



CITIZEN'S CHARTER NO. RO-L-02. ISSUANCE OF SURVEY AUTHORITY

This document is an authority given to private Geodetic Engineers (GEs) for the survey of public lands for land titling.

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| Office or Division: | Regulation and Permitting Section, DENR Implementing PENRO, CENRO |
| Classification: | Highly Technical |
| Type of Transaction: | G2B - Government to Business G2C - Government to Citizen |
| Who may avail: | Private Geodetic Engineers and Land owners |

| CHECKLIST OF REQUIREMENTS* | WHERE TO SECURE |
|---|--|
| 1a. Duly accomplished Letter-Request Form from the land owner requesting for survey authority and authorizing certain private GE to conduct the survey (1 original) <i>or</i> | Land Owner/Geodetic Engineer |
| 1b. Duly accomplished Letter-Request Form from the GE on behalf of his/her client (1 original) | Land Owner/Geodetic Engineer |
| 2. Any proof of claim or acquisition of the property | Land Owner/LGU |
| <ul style="list-style-type: none"> ● Latest, Updated Tax declaration for the last year (1 certified copy) | Assessor's Office |
| <ul style="list-style-type: none"> ● Deed of Sale (1 photocopy with accompanying Original Copy) | Land Owner |
| <ul style="list-style-type: none"> ● Extra Judicial Settlement (1 original) | Land Owner, Private Lawyer, Public Attorney's Office, or LGU |
| <ul style="list-style-type: none"> ● Waiver of Rights (1 original) | Land Owner |
| <ul style="list-style-type: none"> ● Other documents | Land Owner/LGU |



| CHECKLIST OF REQUIREMENTS* | WHERE TO SECURE |
|--|---|
| <p><i>*Note: DENR may request for additional documents or combination of documents mentioned above depending on the situation of the application/request</i></p> | |
| <p>3. Survey Authority <u>form</u> duly signed by the applicant and private Geodetic Engineer (1 original, 1 duplicate copy)</p> | <p>Concerned Implementing PENR/CENR Office</p> |
| <p>4. Certification of Land Classification Status</p> | <p>Concerned Implementing PENR/CENR Office</p> |
| <p>5. Scheme of subdivision from GE (1 photocopy)</p> | <p>Geodetic Engineer</p> |
| <p>6. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for (1 original)</p> | <p>Regional Trial Court having Jurisdiction</p> |
| <p>7. Certification from barangay that there is no record of claims and conflict (1 original, 1 duplicate)</p> | <p>Office of the Barangay Captain having Jurisdiction</p> |
| <p>8. Copy of Approved Survey Plan with Technical Description (if with previously approved surveys) (1 blueprint copy)</p> | <p>Geodetic Engineer, Land Owner, or Concerned DENR Regional Office</p> |
| <p>9. Certification of Lot Status (whether titled or not) and land status from LRA (if the municipality is under cadastral proceedings or if there is an old survey) (Private Survey) (1 original, 1 duplicate copy)</p> | <p>Land Registration Authority (LRA) Central Office, Quezon City</p> |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|---|---|-----------------|-----------------|---|
| 1. Submit Letter Request to the Implementing PENR/CENR Office with complete supporting requirements | 1. Check completeness of supporting documents based on the checklist, and receive and enter into the record book. Forward to RPS | None | 1 hour | <i>Records Officer</i> Implementing PENRO/ CENRO Records Unit |
| 1.1. None | 1.1 Receive documents check and verify the lot status in the LAMS allocation book or index card whether covered by any public land application or not | None | 2 hours | <i>Records Officer</i> Implementing PENRO/ CENRO Records Unit |
| 1.2. None | 1.2. Receive request. Prepare Order of Payment | None | 30 min. | <i>Technical Staff</i> Regulation and Permitting Section (RPS) |
| 1.3. None | 1.3. Approve Order of Payment and forward the same to client. | None | 10 min. | <i>Accountant</i> (Implementing PENRO) CENRO or Designated Representative |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|--|---|---|-----------------|----------------------------------|
| 2. Receive Order of Payment and pay corresponding fees | 2. Accept payment, issue Official Receipt (OR) to the applicant | >Php 200.00 Field Inspection Deposit* | 30 min. | <i>Bill collector</i> Cashier |
| 3. Receive OR | 3. Photocopy and attach OR in the request, and record OR number in the Survey Authority form. Forward to Chief, RPS/TSD. | None | 30 min. | <i>Technical Staff</i> RPS |
| 3.1. None | 3.1. Receive request, and assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) | None | 30 min. | <i>Chief</i> RPS/TSD |
| 3.2. None | 3.2. Conduct field investigation, prepare and submit Investigation report with recommendation, and forward the same to Chief, RPS/TSD | None | 7 days | <i>LMI/DPLI</i> RPS/TSD |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|---|--|--|-------------------------------------|---|
| 3.3. None | 3.3. Receive and review request, report, and affix signature in the Survey Authority, and forward to PENR/CENR Officer | None | 30 min. | <i>Chief RPS/TSD</i> |
| 3.4. None | 3.4. Review documents/ reports, and approve and sign Survey Authority | None | 30 min. | <i>PENR/CENR Officer</i> |
| 3.5. None | 3.5. Assign control number on Survey Authority and enters into the record book | None | 30 min. | <i>Records Officer</i> Implementing PENRO/CENRO Records Unit |
| 4. Receive Survey Authority, sign in the duplicate copy | 4. Release Survey Authority to client/GE | None | 15 min. | <i>Records Officer</i> Implementing PENRO/CENRO Records Unit |
| TOTAL: | | >Php 200.00 Field Inspection Deposit | 7 days, 6 hours & 55min. | |

Note: 1. Excluding provinces covered by DMC No. 2019-10
 2. Additional documents may be required for Baguio City per DMC 2007-11



Computation:

***Field Inspection Deposit = (11 x H) + (1 x K) + 110**

where

H = area in hectares per survey plan; a fraction of a hectare is considered one hectare

K = road network distance in kilometers of the survey site from the provincial district office or the official station of inspector