



CITIZEN'S CHARTER NO. RO-L-2. ISSUANCE OF SURVEY AUTHORITY

Office or Division:	Surveys and Mapping Division (SMD), DENR-NCR	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who my avail:	External: External Clientele who are authorized party or representative	

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished customer request form (1 original)	Receiving Area, Ground Floor
2. Muniments of title (Tax declaration, Deed of Sale, Existing Lot Plan, Proposed Lot Plan, LLDA and LRA Status, among others, as may be required)	Requesting Party
3. Barangay Certification (1 original)	Requesting Party
3. Government Issued ID (1 photocopy)	Requesting Party
Additional if applicant is a representative	
4. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer or Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Accomplished application form to the Frontline Officer via Queuing System	Assists the customer in accomplishing the form		10 minutes	Frontline Services
	Reviews accomplished application form and checks completeness of the attached documents		10 minutes	
	Receives the application, issues Order of Payment for Inspection Fee		10 minutes	
Payment of Inspection Fee	Accepts payment and issues receipt	Php200.00	10 minutes	John John Lopez Credit Officer I
Provide copy of the Official Receipt to the Frontline Officer	Encodes in ODTS and forwards the documents to DC for appropriate action		20 minutes	Frontline Services
	Refers the documents with instruction to the assigned Geodetic Engineer		5 minutes	OIC. Surveys and Mapping Division
	Prepares Travel Order for initial of the Chief, Surveys Division and ARD for Management Services, and approval of the RED.		1 day	Engineer IV Engineer III Engineer II

	Conducts inspection on the site and prepares report		5 days (including research work)	Engineer II
	Reviews / initials the prepared Survey Authority		10 minutes	OIC. Surveys and Mapping Division
	Approves the prepared Survey Authority		20 minutes	OIC ARD for Technical Services
	Office of the Chief, Land Records Section receives the approved Survey Authority including the supporting papers for archiving of documents and releasing of the Survey Authority		20 minutes	Records Section, Surveys and Mapping Division
Receives the approved Survey Authority	Update ODTS. Release/mail the approved Survey Authority to the client/ copy of Survey Authority		12 minutes	Chief Land Records Section