

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.

Office or Division:	DENR Provincial Environment and Natural Resources Offices (PENRO) Guimaras	
Classification:	Complex to 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
<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 PENR Office
4. Scheme of subdivision from GE (1 photocopy)		Geodetic Engineer
5. 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
6. Certification from barangay that there is no record of claims and		Office of the Barangay Captain having Jurisdiction

conflict (1 original, 1 duplicate)				
7. 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		
8. 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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Letter Request to the PENR 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	Mary Grace M. Macayan <i>Records Officer</i>
	1.1. Receive request. Prepare Order of Payment and forward the same to client	None	40 min.	Jean G. Hagonoy/ Alma M. Martinez <i>Regulation and Permitting Section</i>
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*	10 min.	Franz Norman J. Tianero <i>Collecting Officer</i> <i>Credit Officer</i> Cashier Unit
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.	Jean G. Hagonoy/ Alma M. Martinez <i>Regulation and Permitting Section</i>

	3.1. Receive request, and assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI)	None	15 min.	Leoda Gabutin <i>Chief, RPS</i>
	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/SI</i> RPS
	3.3. Receive and review request, report, and affix signature in the Survey Authority, and forward to PENRO	None	30 min.	Leoda Gabutin <i>Chief, RPS</i>
	3.4. Review documents/ reports, and approve and sign Survey Authority, and forward to PENRO Records for releasing	None	30 min.	Vicente A. Sardina <i>PENR Officer</i>
	3.5. Assign control number on Survey Authority and enters into the record book	None	30 min.	Mary Grace M. Macayan <i>Records Officer</i>

	3.6. Release Survey Authority to client/GE	None	15 min.	Mary Grace M. Macayan <i>Records Officer</i>
4. Receive Survey Authority, sign in the duplicate copy, and forward the same to the Records Officer for filing				
TOTAL:		Php 200.00 +	3 days, 4 hours & 5 min. or more depending on the location and size of the area	

Computation:
<p>*Field Inspection Deposit = (11 x H) + (1 x K) + 110</p> <p>where</p> <p>H = area in hectares per survey plan; a fraction of a hectare is considered one hectare</p> <p>K = road network distance in kilometers of the survey site from the provincial district office or the official station of inspector</p>