



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:	Surveys and Mapping Division DENR National Capital Region	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Client	
Who may avail:	Private Geodetic Engineers and Land owners	
CHECKLIST OF REQUIREMENTS*		WHERE TO SECURE
1. Survey Authority <u>form</u> duly accomplished by the applicant/ authorized representative (1 original)	DENR-NCR/Applicant	
2. Any applicable 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) • Deed of Sale/ Waiver of Rights (1 original/ certified copy) • Extra Judicial Settlement (1 original/ certified copy) 	Assessor's Office	
<ul style="list-style-type: none"> • Other documents (marriage/ birth/ death certificate, valid government issued ID, etc.) 	Land Owner	
<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>		
3. Sketch of proposed scheme of subdivision from GE (1 photocopy) if applicable	Geodetic Engineer	
4. Certification of status of land from LRA issued within 1 year (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 Concerned	
5. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for (1 original) (issued within 1 year from application)	Regional Trial Court	
6. Certification from barangay of actual occupancy and bonafide ownership and that there is no record of claims and conflict (1 original, 1 duplicate)	Concerned Barangay	
7. LLDA Clearance (for selected barangays in Muntinlupa and Taguig)	Laguna Lake Development Authority (LLDA) Office, Quezon City	



8. Clearances or authorization from other agencies (e.g., DPWH clearance, LGU clearance, PRA, etc.)	Concerned agency
9. SPA & IDs of claimant and representative	Land Owner
10. Blueprint copy of plan/ CM from the records section	DENR-NCR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit application form to the Frontline Desk with complete supporting requirements	1. Receive and check completeness of supporting documents based on the checklist.	None	1 hour	<i>Frontline Desk Officer/Technical Staff</i>
	1.1. Research: Listed claimant and copy of plans/ CM and listed claimant (records section), projection (OOSS), ongoing legal case (legal), PLA status (LPDD records), A&D status (LESS)	None	10 days	<i>Technical Staff SMD-LRS/ SMD-OOSS/ LESS/ LD/ LPDD-Records</i>
	1.2. Enter into ODTs, scan attachments and encode in SA Tracker.	None	1 day	<i>Technical Staff Surveys and Mapping Division (SMD)</i>
	1.3. Prepare Order of Payment and forward the same to client	None	40 min.	<i>Technical Staff Surveys and Mapping Division (SMD)</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*	30 min.	<i>Bill collector Cashier</i>



3. Receive OR	3. Photocopy and attach OR in the request, and record OR number in the Survey Authority form. Forward to Chief, SMD.	None	15 min.	<i>Technical Staff SMD</i>
	a. Receive request, verify availability and assign Geodetic Engineer for inspection. Update SA Tracker.	None	30 min	<i>Chief/ Technical Staff SMD</i>
	b. Conduct field investigation, prepare and submit Investigation report with recommendation, and forward the same to Chief, SMD	None	4 days	<i>Geodetic Engineer SMD</i>
	c. Receive and review request, report, and affix signature in the Survey Authority, and forward to ARD-TS	None	2 days	<i>Chief SMD</i>
	d. Review documents/ reports, and approve and sign Survey Authority, and forward to SMD-LSRS for releasing	None	2 days	ARD-TS
	e. Assign control number on Survey Authority and enter into the record book. Scan of SA Certificate.	None	1 hour	<i>Records Officer SMD-LSRS</i>



	f. Release Survey Authority to client/GE	None	30 min.	<i>Records Officer</i> SMD-LSRS
4. Receive Survey Authority, sign in the duplicate copy, and forward the same to the Records Officer for filing				
TOTAL:		Php 200.00 +	19 days, 4 hours & 25 min. or less	

Computation:

$$\text{*Field Inspection Deposit} = (11 \times H) + (1 \times K) + 110$$

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