

Memorandum Circular
No. 13
September 20, 1991

SUBJECT: Precedures on the Use of the New
Numbering System for Land Surveys

In conformity with the prescribed NEDA RURBAN CODE, also known as the Philippine Standard Geographic Code (PSGC) which facilitates the computerization of the inventory of survey plans and records, and in order to provide uniformity and efficiency in the numbering of all kinds of surveys, the following procedural guidelines are hereby issued for the guidance and compliance of all concerned:

1. The new numbering system shall adopt the prescribed NEDA RURBAN CODE and shall consist of four (4) parts, as follows:
 - 1.1 The first part shall be the **survey symbol** consists of two (2) to three (3) characters (e.g. Psu, Csd, etc.);
 - 1.2 The second part consists of six (6) characters or digits which indicate the location of the survey. This part represents the **inter-level code** at the region, province and municipality levels, each represented by a two-digit number ranging from 01-99.

The inter-level code consists of two parts, namely: (a) region code, and (b) municipality identifier. The region code is represented by the first two-digit number and the municipality identifier consists of the last four digits. For example: **7310**. The first two digits (73) represent the provincial and followed by another two digits (10), the municipality code.

The following diagram illustrates this part of the new numbering system:

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:-----Region Code-----:
:                               :
: INTER-LEVEL 097310         :
:      CODE   ----          :
:-----Municipality Identifier-----:
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where:

- 09 - Region IX (Western Mindanao);
- 73 - Province of Zamboanga del Sur; and
- 10 - Municipality of Kabankalan;

- 1.3 The third part is the serial number of the survey which usually starts with a number "1" and increasing numerically as entered in the Registry Book; and
- 1.4 The fourth part of the numbering system is a one-letter suffix letter (D) which indicate that the survey was conducted by Geodetic Engineer in private practice. Absence of this suffix-"D" means that the survey was undertaken by the government.

Illustration:

Psu - 043401 - 000001 - D

where:

- Psu - survey symbol
- 043401 - interlevel code
- 000001 - Serial number of the survey
- D - Survey undertaken by the private sector

- 1.5 For lands covered by the Comprehensive Agrarian Reform Program or CARP, a suffix AR shall be appended to the survey number instead of OLT.
- 2. The present system of classifying the surveys in accordance with the survey symbols in Appendix II of the MLSP shall continue to be followed.
- 3. The serial numbering in numerical order of the surveys belonging to a survey class shall start from the last number issued under the old system.

Illustration:

Last Survey Numbering	Start of New Survey Numbering
a) Psu-02-000148	Psu-021525-000150
Psu-02-000149	Psu-020906-000151
b) Ccs-01-000581	Ccs-015512-000583

Ccs-01-00582

Ccs-013320-000584

c) Psd-09-015763

Psd-096615-015764

Psd-097005-015765

Psd-090701-015766, etc.

4. Survey approved using the old survey numbering system shall be integrated into the computerized listing of the present system as exemplified by the following illustration:

a) Fp-9723, a free patent survey located in Malaybalay, Bukidnon;

b) Csd-11-007099-D, located in General Santos, South Cotabato;

c) H-138662, located in San Carlos, Negros Occidental;

d) H-V-3149, located in Angadanan, Isabela; and

e) F-(XII-1)-21615, located in Dinaig, Maguindanao shall be assigned RURBAN CODES as follows:

OLD SURVEY NO.

RURBAN CODE

Fp-9713

F-101312-009713

Csd-11-007099-D

Csd-116303-007099-D

H-138662

H-064524-138662

HV-3149

H-023102-003149

F(XII-1)-21615

F-123807-021615

All surveys submitted for verification and approval three (3) months from the date of approval of this Order shall be processed using the new numbering system provided herein.

All other orders, circulars or instructions inconsistent herewith are hereby repealed and/or amended accordingly.

This order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Memorandum Order
No. 7
June 24, 1991

SUBJECT: Exempting the Low Income Upland Communities Project (LIUCP) from Section 7 of DENR Administrative Order No. 4 Series of 1991

1. One of the conditions of the Loan Agreement for the Low Income Upland Communities Project (LIUCP) is for the Government of the Philippines to make available, promptly as needed, the funds, facilities, services, land and other resources which are required for the carrying out of the said Project.
2. Specifically, Section 13, Schedule 6 of the Loan Agreement mandates the DENR to ensure that appropriate land tenure instruments are issued to Project beneficiaries prior to the scheduled delivery of Project services.
3. To ensure the availability of the areas needed by the Project and in compliance with the provisions of the Loan Agreement, the Project areas of LIUCP as herein specified are hereby exempted from the prohibitions contained in Section 7 of DENR Administrative Order No. 4, Series of 1991:

Malaylay-Bucayao Watershed	-	32,017 Has. Forest Zone
Pola Watershed	-	15,694 Has.
Bongabong Watershed	-	40,283 Has.
Kabilyan Watershed	-	5,312 Has.
Caguray Watershed	-	36,159 Has.
Abra de Ilog-Mamburao Watershed	-	32,926 Has.

provided, existing Contract Reforestation Projects and established plantations under Regular Reforestation Projects shall be excluded from the areas being applied for CSC/CFSA.

4. All concerned offices shall coordinate closely with the Provincial Project Management Office of LIUCP to effect this exemption.
5. This Order takes effect immediately and shall be in force for the entire Project duration or until otherwise revoked.

VICTOR O. RAMOS
Undersecretary for Field Operations

Memorandum Order

No. 11

October 25, 1991

SUBJECT: Prescribing a Revised Format of Survey Authority, and Specifying the Information that must be Mentioned in the Inspection/Investigation Report to Support the Issuance Thereof

1. Very evident from Section 504 of the Manual for Land Surveys in the Philippines is the fact that the practising geodetic engineers, rather than the land claimants/landholders, are the clientele of the then Bureau of Lands (now DENR-LMS). This further substantiated by the fact that when there is a defect in the survey, it is the geodetic engineer who is called upon to correct. As the Survey Authority is issued premised on the compliance with technical requirements, perforce, the issuance thereof shall be addressed direct to the geodetic engineer, if only to remind him of his professional responsibility, and to remove confusion as to the misperceived relationship of the survey claimant with the DENR-LMS. The attached Survey Authority is a revised format for this purpose and shall be used accordingly.
2. It has been observed that inspection/investigation reports submitted to support the issuance of Survey Authority are quite divergent. Some contain unnecessary information while others lack the necessary information leading this Office to conclude in some instances that the Survey Authority was issued merely on the basis of the recommendation of the inspecting officer rather than on the information contained in his report. To expedite the verification and early approval of isolated surveys, it is directed that the following information be mentioned in the inspection/investigation report on request for survey Authority.
 - 2.1 Whether or not the land to be surveyed is within A&D Zone and indicating the Block No., LC Map No., and date of certification; state verified location of land;
 - 2.2 Whether or not the land is within civil or military reservation;
 - 2.3 Whether or not the land is free from claims or conflicts; (attach certification of Barangay Captain to this effect);
 - 2.4 Whether or not the land is covered by a subsisting public land application; if so, state the type of application;

- 2.5 Whether or not the land is covered by a pending land registration case or subsisting court litigation/s;
- 2.6 The actual use of the land: whether residential, commercial, industrial or for farming purposes;
- 2.7 The actual occupant of the land, if any;
- 2.8 The specific purpose for the survey;
- 2.9 The percentage of mangrove canopy cover in the case of land suitable for fishpond.

The inspection/investigation report shall also contain the sketch of the land at the back thereof. Also copies of the earliest and latest tax declaration shall be attached.

3. Compliance with this Order is enjoined.
4. This order shall take effect immediately.

VICTOR O. RAMOS
Undersecretary for Field Operations

NOTE: Form Omitted

**Circular
No. 5
July 11, 1991**

**SUBJECT: Amendment/Addendum to DENR
Department Circular No. 3, Series of 1990**

1. In the interest of service and to afford a chance for other ancestral land claimants outside Baguio City or within the rest of the Cordillera Provinces to avail of the benefits of DENR Special Project on Ancestral Lands, Rule II, Section 2 of the Department Circular No. 3, Series of 1990 is hereby amended by extending the deadline within which to file the applications for ancestral lands until December 31, 1991.
2. Section 13-A is hereby added to Section 13, Rule II, to read as follows:

"Section 13-A. Ancestral land claimants whose applications are found to be meritorious and published in accordance with the preceding Section shall bear the cost of the publication."

3. This Circular shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Circular

No. 6

September 2, 1991

**SUBJECT: Verification and Approval of Cadastral
Project (Main and Subsidiary) Controls**

1. In accordance with the decentralization program of the DENR, Regional Offices particularly the Land Sectors are hereby authorized to verify and approve the project main and subsidiary controls in a cadastral project within their respective jurisdictions. However, regional offices who feels that their technical men are not yet capable of performing the verification work thereon may continue to submit such survey returns to the Lands Management Bureau during the transition period, provided that the Region must set up the mechanism in the Regional Offices as soon as possible. This transitional arrangement is intended not to disrupt the operations but to expedite approval of the cadastral projects.
2. The main project (primary and secondary) controls shall be established in accordance with the provisions as prescribed in the Manual for Lands Surveys in the Philippines.
3. Verification and approval of political boundary control surveys in a cadastral project shall be done after the approval of the main project controls of the cadastre. Likewise, the verification and approval of the political (i.e. barangay) boundary surveys shall precede the verification and approval of lot surveys. Considering the effect of the approved project main controls to the lot surveys, the accuracy of the verification, computations, analysis and adjustments in respect to adjoining approved cadastral projects, shall be the responsibility of the approving official.
4. The Regional Offices shall submit to the Lands Management Bureau thru the Chief, Geodetic Surveys Division the following documents after the verification and approval of:
 - 4.a Project main and subsidiary control surveys:
 - 1) Original computation sheets,
 - 2) Original project control map (drafting film),
 - 3) Monument description book (drafting film) which describe the primary control stations and location monuments (BLLMs), their grid and geographic coordinates, azimuths and distances,

etc. Certified technical data thereof shall also be furnished the project chief for use in the execution of the project.

- 4.b Political boundary control surveys (the processing having been decentralized in May 24, 1989):
- 1) Original computation sheets,
 - 2) Original political boundary map (drafting film),
 - 3) Monument description book (drafting film)
- 4.c Cadastral lot surveys (a function decentralized in 1973): Set of whiteprint copy of:
- 1) Barangay boundary and index map (BBIM) or Case boundary and index map (CBIM),
 - 2) Municipal boundary and index map (MBIM),
 - 3) Cadastral maps,
 - 4) Lot description,
 - 5) Copy of report in previously approved survey (Sec. 696, 711),
 - 6) Copy of report in private claims inside public land area, and ISF claims within unclassified public forest; government lands and mineral lands (Sec. 724, 736 ff., 739 ff. of MLSP), and foreshore lands.

Two set of items 4.c (1) to (4) shall be submitted to include the copy for the Land Registration Authority.

5. The Lands Management Bureau shall extend its technical assistance to the Regional Offices by initiating on-the-job training of regional surveys division personnel on the verification of project main and subsidiary controls.
6. If necessary, the Lands Management Bureau shall monitor and conduct a random verification of approved projects in the region to ensure accuracy and satisfactory results. Erroneous verification of main controls will result to conflict in lot surveys and the region must be notified immediately.
7. All concerned officials of the department are hereby enjoined to see to it that these instructions are complied with.

8. DENR Lands Circular No. 1 dated May 24, 1989 and other circulars and issuances that are inconsistent herewith are hereby repealed or modified accordingly in so far as Project main and subsidiary controls are concerned.
9. This Circular shall take effect immediately.

VICTOR O. RAMOS
Undersecretary for Field Operations