55.00

- b) For renewal of the Authority using the same surveying materials as heretofore tested charge per LMB Form shall be - P/28.00

8.8 For field test, examination, standardization, calibration and periodic field tests and recalibration, registration and certification of surveying instruments to be used in property surveys for land registration; general cleaning, repair and adjustments; and issuance of registration papers.

8.8.1 For field tests, examination, standardization, and original registration and certification of the surveying instruments:

- a) Electronic Distance Meter - P/150.00
- b) Theodolite - P/100.00
- c) Engineer's Transit - P/100.00
- d) Engineer's Level - P/ 80.00
- e) Surveying Steel Tape - P/60.00
- f) Surveying Invar or Lovar type - P/ 60.00
- g) Alidade - P/ 80.00

8.8.2 For periodic re-examination, field test of calibration, and renewal of certificate of registration:

- a) Electronic Distance Meter - P/100.00
- b) Theodolite - P/ 75.00
- c) Engineer's Transit - P/ 75.00
- d) Engineer's Level - P/ 50.00
- e) Surveying Steel Tape - P/45.00
- f) Surveying Invar of Lovar Tape - P/ 45.00
- g) Alidade - P/ 50.00
- h) Re-registration of the above instruments by change of ownership before expiry date of the certificate - P/ 30.00
- i) Issuance of certified true copy of the certificate of registration

- 1. For the first copy - P/ 10.00
- 2. For each additional copy - P/ 2.00

8.9 Photogrammetric Services, Sales, and Other Technical Services

8.9.1 For the sales of maps, technical publication, etc.

- a. Sale of photomosaic maps, original print, per copy - P/ 10.00

Provided that for each additional copy of the same map sheet purchased, the cost shall be - P/ 5.00

- b. Philippine Plane Coordinate System at cost

- c. Other Technical Bulletins as maybe published at cost

8.9.2 Reproduction of aerial photograph of areas covered by photogrammetric of projects of the Bureau of Lands.

Type of Reproduction

- A. Photomosaic map Diazo Print - P/ 6.00

B. Unrectified Photograph

1. Contact print, 25.4 cm x 25.4 cm, single weight, each - P/27.00
2. Contact print, 25.4 cm x 25.4 cm double weight, each - P/32.00
3. Enlargement, 50.8 cm x 101.6 cm, double weight each - P/200.00

C. Rectified (Excluding the cost of the provision of photo control points)

1. Contact print, 25.4 cm x 25.4 cm, single weight each - P/40.00

2. Contact print, 25.4 cm x 25.4 cm, double weight each - P/55.00
3. Film diapositive, 24.4 cm x 25.4 cm, each - P/70.00
4. Add to the above rates the costs of providing photo control points - P/50.00/ha establishment of control

8.9.3 Photogrammetric machine Time and or Services

- a) For the use of the reactifier-enlarger, per hour - P/35.00
- b) For the use of Photo-Laboratory facilities of processing tanks, washer, dryer, etc., per hour - P/25.00
- c) For the use of photo-contact printer, per hour - P/25.00
- d) For the use of the Universal stereo-planigraph instrument including space facilities, per hour - P/60.00

The use of the machine shall be the subject of a written contract with the Director of Lands

8.9.4 Verification of Photogrammetric projects using the photogrammetric instrument - At Cost

II. On Land Disposition and Management

1. Fees incident to the filing of applications for lands of the Public and Private domain of the Government.
 - 1.1. Application fee of FIFTY (50.00) Pesos shall be charged per public Land Application as implemented by Administrative Order No. 43.
 - 1.2. Affidavit or Oath Fee of TEN (10.00) Pesos shall be charged for each supporting document not on prescribed DENR Forms.
2. Transfer fee on public land applications, approval fee of service contract, assignment on the nature of mortgage, assignment of free patent rights, and approval fee on encumbrance, alienation or any transaction over patented lands.
 - 2.1. Transfer fee and fee for assignment in the nature of mortgage and fee for assignment of free patent rights and other rights.
 - 2.1.1. P10.00 per hectare (or assignment of rights to agricultural lands covered by Free Patent Application but in no case less than P100.00 per application, and P1000.00 for residential lands not exceeding 1, 000 square meters.
 - 2.1.2. P20.00 per hectare of lands applied for agricultural educational, religious or charitable purposes, but in no case less than P150.00 nor more than P2,500 per application.
 - 2.1.3. P20.00 for the first 1,000 square meters or fraction thereof of lands applied for residential, commercial industrial or similar purposes plus P20.00 per 100 square meters or fraction thereof in excess of 1,000 square meters but in no case more than P2,000 per application.

- 2.2 Approval Fee for Service Contract under P.D. 151 and Joint Venture Agreement
 - 2.2.1 P30.00 per hectare of lands applied for agricultural, educational, religious or charitable purposes, but in no case more than P300.00 per application of individual not more than P1,500 per application of corporation
 - 2.2.2 P200.00 per application for the first 1,000 square meters or fraction thereof of lands applied for residential, commercial, industrial or similar purposes, plus P10.00 per square meter or fraction thereof in excess of 1,000 square meters but in no case more than P2,000 per application.
- 2.3 Approval Fee for service contract under P.D. 151 and Joint Venture agreement involving patented lands - P50.00 per hectare but in no case less than P500.00 nor more than P2,000.00 per application (request).
- 2.4 Approval Fee for the conveyance, alienation or encumbrance of patented lands - P10.00 per hectare but in no case less than P100.00 nor more than P500.00.
- 2.5 Service Fee for clearance required by banking and other financial institutions - P5.00 per hectare but in no case less than P100.00 nor more than P200.00.
- 3. Other Service Fees:
 - 3.1 Reconstitution Fee
 - 3.1.1 P150.00 per pre-war patent and deed of conveyance
 - 3.1.2 P100.00 per post-war and deed of conveyance
- 4. Collection of fees incident to the filing and disposition of protest, appeals and other petitions in connection with the administrative settlement of claims and conflicts on public lands and of controversion on the private domain of the Republic of the Philippines as herein prescribed shall be:

Pursuant to the provisions of Section 79 (B) of the Revised Administrative Code, Act No. 3038, and Section 5 of Commonwealth Act No. 141, otherwise known as "The Public Land Act", and in order to regulate the filing and disposition of claims or protests against public land application, and the prosecution of appeals or other petitions against decisions or orders of Regional Land Directors and the Director of Lands, the following fees shall be collected in the manner prescribed hereunder:

- 4.1 Protest: For the filing of a protest required under paragraph number 4 of Lands Administrative Order No. 6, dated April 30, 1934, FIFTY (50.00) Pesos shall be paid by the claimant before the claim is collected.

This fee shall be collected and properly receipted for by the Director of Land or his duly authorized representative. In case the fee is paid in any provincial unit, the receipt thereof or a certification of its payment should be attached to the protest when said protest is forwarded to the Central Office.

- 4.2 Appeals: For filing an appeal from the decision or order of the Regional Land Director or the Director of Lands to the Minister of Natural Resources, under paragraph numbered 2 of Lands Administrative Order No. 6 SIXTY (P60.00) Pesos shall be paid by the appellant either to the Secretary of Environment and Natural Resources or to the Director of Lands or their respective duly authorized representative. Failure to pay the fee within the (10) days from the date of notice of appeal is filed may be sufficient ground for dismissal or dropping the appeal.

- 4.3 Orders of Execution: For the issuance of an order of execution, SIXTY P(60.00) Pesos to be paid by the party requesting the execution.

- 4.4 Petition for Relief: For filing a petition for relief from the effect of a decision or order as provided in paragraph numbered 14 of Lands Administrative Order No. 6, SIXTY (P60.00) Pesos to be paid by the Petitioner. The same amount of fees shall be collected in connection with cases involving lands of

the private domain of the government under the administration of the Director of Lands.

- 4.5 An amount equivalent to the actual traveling expenses but no less than P110.00 shall be deposited for the Bureau's witness services as requested by party in court cases where the Director of Lands is not a party in interest and in places beyond 50 km. radius from Manila.

NOTE: Unless otherwise stated, all fees/charges prescribed under Title II hereof shall be paid by the applicant, transferee, assignee, vendee, mortgagee or the party requesting the approval/service.

III. On Records Management

1. The rate of charges in the preparation and issuances of certification, copies of documents, plain or certified records available in the Bureau's custody, either for reconstitution purposes or for reference/personal file, shall be:

1.1 Certification Fees

- 1.1.1 P10.00 per certified copy of one page document. If document consists of more than one page the fee shall be P5.00 per additional pages. For certified Xerox copy of Area Computation Book, the fee shall be P10.00 per sheet and P5.00 per additional sheet.
- 1.1.2 For certification regarding status of a lot or public land application the fee shall be P20.00. If more than one lot or more than one application the fee shall be P10.00 per additional lot or application. A fee of P20.00 per certification as to survey claimant of one (1) lot or Isolated Plan. If more than one lot, P10.00 per additional lot.
- 1.1.3 P5.00 per page for plain photo copies only-without certification.
- 1.1.4 P25.00 per certified Xerox copy of approved Isolated Plans.

1.1.5 P20.00 per certified technical description in the L.M.B. Form No. V-37 per lot.

- B. With the exception of the Circular on the minimum appraisal of lands, all Land Administrative Orders, Memorandum Circulars and subsequent amendments thereof, including instructions governing costs and fees on land surveys, disposition and management and records keeping are hereby revoked.
- C. Conformably therefore and to effectively maintain the standard rate of Lands Management Bureau Costs and Fees consistent with the present rate of services, the Director of Lands is hereby authorized to amend and/or modify any provision hereof accordingly as the needs arise.
- D. Strict compliance herewith is enjoined.
- E. This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary