



## CITIZEN'S CHARTER NO. R6-L-02.APPROVAL OF SURVEYS PLANS

Documents required for the approval of Survey Plans are provided by the requesting party. Submitted Survey Plan will be verified/checked and approved by the DENR.

<b>Office or Division:</b>	Original and Other Surveys Section, Surveys and Mapping Division (SMD), DENR, Region VI			
<b>Classification:</b>	Simple to Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. For Titled and Untitled Property a. Survey Envelope  b. Drafting Film  c. Survey Returns and  d. Supporting Documents  *Complied Checklist Requirements		Requesting Party/Geodetic Engineer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>



1. Submit survey returns for verification and approval	1.1 Preliminary verification of requirements (Checklist)  Survey return that falls on the location with Timberland are forwarded to Land Evaluation Survey Section (LES) for verification to LC Maps	None	15 min.	<i>Cartographer II</i>
	1.2 Prepare the Approve Order of Payment		3-5 min.	<i>Cartographer II</i>
	1.3 Receive and encode Marginal information or upload Digital Land Survey Data (DLSD).	None	5-10 min.	<i>Mathematician Aide II</i>
	1.4 Send Notification to the applicant that the transaction was received and in process	None	Instantaneous	
2. Pay the verification fee	2. Accept payment and issue official receipt	Php. 20.00  Minimum depends on the no. of lots and corners	3-5 min.	<i>Cashier/Administrative Aide VI</i>
	2.1 Encode lot reference of	None	30 min.	<i>Engineering Aide</i>



	survey returns and research data			
	2.2 Project and verify submitted plan	None	30 min.-1 hour	<i>Cartographer I</i> <i>Cartographer II</i>
	2.3 Final Projection	None	20 min.	<i>Cartographer II</i>
	2.4 Verification and cartographic works	None	3 hours (Simple Survey Plans))  1-3 days (complex survey plan)	<i>Mathematician Aide II</i> <i>Mathematician II</i> <i>Engineering Aide</i> <i>Engineering Aide</i> <i>Engineering Aide II</i> <i>Engineering Aide</i> <i>Engineering Aide</i>



				<i>Engineering Aide</i>
	2.5 Final checking/review/countersign and recommend approval of survey returns to Chief Surveys and Mapping Division	None	20 min.	<i>Engineer III</i>
	2.6 Recommend approval to ARD for Technical Services	None	20 min.	<i>Engineer V</i>
	2.7 Sign and approve the survey plan	None	5 min.	<i>Assistant Regional Director</i>
	2.8 Send SMS to applicant that the survey plan has been approved	None	Instantaneous	<i>System generated</i>
3. Pick up approved survey Plan	3. Release approved survey plan		5 min.	<i>Tracer/Releasing Clerk Records Section</i>



<b>TOTAL:</b>	Php. 20.00 Minimum depends on the no. of lots and corners	<b>1-3 days (depending on the weight of the Survey Plans)</b>	<b>Simple (6 hours &amp; 15 min) Complex(3 days, 3 hours &amp; 15 min)</b>
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