

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	<i>Tracer</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.	<i>Cashier/Administrative Aide VI</i>
	2.2 Assignment of Survey Number Receive and encode Marginal information or upload Digital Land Survey Data (DLSD).		1 hour	<i>Administrative Assistant</i>
	2.3 Checking of the uploaded DLSD against the plan	None	30 min.	<i>Administrative Assistant</i>
	2.4 Encoding of lot reference for survey returns and research data (if needed).	None	1 hour (complex) 2 days (highly technical)	<i>Engineering Aide</i>
	2.5 Projection, verification and plotting in the PM/CM (manually/electronically) Research work: Research Projections/cadastral Maps in the Records Section or in the projection unit Computes the Latitude, Longitude of the subject Lot. Checks the adjoining Lots in the Cadastral Map	None	45 – 90 min.	<i>Tracer</i> <i>Cartographer I</i> <i>Cartographer II</i> <i>Cartographer IV</i>
	2.6 Final Projection Final check all the projection aspects on the plan	None	20 min.	<i>Cartographer II</i>

	2.7 Verification of Survey Returns and review corners on cartographic works	None	4 hours (simple survey plans) 7 days (complex survey plan)	<i>Mathematician Aide II</i> <i>Mathematician II</i> <i>Engineering Aide</i> <i>Engineering Aide II</i>
	2.8 Final verification/ checking/review/layout design/ certification on the plan	None	45 min.	<i>Engineer III</i>
	2.9 Recommending Approval	None	45 min.	<i>Engineer IV</i>
	3.0 Approval of survey plan	None	20 min.	<i>Assistant, Chief Surveys and Mapping Division</i>
3. Pick up approved survey Plan	3. Release of approved survey plan for updating of status and archiving by the Records Section		10 min.	<i>Tracer/Releasing Clerk Records Section</i>
TOTAL:		Php. 20.00	7 to 15 days	Complex (7 to 15 days) Highly Technical (20 days)

	Minimum depends on the no. of lots and corners	(depending on the weight of the Survey Plans)	
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