

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.

Office or Division:	Original and Other Surveys Section, Surveys and Mapping Division (SMD), DENR, Region VI			
Classification:	Complex to Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals Internal: Field Offices; CENROs and PENROs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Titled and Untitled Property <ul style="list-style-type: none"> a. Survey Envelope b. Drafting Film c. Survey Returns and d. Supporting Documents *Complied Checklist of Requirements		Requesting Party/Geodetic Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE

1. Submit survey returns for verification and approval	1.1 Preliminary verification of requirements (Checklist) Survey return that falls on the location within Timberland are forwarded to Land Evaluation Survey Section (LES) for verification to LC Maps	None	45 min	MARK CABLAS <i>Engineering Aide Original and Other Surveys Section Surveys and Mapping Division</i>
2. Payment of Verification Fees	2.1 Accept payment and issue an official receipt.	Php. 20.00 Minimum depends on the no. of lots and corners	10 min.	MANUELA B. SUBANO <i>Cashier/Administrative Aide VI Records Section Surveys and Mapping Division</i>
	2.2 Assignment of Survey Number Receive and encode Marginal information or upload Digital Land Survey Data (DLSD).		1 hour	HANNAH MAY STA. LUCIA <i>Administrative Assistant Original and Other Surveys Section, Surveys and Mapping Division</i>
	2.3 Checking of the uploaded DLSD against the plan	None	30 min.	HANNAH MAY STA. LUCIA <i>Administrative Assistant Original and Other Surveys Section, Surveys and Mapping Division</i>

	<p>2.4 Encoding of lot reference for survey returns and research data (if needed).</p>	<p>None</p>	<p>1 hour (complex) 2 days (highly technical)</p>	<p>SHIRLY A. UMADHAY <i>Engineering Aide</i> <i>Original and Other Surveys Section, Surveys and Mapping Division</i></p> <p>ERIC RODEO <i>Mathematician I</i> <i>Original and Other Surveys Section, Surveys and Mapping Division</i></p>
	<p>2.5 Projection, verification and plotting in the PM/CM (manually/electronically)</p> <p>Research work:</p> <p>Research Projections/cadastral Maps in the Records Section or in the projection unit</p> <p>Computes the Latitude, Longitude of the subject Lot.</p> <p>Checks the adjoining Lots in the Cadastral Map</p>	<p>None</p>	<p>45 – 90 min.</p>	<p>DAPHNE D. SERVITA <i>Cartographer IV</i> <i>(Projection Unit)</i> <i>Original and Other Surveys Section, Surveys and Mapping Division</i></p>

				<p>CESAR D. QUILAB <i>Cartographer I (Projection Unit) Original and Other Surveys Section, Surveys and Mapping Division</i></p> <p>LEO GARZON <i>Clerk II (Projection Unit) Original and Other Surveys Section, Surveys and Mapping Division</i></p> <p>HEXEL GARRIDO <i>Office Support Staff (Projection Unit) Original and Other Surveys Section, Surveys and Mapping Division</i></p> <p>WILBERT NONO <i>Encoder (Projection Unit) Original and Other Surveys Section, Surveys and Mapping Division</i></p>
	2.6 Final Projection	None	20 min.	

	Final check all the projection aspects on the plan			<p>JOSE GARZON <i>Cartographer IV (Projection Unit) Original and Other Surveys Section, Surveys and Mapping Division</i></p>
	2.7 Verification of Survey Returns and review corners on cartographic works	None	<p>4 hours (simple survey plans)</p> <p>7 days (complex survey plan)</p>	<p>MARIA DONNA P. VIJAR <i>Mathematician II Original and Other Surveys Section, Surveys and Mapping Division</i></p> <p>MARJORIE JEREZ <i>Engineering Aide Original and Other Surveys Section, Surveys and Mapping Division</i></p> <p>FE C. DECLARO <i>Engineering Aide Original and Other Surveys Section, Surveys and Mapping Division</i></p> <p>NELIA SUYO <i>Engineering Aide Original and Other Surveys Section, Surveys and Mapping Division</i></p>

				<p>MARIA SALDIVIA <i>Engineering Aide</i> <i>Original and Other Surveys</i> <i>Section, Surveys and</i> <i>Mapping Division</i></p> <p>JOHN FRANCIS AQUINO <i>Office Support Staff</i> <i>Original and Other Surveys</i> <i>Section, Surveys and</i> <i>Mapping Division</i></p> <p>LORYN MARIE CALAPARDO <i>Office Support Staff</i> <i>Original and Other Surveys</i> <i>Section, Surveys and</i> <i>Mapping Division</i></p>
	2.8 Final verification/ checking/review/layout design/ certification on the plan	None	45 min.	<p>VIVIEN M. ALVAREZ <i>Engineer III</i> <i>Chief, Original and Other</i> <i>Surveys Section</i> <i>Surveys and Mapping</i> <i>Division</i></p>

	2.9 Recommending Approval	None	45 min.	ENGR. ROMULO O. SUMACULUB <i>Engineer IV</i> Chief, Surveys and Control Section Surveys and Mapping Division
	3.0 Approval of survey plan	None	20 min.	ENGR. MELITON B. SOLAS <i>Engineer V</i> Chief, Surveys and Mapping Division
3. Pick up approved survey Plan	3. Release of approved survey plan for updating of status and archiving by the Records Section	None	10 min.	LEASEL L. CELIZ <i>Releasing/Front Desk Office</i> Records Section Surveys and Mapping Division
TOTAL:		Php. 20.00 Minimum depends on the no. of lots and corners	7 to 15 days (depending on the weight of the Survey Plans)	Complex(7 to 15 days) Highly Technical (20 days)