

Administrative Order
No. 33
March 16, 1990

**SUBJECT: Prescribing Guidelines in the Final
Disposition of Abandoned Cadastral
Projects**

1. In order to be able to take positive steps in the final disposition of abandoned cadastral survey projects the following guidelines are hereby issued:
 - A. Uncompleted Cadastral Survey Projects
 - A.1 The Regional Technical Director, Land Management Sector concerned should prepare a status report of the projects indicating therein the phase of work accomplished and the remaining work to be done to finish the project;
 - A.2 Based on the assessment report, the Regional Executive Director concerned should advise the contractor in writing to resume operations within fifteen (15) days upon receipt hereof, who in turn shall advise the CENRO the date of resumption of operations;
 - A.3 In the event the contractor fails to resume operation of the project despite written notice, cancellation of the contract including sanctions should be initiated by the Regional Executive Director;
 - A.3.1 A report on the abandonment of a project together with pertinent documents should be forwarded to the Land Management Bureau for final disposition by the Regional Executive Director concerned in the case of ongoing survey projects still processed and paid by the said bureau. Projects funded by the Region shall be disposed of by the Regional Executive Director concerned;

A.3.2 Project records that are still with the contractor should be recovered and consolidated by the Regional Technical Director for Lands for proper transfer/turnover to the CENRO or other concerned office.

B. Uncorrected Survey Returns

B.1 The contractor should be advised in writing of the detailed correction work to be performed within a reasonable period of time by the Regional Technical Director for Lands concerned for survey projects submitted in the Region and by the Chief Geodetic Surveys Division for survey projects undergoing verification in the Land Management Bureau, Manila;

B.2 In case where there is a need to withdraw the survey returns for purposes of correction, only one set of said returns should be withdrawn, leaving another set in the DENR offices concerned;

B.3 Cancellation of the survey contract including the sanctions thereof should be initiated for failure of the contractor to make necessary correction work.

2. In all cases where the survey contracts are cancelled, the contractors should be dealt with accordingly, such as blacklisting them from participating in one cadastral project and in survey work in other government agencies, administrative sanctions for the cancellation/ suspension of their professional licenses and the forfeiture of the performance bond.
3. Inventory of abandoned projects and related actions in accordance with this issuance should be completed within thirty (30) days from the effectivity of this Order by the Regional Offices concerned and forwarded to the Land Management Bureau for final disposition.
4. This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order

No. 47

May 17, 1990

**SUBJECT: Prescribing Guidelines in the Inventory
and Re-examination of All Existing
Reservations**

In order to achieve the desired objectives of the inventory and re-examination of all existing reservations as provided in Letter of Instruction No. 1258 dated 28 July 1982, the following procedures and guidelines are hereby issued for strict compliance of all concerned:

A. Definition of "Reservation":

Reservation is defined as any tract or tracts of land of the public domain proclaimed by the President of the Philippines for the use of the government or any of its branches or instrumentalities or of the inhabitants thereof, for public or quasi-public uses.

B. Inventory Procedures:

1. Copy of proclamation/executive order establishing such reservation shall be provided by the Lands Management Bureau to the Regional Office concerned and shall be used as the principal source document in the inventory and sketching of said reservations.
2. The Regional Office in setting up priorities shall consider the following factors:
 - 2.1 Actual use/s of the area covered by the proclamation
 - 2.2 Vastness of the area embraced by the reservation
 - 2.3 Potential for CARP and other government projects
 - 2.4 Seriousness of the problem of squatting, if any
 - 2.5 Other factors that will militate against the continued retention of the reservations by the agency/ies in whose favor the same has been established
3. The CENRO Office upon receipt of the copies of such proclamation from the Regional Office as prioritized shall immediately cause the actual field inventory of the premises of the land subject of the reservation.

4. To attain uniformity in reporting and facilitate analysis of findings for an intelligent action, inventory report forms have been designed and marked as "RESFORM". The RESFORM No. 1 herein prescribed shall be used in the actual field enumerations to be signed by the enumerators and certified correct by the CENRO or his designated representative.
5. The original copy of the RESFORM No. 1 shall be forwarded to the Regional Office and a duplicate copy to be compiled and retained by the CENRO for records purposes and future reference.
6. The Regional Office shall prepare and submit to the Lands Management Bureau the following:
 - 6.1 Write-up in the form of a narrative report containing a complete and comprehensive statement of reservation, including comments and recommendations on the proper disposition of the reservation under review. (Sample attached and marked as RESFORM No. 2)
 - 6.2 Sketch plan of the reservation as provided in item C hereof.
7. Capsulized or executive report on the status of reservation for consideration of the DENR Secretary for possible revocation or amendment of the corresponding orders/proclamations shall be prepared by the Lands Management Bureau using the prescribed format in the attached sample and marked as RESFORM No. 3.

C. Survey and Mapping Procedure

1. The perimeter or external boundary survey shall be done like any isolated survey. It shall be tied to a reference mark and other geodetic control points of known positions by a closed circuit or loop traverse or triangulation or trilateration using transit and calibrated tape or theodolite and EDM following the pertinent provisions of the Manual for Land Surveys.
2. The boundary survey shall as much as possible follow the technical descriptions contained in the proclamation. In case of conflict with previously approved surveys or decreed properties, the survey should

be made to conform with the technical description of the approved survey.

3. The corners of prominent turns of the boundary shall be defined by concrete monuments 15 x 15 x 50 cm., set 35 centimeters in the ground leaving a projection of 15 centimeters above the ground marked on top by appropriate survey symbols and corner number. Also the first and last corners situated along natural boundaries (river, creeks, arroyos) shall be monumented. The rest of the corners may be defined by "X" mark etched on large stone or boulders with exposed surface of more than one meter in diameter or on living edible trees or trees belonging to the first group with diameters from fifteen to fifty centimeters.
 4. The individual claims within the reservations shall be sketched using transit and stadia, plane table and alidade or transit and tape and areas of the claims shall be determined approximately.
 5. The boundary survey shall be plotted in the prescribed isolated survey plan form and the complete survey returns submitted to the Regional Surveys Division for verification and approval. The survey symbols Nr or Pr or Mr shall be used accordingly and the numbering system shall follow the present system Region No. followed by the survey number, e.g. Nr-02-0000001. Previously approved surveys shall be reflected in the plan by full lines indicating therein the survey numbers. The unsurveyed claims shall be sketched and reflected by dotted lines. The actual land uses and permanent improvements in these private claims shall be indicated on the plan.
 6. Section 476 of the Manual for Land Surveys of the Philippines shall apply as well as other pertinent survey rules and regulations. In view thereof, all concerned officials of the department are hereby enjoined to see to it that this order are complied with.
- D. All orders and other issuances that are inconsistent herewith are hereby revoked or modified accordingly.
- E. This ORDER shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Department of Environment and Natural Resources

RESFORM No. 1

Region _____

PENRO/CENRO _____

INVENTORY REPORT ON RESERVATION PER LOI 1258

I. PROCLAMATION

NUMBER	DATE OF ISSUANCE
RESERVED IN FAVOR OF	

II. LAND IDENTITY:

SURVEY DESCRIPTION	
LOCATION	AREA

III. PURPOSE (For which established)

IV. LAND USE:

Actual Use (Nature)	Area (Sq.M.)	Claimant/Occupant (Name)	Nature of Occupancy
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. COMMENTS/RECOMMENDATIONS/REMARKS:

Investigated/Inspected By:

Verified Correct/Indorsed By:

Department of Environment and Natural Resources

RESFORM NO. 2

Region _____

PENRO/CENRO _____

NARRATIVE REPORT

KIND OF RESERVATION :

PROCLAMATION NO. :

LOCATION :

AREA :

I. BRIEF STATEMENT OF FACTS:

II. STATUS OF THE AREA:

III. RECOMMENDATION:

CERTIFIED BY:

APPROVED BY:

Department of Environment and Natural Resources

RESFORM NO. 3

Region _____

PENRO/CENRO _____

EXECUTIVE REPORT

KIND OF RESERVATION :

PROCLAMATION NO. :

LOCATION :

AREA :

I. BRIEF STATEMENT OF FACTS:

II. RECOMMENDATION:

CERTIFIED BY:

APPROVED BY:

Administrative Order
No. 51
June 1, 1990

SUBJECT: Guidelines in the Planning, Programming and Implementation of the Field Network Survey Project

A. OBJECTIVES

A.1 GENERAL. The Budgetary Project, Field Network Survey Projects shall densify the National Geodetic Network, a primary functional responsibility of the National Mapping and Resources Information Authority (NAMRIA), thru the establishment of additional 2nd and 3rd Order geodetic control points to adequately satisfy the technical prerequisites of an efficient and effective Surveying and Mapping Program of the Department of Environment and Natural Resources on the regional level.

A.2 SPECIFIC OBJECTIVES. The Field Network Survey operations shall pursue the following specific objectives:

1. Take inventory, locate and document previously established geodetic control points and connect thereto all location monuments, political boundary monuments, benchmarks, aerial triangulation stations and all other engineering controlled survey reference points established by different agencies of the government and other reputable surveying organization;
2. Establish and locate provincial, city, municipal and barangay boundary monuments to define political jurisdictions and to settle boundary conflicts and disputes;
3. Establish project control of cadastral projects by administration and conduct field verification and inspection of project control establishment of cadastral project by contract;
4. Resolve locational and positional conflicts between previously surveyed municipalities and on-going cadastral survey of adjoining municipality;
5. Prepare, compile and maintain comprehensive and updated survey reference record files and corresponding index and base maps to

provide adequate reference information in the preparation of development plans; and

6. Provide the Regional Offices with survey assistance services upon request of concerned officials.

B. STRATEGY FORMULATION AND IMPLEMENTATION

1. The Undersecretary for Field Operations thru his Assistant Secretaries shall exercise direct administrative and technical management of the Field Network Survey Project in coordination with the National Mapping and Resources Information Authority (NAMRIA)
2. The Assistant Secretaries for Field Operations shall be responsible for the preparation of the Field Network Surveys Program in accordance with the National Plans and Programs of the Department of Environment and Natural Resources in consultation with the Regional Executive Directors and the Director of the Lands Management Bureau.
 - 2.1 The Assistant Secretaries thru the FNSP Area Supervisor shall be responsible for the implementation of the National Plans and Programs of the network control surveys to be undertaken by the Field Network Survey Parties in the different regions.
3. The Assistant Secretaries shall exercise direct technical and administrative control over the personnel of the Field Network Survey Parties.
 - 3.1 The appointment, assignment and transfer of personnel to the different Network Survey Parties shall be the full responsibility of the Assistant Secretary for Field Operations.
 - 3.2 The Regional Executive Directors may recommend the assignment of FNSP personnel for short period of time to other priority regional project subject to the approval of the Assistant Secretary on a case to case basis.
4. The Chiefs of the Field Network Survey Parties shall be responsible for the preparation of their Annual Program of Activities, Work Plans and corresponding Budgetary Requirements in consultations with the Regional Technical Directors for Land Management Sector which shall be submitted for review and approval to the Assistant Secretary for Field

5. The Regional Executive Director shall be responsible in providing the necessary budgetary and administrative support services in the field operations of the Field Network Survey Party.

C. IMPLEMENTING GUIDELINES

Soon after the Assistant Secretaries for Field Operations had organized the Field Network Survey Parties in their respective areas of responsibilities in pursuance of the Reorganization Plan as per E.O. 192, the following implementing guidelines are prescribed.

1. The Chief of the Network Survey Party shall accordingly program his activities considering the following:
 - 1.1 Critical survey reference requirements for cadastral and other extensive area survey and mapping;
 - 1.2 Densification of existing and established triangulation network control system and connection of old reference points to the new national geodetic control network for adjustment purposes; and
 - 1.3 The relevant specifications and procedures contained in Special Publication Nos. 137, 138, 225, 237, 239, 247 (Manual for First Order Traverse, Reconnaissance for Triangulation, Geodetic Astronomy, Leveling and Triangulation) and the pertinent provisions of the Manual of Land Surveys in the Philippines (LAO No.4).
2. The Chief of Field Network Survey Parties shall submit the field survey returns consisting of preliminary computations, geodetic control network maps, and information of the instruments used and field methods adapted, officially endorsed by the Regional Executive Director, to the Land Management Bureau for final computation, adjustment, verifications and approval, thru the Assistant Secretaries.
 - 2.1 The Land Management Bureau shall furnish the Regional Offices concerned thru the Assistant Secretaries the pertinent approved survey returns document, copy furnished the NAMRIA.
3. The budgetary allotments of the FNSP shall be released to the Regional Offices which shall process and approve, salaries, maintenance and operations vouchers corresponding to the reimbursement of expenses of

FNSPs assigned to the Region in accordance to the prescribed accounting and auditing rules and regulations.

4. The Chiefs of Field Network Survey Parties shall submit monthly physical and financial accomplishment reports to the Assistant Secretaries and the Regional Planning Divisions thru the Regional Technical Directors for Land Management Service.

4.1 The Regional Offices shall incorporate the submitted FNSP reports into their periodic Regional Accomplishment Reports submitted to the Department Central Office.

4.2 The FNSP Area Supervisors shall prepare and submit consolidated Quarterly Performance Reports to the Undersecretary for Field Operations thru the Assistant Secretaries, copy furnished the Director of Land Management Bureau for his information and guidance.

D. This Order supersedes Lands Memorandum Order No. 361 Series of 1974, as amended, Lands Office Order No. 28 Series of 1976, Lands Office Circular No. 139 Series of 1987 and all other Orders inconsistent herewith.

E. This Order is for the good of the public service and shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

RECOMMENDING APPROVAL:

VICTOR O. RAMOS, Undersecretary, Field Operations

GREGORIO L. MAGDARAOG, Asst. Secretary, Field Operations, Luzon

RENATO A. DE RUEDA, Asst. Secretary, Field Operations, Visayas

**Administrative Order
No. 55
June 13, 1990**

**SUBJECT: Prescribing Guidelines for a New
Numbering System for Public Land
Applications and Patents**

In order to provide uniformity and efficiency in the numbering system for public land applications and patents, a new numbering system is hereby prescribed with the following guidelines:

1. The new numbering system for Public Land Applications (PLAs) shall adopt the prescribed NEDA Geographic Codes and shall have three (3) parts.

The first part shall indicate the type of Public Land Application using symbols of three (3) characters.

The second part of six (6) characters shall indicate the location of the land being applied using the NEDA RURBAN Code. (Attachment "A")

The third part shall indicate the Serial Number as it was entered in the Registry Book of Application Numbers which will be kept by the Community Environment and Natural Resources Officers (CENROs). The Application Numbers shall be assigned exclusively by the CENROs.

Illustration:

FPA-090703-1

FPA - type of public land application (Free Patent Application)

09 - Region

07 - Province

03 - Municipality

1 - Serial Number

2. Procedure for the Numbering of Public Land Applications. Once an application is accepted, the CENRO assigns an Application Number for every public land application. The application shall be assigned a Serial Number as it was entered in the Registry Book. The Serial Number shall always start from "1" for every type of application and municipality. Thus, if there will be changes in the municipality and/or type of application, the Serial Number shall always begin with "1".

Illustration:

FPA-090703-1 is the Application Number of the first Free Patent Application that was entered in municipality "03"

In municipality "04", for instance, the first Free Patent Application shall also be assigned the Serial Number 1. In case of additional application in the same municipality by an applicant, the original application number shall be used with a suffix "A", "B", "C", for the second, third, fourth additional application of the same type. (Example FPA-090703-146A)

3. The Patent Numbers shall be composed of four (4) parts. The first part shall indicate the type of patent using symbols of two (2) characters.

The second part of six (6) numeric characters shall indicate the location of the land using the NEDA RURBAN Code to refer to the region, province and municipality.

The third part shall indicate the year the patent was issued using the last two (2) characters of the year.

The fourth part shall indicate the Serial Number as the patent was entered in the Registry Book of Patent Numbers which shall be kept by the Provincial Environment and Natural Resources Officers (PENROs), who shall maintain a separate registry book for each type of patent or lease. The PENROs shall issue the Patent Numbers exclusively.

Illustration:

FP-090703-90-1

FP represents the type of patent, in this case, Free Patent. The two (2) numeric characters "09" shall refer to the region, "07" refers to the province, and the "03" indicates the municipality. The "90" refers to CY 1990, the year the patent was issued. The last segment refers to the Serial Number.

4. The assigning of Patent Numbers shall be done exclusively by the PENROs. The RURBAN Code in the Application Number shall be adopted automatically. Serial Numbers shall start from "1" for every type of application.

5. Pending Public Land Applications shall retain their present application numbers. However, when these applications are to be issued patents, they will be assigned Patent Numbers in accordance with Section 3 and 4 plus a suffix of letter "P" (P for "prior" to this new numbering system) on the Serial Number.

Illustration:

FP-090703-90-17P

6. All concerned units should maintain a Registry Book of these assigned numbers.
7. The symbols to be used in the types of applications are:
 - FPA - Free Patent Application
 - TSA - Townsite Sales Application
 - MSA - Miscellaneous Sales Application
 - GSA - Insular Government Property Sales Application
 - GLA - Insular Government Property Lease Application
 - FLA - Foreshore Lease Application
 - HPA - Homestead Patent Application
 - SPA - Sales Patent Application
 - RPA - Revocable Permit Application
8. The RURBAN Code subject of this Administrative Order refers to the latest library of RURBAN Codes issued by the NEDA.
9. All orders, circulars or instructions inconsistent herewith are hereby repealed or amended accordingly.
10. This numbering system of public land applications and patents shall take effect on 01 June 1990.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order

No. 56

June 13, 1990

SUBJECT: Prescribing Guidelines in the Acceptance of Plans in the Hands of Private Persons for Validation Before they can be Considered Official Records.

In order to preclude the reconstitution and validation of survey records, copies of which have been destroyed during the last world war or lost during the decentralization of records, a uniform procedure in accepting plans or lot descriptions presented by private parties is hereby prescribed as follows:

1. Survey plans submitted in the Regional Offices:
 - a. The survey record shall be transmitted to the CENRO concerned for field investigation to determine whether the submitted document is the true representation of the field situation.
 - b. The CENRO shall submit a report of his findings to the Regional Technical Director, Lands Management Service concerned who in turn will forward to the Director, Lands Management Bureau thru the Chief, Geodetic Surveys Division the report of investigation for evaluation.
 - c. The Lands Management Bureau, after evaluation of the report and cross-checking with other available information in its file or in the field of the Land Registration Authority (LRA), shall forward the same to the Regional Technical Director, Lands Management Service for reconstruction and approval and thereafter furnish copies to the Lands Management Bureau, PENRO, CENRO for their reference.
2. Survey plans submitted to the Lands Management Bureau shall be transmitted to the concerned RTD, Lands Management Service. The procedure in item 1 above shall then be followed.
3. These measures are necessary in the wake of many questionable original transfer certificates of title based on spurious survey plans.

4. The practice of the regions of accepting from interested parties print copies of plans or technical descriptions, reconstructing them without verification as to authenticity and issuing certified copies for legal purposes is hereby ordered to be discontinued.
5. This Order is for the good public service and shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order
No. 57
June 13, 1990

**SUBJECT: Prescribing Guidelines in the Verification
of Survey Returns**

1. In order to forestall the approval of overlapping surveys and provide a uniform procedure in the verification of survey returns, the following guidelines are hereby prescribed for the guidance of all concerned:

A. Isolated Survey

- A.1 Isolated surveys submitted for verification and approval shall undergo a preliminary verification of the completeness of the submitted documents as to survey returns including preparation thereof as prescribed in Section 415 of the Manual for Land Surveys and other documentary supporting papers as required by rules and regulations. Incomplete survey returns shall be returned to the practicing geodetic engineer unrecorded.
- A.2 Survey returns after having passed the preliminary verification shall be accepted and recorded, fees are assessed, and assigned the designated survey symbol and number.
- A.3 After verification of the position control, the survey shall be plotted in the projection map to determine if it conforms/overlaps previously approved surveys. If findings show that the present survey overlaps previously approved survey, the practicing geodetic engineer shall be required to execute a close circuit traverse connecting the corners of the survey in progress with the well defined recoverable corners of the previous surveys to determine and show the relative position. The result of the ground verification shall be submitted to the Regional Executive Director concerned for evaluation.
- A.4 In the absence of a projection map of the area, a one (1) minute quadrangle projection map should be prepared using the standard drafting film of mylar or polyester base 0.303 thick, to project the present survey and all available isolated surveys on file and subsequent surveys that will be submitted thereafter.

- A.5 Upon approval of any isolated survey, the projection of said survey, previously plotted in the projection map shall be inked.
- A.6 Boundaries of timberlands as delineated from available L.C. Maps should be plotted in bold pencil lines and the boundaries of previously approved project surveys and reservations should be linked in the projection maps.
- A.7 The projection maps should be properly maintained and considered accountable record of the DENR, Land Management Sector and shall not be indiscriminately issued and made accessible to anybody except under close supervision.
- A.8 If the municipality is to be cadastrally surveyed the projection maps shall become the preliminary cadastral maps.

B. Projects Surveys

- B.1 Cadastral, Public Land Subdivision and the project surveys submitted for verification and approval shall undergo a preliminary verification of the completeness of the documents. Incomplete survey returns shall be returned to the practicing geodetic engineer unrecorded.
- B.2 Survey returns after having passed the preliminary verification shall be accepted and issued a memorandum of submittal by the Lands Regional Technical Director thru his Chief, Regional Surveys Division.
- B.3 Before the verification is started all projection maps covering the survey project shall be availed of to determine whether all previous surveys within the project were reflected as accepted, rejected, or subdivided in the cadastral survey.
- B.4 In very special cases where the verification of project surveys in overloaded or without technical men are to be conducted in the Lands Management Bureau, Manila, upon request of the Undersecretary for Field Operations clear copies of the projection maps should accompany the survey returns.

- B.5** In the verification of cadastral surveys, all previously approved isolated surveys must be transformed into the cadastral system and properly plotted in the cadastral maps. The information about previously approved surveys shall come from the projection maps, the computerized listing of isolated surveys, and documents presented/submitted by the landowners.
2. Upon approval of any survey, a clean legible copy of the plans and maps should be forwarded to the Lands Management Bureau for proper documentation and management.
 3. This order is for the good of the public service and shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

**Administrative Order
No. 58
June 13, 1990**

**SUBJECT: Amending Section 331 of the Manual for
the Land Surveys in the Philippines**

1. Designed to accelerate the issuance of DAR Emancipation Patents, Section 331 Land Administrative Order No. 4, otherwise known as the Manual for Land Surveys of the Philippines, is hereby further amended by adding the following simplified technical descriptions:

"331. X X X X

A. X X X X

B. X X X X

C. X X X X

D. For OLT/Carp Surveys and other purposes.

1. Lot No. and Survey No.;
2. Name of beneficiary/claimant;
3. Location of land;
4. Lot No. and Survey No. of adjoining lots or names of adjoining owners, starting from 1-2 clockwise;
5. Description of point of reference; the bearing and distance from the point of reference to corner of the lot;
6. Bearings and distance of boundary lines tabulated in consecutive order;
7. Area in square meters;
8. Meridian used and if applicable, the zone of the grid system;
9. Bearings used (True or Grid);
10. Coordinates of corner 1 (Northing and Easting);
11. Description of each corner as marked on the grounds;
12. Original Survey Number and Date of Survey;
13. Date of Subdivision Survey and Approval; and
14. Name of Geodetic Engineer who executed the Subdivision Survey.

2. This format may also be used in the preparation of Transfer Certificate of Titles (TCT) for socialized low-cost housing project.

3. For uniformity, the standard format to be observed by all units in DENR who are authorized to issue technical descriptions shall be as per attached sample.
4. This Order shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

NOTE: Attached sample omitted

Administrative Order
No. 60
June 25, 1990

**SUBJECT: Execution of Control and Political
Boundary Survey of Municipalities With
No or Limited Unsurveyed A and D Areas**

Consistent with the plan of the National Mapping and Resources Information Authority (NAMRIA) in coordination with the Lands Management Bureau (LMB) to embark on the establishment of a national geodetic control network, the execution of control and political boundary survey of municipalities with no or limited unsurveyed A and D areas to be surveyed shall be undertaken by the administration.

1. As a matter of policy, execution of control and political boundary survey of municipalities with extensive Public Land Subdivision (PLs) Surveys and with no or limited unsurveyed A and D areas shall be executed by administration except as otherwise provided herein.
2. The establishment of political boundaries shall be undertaken by the Field Network Survey Parties (FNSPs).
 - 2.1 The FNSP shall prioritize the execution of political boundary survey depending on the request or need of the municipalities;
 - 2.2 A feasibility study together with the activity costing of the project shall be prepared and additional funds for the execution thereof shall be released to the FNSP;
 - 2.3 The unit of work measurements shall be kilometers of control and number of political boundary monuments established including its length in kilometers.
3. When funds shall have been appropriated in our budget solely for the establishment of political boundaries, the execution thereof may be contracted out to qualified private geodetic engineers. The cost of the project shall be determined by activity.
4. The verification and approval of the political boundary survey shall be done in the Regional Offices concerned after the approval of the main control.

- 4.1 The Regional Offices concerned shall, after approval of the political boundary surveys, forward to the LMB (a) fieldnotes; (b) original computation sheets; (c) original political boundary map (reproducible or drafting film); (d) monument control books (drafting film) which describe the political boundary monuments, their grid and geographical coordinates for proper documentation.
5. All concerned officials are hereby enjoined to comply and implement these instructions.
6. All orders/circulars and other issuances that are inconsistent herewith are hereby revoked or modified accordingly.
7. This Order is for the good of the public service and shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

**Administrative Order
No. 66
July 17, 1990**

**SUBJECT: Prescribing Guidelines in the Inventory
of Alienable or Disposable (A or D)
Lands**

Pursuant to Executive Order No. 192 and for the guidance and compliance of all concerned, the following guidelines are hereby prescribed in the inventory of Alienable or Disposable (A or D) lands of the public domain:

A. Definition of Alienable or Disposable Lands

Alienable or Disposable Lands refer to those lands of the public domain which have been subject of the present system of land classification and declared as not needed for forest purposes.

B. Source Documents

1. To determine the land disposition status, survey status and land use for every municipality, the CENRO concerned shall insure that the following reference and source documents/materials are adequately collected and compiled in its Records and Surveys Section:

1.1 Patented/Subsisting Public Land Applications (PLAs);

1.2 Survey Returns;

1.3 Projection/Cadastral Maps;

1.4 Land Data Record Sheets generated from the investigation reports; and

1.5 Land Classification Maps.

2. Data on titled lands shall be gathered from the Register of Deeds concerned.

C. Operating Procedures

1. Preparation of Land Information Register

1.1 A Municipal/City Land Information Register shall be prepared for each municipality in accordance with LOC 131 hereto attached and marked as IAD Form No. 1.

- 1.2 The duplicate copy of the IAD Form No. 1 shall be forwarded to the PENRO to serve as a document in the preparation of the Provincial Land Information Register using the herein prescribed format and marked as IAD Form No.2.
- 1.3 The Provincial Information Register shall consist of the following:
 - 1.3.1 Name of municipalities and cities alphabetically listed within the province;
 - 1.3.2 Number of surveyed lots within the municipality and its aggregate area;
 - 1.3.3 Number of lots covered by title or patent (judicial or administrative) and its aggregate area; and
 - 1.3.4 Land uses segregated into the following major categories:
 - 1.3.4.1 Agricultural
 - 1.3.4.2 Residential
 - 1.3.4.3 Commercial/Industrial
- 1.4 The Provincial Land Information Register shall be forwarded to the Regional Office and shall be submitted to the Lands Management Bureau (LMB).

2. Preparation of Provincial Map

- 2.1 A Provincial Survey Status Map shall be prepared by the Regional Office to illustrate the surveyed portion of A or D parcel in a given province.
- 2.2 A Provincial Land Disposition Status Map Overlay shall be prepared to show the surveyed portion covered by title/patent.
- 2.3 A Provincial Land Use Map Overlay shall be prepared to illustrate the land use pattern.

2.4 The Provincial Survey Status Map (and its corresponding thematic map overlays), the Provincial Land Disposition and Land Use Maps shall be drawn in duplicate on stable base drafting film with specification similar to those prescribed for Provincial Base Map.

2.5 The duplicate copies of the maps stated in item (2.4) shall be submitted to the Lands Management Bureau.

3. **Updating and Maintenance**

3.1 The updating and maintenance of the Land Information Registers, Maps and Overlays shall be done on a quarterly basis.

D. In view thereof, the LMB Director, Regional Executive Directors (REDs) and all concerned officials of the Department are hereby directed to oversee the full implementation of the above-prescribed guidelines.

E. This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order
No. 67
July 17, 1990

**SUBJECT: Guidelines in the Implementation of the
"Handog Titulo" Program**

For the effective and efficient implementation of the "Handog Titulo Program", the following guidelines are hereby prescribed:

1. Implementing Approaches

In implementing the "Handog Titulo" Program, the three (3) approaches hereunder shall be observed:

- a. In areas where most of the classified alienable and disposable lands (A&D) are already titled, the traditional system of individual investigation shall be applied.
- b. In areas where most of the A & D lands are not yet titled, the project approach which calls for mass acceptance of public land applications and carpet investigation shall be applied.
- c. In areas where there are on-going cadastral survey projects, the approach to be used shall be advance acceptance and processing of public land applications. This approach shall allow land claimants to file their public land applications to the DENR representative in the area while the cadastral survey is on-going. Processing of these applications shall proceed while awaiting the approval of the survey returns. However, no order of approval/award and issuance of patent shall be issued unless the survey is approved.

2. Filing of Public Land Applications

- a. All public land applications filed after December 31, 1987 and before the effectivity of Republic Act No. 6940 on April 16, 1990 must be refiled in the Community Environment and Natural Resources Offices (CENROs) concerned.

- b. In approaches (1b) and (1c), the CENRO shall establish a public land application filing center where the representative can conduct mass acceptance of application. The filing center shall be located in the most accessible place in the municipality or in the barangay where the land is located. The establishment of a filing center must always be done in coordination with the local officials concerned.
- c. The Municipal Agrarian Reform Office (MARO) of the Department of Agrarian Reform (DAR) shall be immediately furnished a copy of the application only for those concerning agricultural lands filed for the issuance of a certification on the acceptability of the applicant as a CARP beneficiary.
- d. The new numbering system for public land applications shall apply for all applications filed under this Program, as provided for under DENR Administrative Order No. 55, Series of 1990.
- e. All existing rules and regulations governing the filing and acceptance of public land applications consistent herewith shall apply to this program.

3. Investigation and Processing of Applications

- a. In the conduct of investigation, the investigator shall accomplish the Land Data Record Sheet as prescribed by LOC 131 in addition to the usual investigation report.
- b. In the "individual lot" approach, investigation shall not be limited to the subject lot only but must include the adjoining lots. The investigation of the adjoining lots shall also be done in accordance with the preceding paragraph.
- c. Investigation under approaches (1b) and (1c) shall be done through the carpet or mass investigation process. All Land Data Record Sheets generated shall be processed by the Land Management Section of the CENRO concerned in accordance with the requirements of LOC 131.
- d. The joint certification requirements under DAR-DENR Joint Administrative Order No. 2-88 shall be attached to all applications filed covering agricultural lands before any further action is made.

- e. Innovative approaches in the investigation and processing of public land applications shall be encouraged as long as they are within the purview of applicable laws.

4. Issuance of Patents

- a. The new numbering system of patent distribution shall apply, provided under DENR Administrative Order No. 55, Series of 1990.
- b. No patent shall be transmitted to the Register of Deeds unless all prescribed administrative fees shall have been fully paid.
- c. To ensure the effective implementation of Republic Act No. 6940, the Provincial Environment and Natural Resources Officers (PENROs) are enjoined to seek the assistance of the Register of Deeds to facilitate the registration and on-site distribution of patents particularly in approaches (1b) and (1c).

5. Collection of Fees

- a. Application and other administrative fees shall be paid upon the filing of applications. However, in some meritorious cases where an applicant cannot afford to pay, the collection of filing fees can be postponed until the public land applications shall have been processed and before transmittal of the patent to the Register of Deeds.

The CENRO concerned shall have the responsibility to determine circumstances when an applicant cannot afford to pay. In such cases, a promissory note must be submitted by the applicant.

- b. In cases where the patentee cannot afford the cadastral cost, said cost shall be annotated at the back of the patent as lien.

6. Information and Education Campaign (IEC)

- a. To ensure effective implementation of this program, all field units concerned shall develop and implement intensive educational and information campaign.
- b. PENROs are enjoined to seek the assistance of local officials in the conduct of educational and information campaign, including the mobilization of the applicants.

7. All prescribed judicial and other forms shall be used in the filing of applications and in the issuance of patents.
8. All orders, circulars and other issuances inconsistent with these provisions are hereby repealed or modified accordingly.
9. This order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

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

**Administrative Order
No. 72
August 13, 1990**

**SUBJECT: Survey Standard Instrumentation and
Procedures in the Verification and
Approval of Maps in the Department of
Environment and Natural Resources**

Pursuant to DENR Administrative Order No. 1 dated January 13, 1988, and in line with the continuing program of organizational development improvement, and in order to further enhance the capability, efficiency and the effectiveness of the Department's survey verification and monitoring functions and in meeting the ever increasing demands for varied land maps in the implementation of the Comprehensive Agrarian Reform Program and other related technical services of numerous land based undertakings of both the government and private sectors, the following survey standards, equipment and procedures are hereby adopted for the guidance and compliance of all concerned.

A. Cadastral Land Surveys

Cadastral Survey shall cover the survey of extensive areas of lands for more accurate delineation of timberland and classified delineation, and the individual survey of lots for registration proceedings, agricultural development, or for any other purposes deemed necessary.

The method, conduct and terms of survey shall be governed by the Lands Administrative Order No. 4 dated 3 July 1980, more commonly referred to as the Manual for Land Surveys in the Philippines, and the Most Recent Version of Instruction to Bidders being adopted by the Department, except for provisions superseded by the introduction of new policy guidelines and procedures introduced by this Administrative Order or subsequent issuance that may later be signed.

B. Survey of Integrated Social Forestry (ISF) Areas:

- 1) The perimeter survey of the ISF shall be surveyed with procedures, precision and standards prescribed for the kind of survey and using calibrated and registered surveying instruments that could give the require precision.

- 2) **In case of the on-going Cadastral Projects, the perimeter survey of ISF areas shall be surveyed concurrently with the lot boundary surveys in A & D areas and projected in Cadastral or Social Forestry Maps.**
- 3) **The perimeter survey of the ISF areas upon issuance of the survey authority by the RED shall be conducted based on the sketches prepared by the Land Evaluation and Survey Team with the guidance of the Forestry Officer assigned by the RED to the project.**
- 4) **The survey shall be tied to any reference point of known position established by a circuit or loop traverse of tertiary precision. If EDM is used, it shall be periodically tested over a line of known length to verify the instrument constant and check for frequency drift.**
- 5) **The corners of the prominent turns of the boundaries shall be defined by concrete monuments 15 x 15 x 50 cm. marked on top "ISF" and the monument number below it, set 40 cm. in the ground. The rest to be "X" marks on immovable or fixed hard rocks or boulders with exposed surfaces of more than one meter in diameter, trees belonging to the first group or indigenous or living edible fruit trees.**
- 6) **The parcellary mapping of the individual ISF awards within the ISF areas shall be undertaken by the Administration using instrument of lesser precision or lower standards such as tachimetry or stadia methods.**
- 7) **Preparation of Social Forestry Maps**
 - 7.1 **In the case of perimeter survey and parcellary survey of the ISF areas in previously cadastrally and not yet cadastrally surveyed municipalities, the survey shall be plotted on the isolated survey plan form and the survey symbol shall be "SF-Regional Code Number xxxxx". The plan and the survey record shall be verified and certified correct only by the Chief, Regional Surveys Division after its verification to prevent its use in titling.**

- 7.2 In the case of an on-going cadastral, an overlay of the cadastral map segregating the forest land shall be prepared. This overlay shall be prepared similar to the cadastral map in all aspects but shall be called SFM instead of CM. The perimeter survey of the ISF parcels shall be plotted on the SFM and numbered consecutively from ISF-Parcel 1, ISF-Parcel 2, etc.

C. Mineral Land Surveys:

- 1) Mineral surveys are surveys for quarry applications, sand and gravel concessions, mining claims, coal and petroleum, and other mineral lands, executed for quarry license/permit, location, patent, lease, concession or production sharing agreement and other mining agreement. These surveys shall now be executed consistent with the standards and precision prescribed for isolated land surveys per Manual for Lands Surveys of the Philippines.
- 2) The mineral survey shall be executed like any isolated survey tied to acceptable reference point of known position, using registered and calibrated instruments such as transit and tapes or Theodolite and EDM.
- 3) The survey shall be plotted on the isolated survey plan form and given the appropriate survey symbol.
- 4) The previously approved property surface surveys and other occupancies shall be plotted in dashes on the mineral land survey plan.
- 5) The mineral land survey returns shall be submitted to the Regional Surveys Division thru the Mines and Geo-Sciences Sector for verification and approval. The plan shall bear the words "Not for Registration in Court".

D. Land Classification Survey:

- 1) Classified forests shall be delimited by a survey of tertiary precision using at least Forestry Transits and prescribed tapes. Photo maps or enlarged rectified aerial photographs may be used as guide in the delimitation of the forest lands before the actual ground survey.
- 2) As far as it is practicable, the boundary shall be marked with parallelepiped concrete markers 15 x 15 x 50 cm. set 40 cm. below surface of the ground leaving a projection of 10 cm. above ground with "FZ" and

marker number engraved on top, whenever concrete monument iron spikes, is not practicable, the corner shall be "x" marks etched on big immovable boulders with exposed surface of at least one meter in diameter defined by natural features, such as creeks, streams, etc., the centerline of which is located by intersection method or by stadia method.

- 3) The delimitation survey shall be plotted in a Land Classification Map (LC Map).
- 4) The surveys of Land Classification shall be under the responsibility of NAMRIA.
- 5) The land use/capability survey shall be the responsibility of the Forest Management Sector.

E. New methodologies and instrumentation such as photogrammetric method and satellite surveying which will be accepted as alternate or a supplemental survey methodologies in the conduct of the above surveys may be approved by the Lands Management Bureau.

F. **Geodetic Control Survey**

The establishment of first, second and third order geodetic network control points shall be the responsibility of the NAMRIA.

G. **The Field Network Survey Parties**

- 1) The Field Network Survey Parties shall densify the existing geodetic control points from the 25 or 10 kilometer density establishment by NAMRIA to service the Cadastral Survey Program.
- 2) The FNSP shall correct previously established Bureau of Lands Location Monuments (BLLMs), Barangay or Barrio Boundary Monuments (BBMs), Provincial Boundary Monuments (PBMs), Municipal Boundary Monuments (MBMs) and other reference points of cadastral surveys to the Global Positioning System (GPS) for transformation into one system to be used in the Cadastral Mapping.
- 3) To be effective and efficient, the FNSP shall be under the direct administrative control of the RED thru the RTD for Lands with the Surveys Division providing the Technical guidance and assistance.

H. Standard Maps

- 1) To avoid confusion as to which agency to approach for particular map requirements and to isolate sole responsibilities on the production, update, maintenance and issuance of maps or portion of information thereof, only the listed agencies shall be made responsible for the maps acknowledged to be under their jurisdiction.

All other information coming from other agencies outside their acknowledged jurisdiction shall be deemed unofficial.

The symbology used, layout and other information indicated on the map shall be determined by the agency responsible for its preparation. The symbols however for those features which are common on all maps like roads, railroads, bridges, etc. shall be the same as those appearing in the topographic maps.

The proposed map assignments per agency and the scales and sizes at which the maps are to be produced are as listed:

Agency	Maps/Plans	Maps Size	Scale	Remarks
a. Lands Service	Cadastral Maps	54 x 54 cm.	1:4000	Presently being adopted
			1:2000	Sectoral map being adopted
			1:1000	- do -
			1:500	- do -
			1:250	- do -
	Barangay Municipal Boundary	54 x 54 cm.	1:4000 and its derivatives	being adopted
	Index Maps (BBIM, MBIM)			

Agency	Maps/Plans	Maps Size	Scale	Remarks
	: Isolated Survey Plan	: 42 x 54 cm.	: 1:100 and its derivatives	: Verification and approval
b. Mines Service	: Geologic Map	: 75 x 55 cm.	: 1:50000	: Presently being adopted
	: Mineral Land Survey Map	: 54 x 54 cm.	: 1:250000	: - do -
	: Phil. Mineral Rights Master Maps	: 60 x 75 cm.	: 1:250000	: - do -
c. Forestry Service	: Integrated Social Forestry Maps	: 54 x 54 cm.	: 1:4000	: - do - except standard size
	: Forest License Maps	: 54 x 54 cm.	: 1:1000 and its derivatives	: - do -
d. NAMRIA	: Land Classification	: Variable	: 1:25000	: Presently being adopted (previously on scale 1:20000)

The above-mentioned maps shall be identified by sheet number explained in Annex A.

In the production of maps, the traverse mercator projection shall be used. The UTM shall be used for all topographic maps on scales 1:10000 and smaller. A pair of PTM (PPCS) lines shall be shown on topographic maps to aid local surveyors and other users familiar with the use of the Philippine Plane Coordinate System. For maps on scales larger than 1:10000. this system (PPCS) shall remain to be used.

FULGENCIO S. FACTORAN, JR.
Secretary

NOTE: Annex A missing

**Administrative Order
No. 72-1
November 2, 1990**

SUBJECT: Amending DENR Administrative Order No. 72, Series of 1990 to Include National Parks and Other Protected Areas in the Survey Standard Instrumentation and Procedures in the Verification and Approval of Maps in the Department of Environment and Natural Resources

In the interest of the service and in order to standardize the verification and mapping procedures for national parks and other protected areas, DENR Administrative Order No. 72, Series of 1990 is hereby amended to include the following:

D-a Survey of Proposed National Parks or Protected Areas

1. The area shall be surveyed by the Land Classification Survey Team assigned in the Regional Offices, upon issuance of the survey authority by the Regional Executive Director, based on evaluation report of the Regional field personnel and PAWB;
2. The survey shall be plotted by the LC Team in their usual procedures. The Regional Office shall forward the original map with technical description to the DENR for approval of the Secretary.

D-b Relocation Survey of Existing National Parks and Other Protected Areas

1. The relocation or delimitation survey of the national parks and other protected area boundaries shall be done by NAMRIA based on the technical description in the Proclamation.

D-c Monumentation of Boundaries

1. The boundaries of the national parks and other protected areas shall be marked permanently with concrete monuments on the ground.
2. Size of concrete monument 15 x 15 x 50 cm.

3. This shall be done by the party conducting the survey.

D-c The Standard Map Size and Scale Shall be as Follows:

Maps/Plans	Size	Scale	Remarks
1. National Park map	: Variable	: 1:50,000	: Presently adopted
2. Marine Park map	: - do -	: 1:50,000	: Presently adopted
3. Marine Reserve map	: - do -	: 1:50,000	: Presently adopted
4. Game Refuge and Bird Sanctuary map	: - do -	: 1:50,000	: Presently adopted
5. Municipal/Barangay Tree Park	: 21 x 33 cm.	: 1:500	: Presently adopted

This Order takes effect immediately and amends Administrative Order No. 72 Series of 1990.

VICTOR O. RAMOS
Acting Secretary