

Administrative Order
No. 36
May 17, 1993

SUBJECT : Adoption of the New DENR Land Records Management System

Pursuant to Memorandum Order No. 27 of the President dated August 14, 1992 providing for the streamlining of the operations of the government, and to provide the DENR Field Offices a Land Records Management System that will ensure an orderly and effective management and control of the agency's land records, the following rules, regulations and guidelines are hereby prescribed for the information and guidance of all concerned:

1. Policy Statement

As a matter of policy, the DENR is responsible in providing the field offices a modern, accurate and comprehensive system of land records management on all government land including surveys and disposition.

2. General Provisions

2.1 It shall be the responsibility of the Department of Environment and Natural Resources (DENR), to provide and distribute to the Regional Offices a copy/ies of the **NEW DENR LAND RECORDS MANAGEMENT SYSTEM OPERATIONS MANUAL**.

2.2 This Operations Manual shall be adopted strictly except the following:

2.1 The proposed structural chart on records management.

2.2 Integration of other sectoral records; and

2.3 To operationalize the Land Records Management System, Land Records Unit in all level of the land sector shall be organized and strengthen the existing one.

2.4 The Regional Executive Director upon the recommendation of the Regional Technical Director For Lands, shall designate the Land Records Officer to head these units.

2.5 All documents/records pertaining to land matters when received by the Records Section of the Administrative Division and when referred by the RED to the lands sector shall always pass through the Land Records Units.

3. Records Management and Control

3.1 The Records Officers in the Lands Sector shall coordinate with the Records Management Division of the Lands Management Bureau on land records activities and shall have the responsibility and control of all land records holdings of the office in his/her possession and custody.

3.2 The Records Officer of the Lands Sector shall have the sole access to the office files and shall be responsible for the security, maintenance and control of all land records at all times and in all cases.

3.3 The said Records Officers shall conduct a periodic inspection of the records holdings in his/her custody to ensure proper maintenance and to recommend the transfer, retention and/or disposal of obsolete or valueless land records and shall be responsible for the safekeeping of said records until its disposal is authorized.

3.4 No land records shall be taken out or issued to any person, without proper requisition and/or having no legitimate reason or purpose for using in accordance with the approved rules and regulations.

3.5 All land records in the possession and custody of the Records Officer shall be treated as accountable materials. Henceforth, they shall be held accountable in the issuance, maintenance, filing, control, loss, damage and/or unlawful or willfull destruction of said records.

4 Penal Provision

Any act or omission which violates these rules and the provisions of the New DENR Land Records Management System and the provisions of the Revised Penal Code pertinent thereto, shall be punishable under Article 226 to 230 of said code or any specific rules, without prejudice to the filing of administrative case against the offender.

5. Repealing Clause

All orders, circulars, memoranda, rules and regulations or part thereof, which are inconsistent to the provisions of this administrative order are thereby repealed, or amended accordingly.

6. Effectivity

This Administrative Order shall take effect immediately.

ANGEL C. ALCALA
Secretary