

DENR MEMORANDUM CIRCULAR

No. 33

September 05, 1994

SUBJECT : Preparation of Land Use Maps

During the recently concluded PENRO-CENRO conferences and Davao MANCON, one of the main policy issues that cropped up was the allocation of DENR administered lands to their proper land uses. It is apparent that the sectoral bureaus/services have their own priorities that the need for proper land uses allocation guidelines is paramount.

While these guidelines are to be prepared, instruct your CENROs to prepare present (actual legal and illegal) land uses of their respective jurisdiction in a 1:50,000 scale map to be completed by the end of October 1994. The PENRO in turn, shall prepare their respective land use plans in the same scale of 1:50,000 to be completed by the end of the year 1994. The REDs will review and consolidate the PENRO plans for the Regional Land Use Plans to be ready before the end of the first quarter, CY 1995.

It is encouraged that the CENRO land use maps be publicly displayed for obvious reasons.

The Planning and Policy Office aside from formulating the land use guidelines shall monitor the progress of these instructions and study the inclusion of this important activity as a KRA for the respective CENROs, PENROs and REDs.

FOR STRICT COMPLIANCE.

BEN S. MALAYANG III
Undersecretary for
Field Operations

DENR Memorandum Circular
No. 37
October 05, 1994

SUBJECT : Amendment of Memorandum Circular No. 13, Series of 1991 Entitled "Procedures on the Use of the New Numbering System for Land Surveys".

To simplify the numbering of survey plans, Memorandum Circular No. 13, s. 1991 is hereby amended insofar as the replacement of survey number at the lower right hand corner is concerned:

1. Instead of using the RURBAN CODE in the numbering of survey plans, the numbering shall revert back to the old system.

To illustrate, what was formerly PSU-04301-0000001-D where

Psu	-	Survey Symbol	
04	-	Region Code)
34	-	Province Code)
01	-	Municipality Code)

RURBAN CODE

the numbering shall be Psu-04-0000001-D where:

Psu	-	Survey Symbol
04	-	Region Code
0000001	-	Survey Serial No.

2. The RURBAN CODE shall be entered in the line for RURBAN CODE above the location of the survey (middle portion of text of the plan.)
3. The numbering of the approved surveys as indicated in Paragraph 3 of Memorandum Circular No. 13, s. 1991 shall continue. However, the RURBAN CODE (Region-Province-Municipality) shall be entered in the line for RURBAN CODE instead of on the lower right hand corner of the plan.

4. For uniformity of reckoning the numbering of survey plans, this amendment shall be applied on all kinds of surveys received thirty (30) days after the approval date of this circular.
5. This circular takes effect immediately.

ANGEL C. ALCALA
Secretary

DENR Memorandum Circular
No. 41
December 02, 1994

SUBJECT : Instructions Relative to the Acceleration of Patent Issuance in Support to CARP.

In order to further accelerate the implementation of the "Handog Titulo" Program and to enable the DENR to meet its commitments under the Comprehensive Agrarian Reform Program of the government, the following instructions are hereby issued for the guidance of all concerned:

1. Matters pertaining to Pending Public Land Applications
 - 1.a CENROs/PENROs are directed to physically assess all pending applications with its corresponding status and initiate necessary disposition action on those applications.
 - 1.b For purposes of public information, the following activities must be undertaken:
 - 1.b.1 The list of applicants with pending applications shall be exhibited/posted for fifteen (15) days at any Barangay Hall or at any conspicuous place for validation and reconfirmation of their applications.
 - 1.b.2 Announcement thru the Radio with specific date wherein all the applicants and prospective applicants will be gathered in a specified place with the assistance of the DAR-MARO in accordance with the DAR-DENR Memorandum of Agreement dated June 7, 1994 to facilitate acceptance of new public land applications and likewise confirm pending applications.
 - 1.b.3 Publication of notices in a local newspaper.

1.c The participation and/or assistance of Barangay officials and/or any person of sufficient credibility and who is a resident of the Barangay for more than one (1) year shall be enjoined in the confirmatory process.

2. Matters pertaining to processing/investigation of public land applications.

2.a All CENROs, PENROs, RTDs for Lands and REDs are directed to impose a period of not more than seventy two (72) hours, upon receipt of public land applications within which to comply and or prepare the necessary action(s) relative to the processing of all Public Land Applications. The same period shall be applied to applications pending and/or under investigation.

2.b The seventy two (72) hours deadline shall be suspended when the processing and/or investigation of public land applications is prevented by force majeure (typhoon, flood, and similar calamities), critical peace and order situation which are not within the control of the officer concerned.

In these cases, the Land Investigator shall not hold action on the application but must return the same to the Records Officer.

3. Matters pertaining to Records of Public Land Applications

3.a All public land applications shall be logged and recorded by the Records Officer before these shall be assigned for processing or investigation.

3.b At the end of every working day, all records pertaining to public land applications shall be turned over to the Records Officer concerned for safekeeping. However, applications assigned to Land Investigators shall be turned over to the Records Officer including their reports on or before the end of the seventy two (72) hours prescribed above.

- 3.c To ensure the adoption and implementation of the new DENR Land Records Management System (LRMS), a records storeroom shall be created in the CENROs/PENROs. The records storeroom shall be separate and distinct from all other records in the office. Corollary to this, strict implementation of DAO No. 36, series of 1993 prescribing the Records Management System for the Lands Sector is enjoined.
4. This Circular shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

RICARDO M. UMALI
Undersecretary for Natural Resources

BEN S. MALAYANG III
Undersecretary for Field Operations

ABELARDO G. PALAD, JR.
Director, Lands Management Bureau

DENR Memorandum Circular

No. 42

December 15, 1994

SUBJECT : Guidelines for the Qualitative Assessment of Monitoring Performances of Regional Offices Relative to Land Distribution Activities Under CARP.

In order to assess the DENR's commitment in the land distribution activities of the Comprehensive Agrarian Reform Program (CARP) and to provide incentives to field operators who have exerted extra efforts in the attainment of their commitment, the following guidelines are hereby prescribed:

1. The rating on the Key Result Area (KRA) activity shall still be determined using the budgetary targets.
2. The extra effort exerted by the field implementors from October to December 1994 will be the basis of the qualitative assessment and shall be determined primarily from the Region's performance on the preliminary and intervening activities leading to Patent Issuance. Other qualitative indicators shall also be considered if they are found to have meaningful contribution to the overall effort of the Department in attaining its goal or in the strengthening of our capability to absorb high targets.
3. These preliminary and intervening activities which have assigned weights, are as follows:

3.1 For Patent Issuance

- a. Inventory of Categorized pending applications
- b. Information Education Campaign
- c. Confirmatory investigation
- d. Processing

- e. Preparation of Patent
- f. Approval and Signature of Patent

3.2 For ISF

3.2.1 Parcellary Survey

- a. Conduct of Community assemblies/ dialogue re: conduct of survey
- b. Actual lot survey
- c. Monumenting
- d. Map preparation
- e. Map reproduction

3.2.2 Processing and Issuance of CS

- a. Review Evaluation of CS Application
- b. Preparation and reproduction of SA/CS
- c. Discussion of the terms and conditions and signing of the SA by the grantee
- d. Review and approval of SA/CS
- e. Entry of Stewardship area in CENRO control map and Registry Book
- f. Issuance of CS

- 4. The assigned weights per activity shall be determined by the DENR-CARP National Secretariat who will likewise conduct a monitoring and validation exercise on a random basis between October to December 1994.
- 5. The qualitative assessment shall only be applied if the regions have met their targets based on the approved Work and Financial Plan (budgetary target) and viz-a-viz their low and high targets committed during the DENR-CARP National Conference.

6. In this regard, the Region is instructed to submit to the DENR-CARP National Action Officer thru the DENR-CARP National Secretariat a report on the above activities on or before the 15th of the succeeding month.
7. This Circular takes effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

RICARDO M. UMALI
Undersecretary for Natural Resources

BEN S. MALAYANG III
Undersecretary for Field Operations

ABELARDO G. PALAD, JR.
Director, Lands Management Bureau and
DENR-CARP National Action Officer