



## 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.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENRO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	Private Geodetic Engineers and Land owners	
<b>CHECKLIST OF REQUIREMENTS*</b>		<b>WHERE TO SECURE</b>
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"> <li>• Latest, Updated Tax declaration for the last year (1 certified copy)</li> </ul>		Assessor's Office
<ul style="list-style-type: none"> <li>• Deed of Sale (1 photocopy with accompanying Original Copy)</li> </ul>		Land Owner
<ul style="list-style-type: none"> <li>• Extra Judicial Settlement (1 original)</li> </ul>		Land Owner, Private Lawyer, Public Attorney's Office, or LGU
<ul style="list-style-type: none"> <li>• Waiver of Rights (1 original)</li> </ul>		Land Owner
<ul style="list-style-type: none"> <li>• Other documents</li> </ul>		Land Owner
<i>*Note: DENR may request for additional documents or combination of documents mentioned above depending on the situation of the application/request</i>		
3. Survey Authority <u>form</u> duly signed by the applicant and private Geodetic Engineer (1 original, 1 duplicate copy)		Concerned CENR Office
4. Certification of Land Status 20		Concerned CENR Office
5. Scheme of subdivision from GE (1 photocopy)		Geodetic Engineer
6. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for (1 original)		Regional Trial Court having Jurisdiction



7. Certification from barangay that there is no record of claims and conflict (1 original, 1 duplicate)	Office of the Barangay Captain having Jurisdiction
8. Copy of Approved Survey Plan with Technical Description (if with previously approved surveys) (1 blueprint copy)	Geodetic Engineer, Land Owner, or Concerned DENR Regional Office
9. Certification of status of land from LRA (if the municipality is under cadastral proceedings or if there is an old survey) (Private Survey) (1 original, 1 duplicate copy)	Land Registration Authority (LRA) Central Office, Quezon City
10. Lot Status (whether titled or not) (1 original)	Land Registration Authority (LRA) Central Office, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Letter Request to the 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> CENRO Records Unit
1.1. None	1.1. Receive request. Prepare Order of Payment and forward the same to client	None	40 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	>Php 200.00 <b>Field Inspection Deposit*</b>	10 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.	None	15 min.	<i>Technical Staff</i> RPS



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
3.1. None	3.1. Receive request, and assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI)	None	15 min.	<i>Chief</i> RPS
3.2. None	3.2. Conduct field investigation, prepare and submit Investigation report with recommendation, and forward the same to Chief, RPS	None	3 days or more depending on the location and size of the area	<i>LMI/DPLI</i> RPS
3.3. None	3.5. Receive and review request, report, and affix signature in the Survey Authority, and forward to CENRO	None	30 min.	<i>Chief</i> RPS
3.6. None	3.6. Review documents/ reports, and approve and sign Survey Authority, and forward to CENRO Records for releasing	None	30 min.	<i>CENR Officer</i> CENRO
3.7. None	3.7. Assign control number on Survey Authority and enters into the record book	None	30 min.	<i>Records Officer</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.8. None	3.8. Release Survey Authority to client/GE	None	15 min.	<i>Records Officer</i> CENRO Records Unit
4. Receive Survey Authority, sign in the duplicate copy, and forward the same to the Records Officer for filing.				
<b>TOTAL:</b>		<b>&gt;Php 200.00 Field Inspection Deposit</b>	<b>3 days, 4 hours &amp; 5 min. or more depending on the location and size of the area</b>	

**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