



MEMORANDUM TO INVESTIGATE

MEMORANDUM

TO : LIO (SI II) BONIFACIO NELSON T. TENIOSO

FROM : THE REGIONAL EXECUTIVE DIRECTOR

SUBJECT : ORDER TO CONDUCT INVESTIGATION, OCULAR INSPECTION, AND PREPARATION OF REPORT RELATIVE TO DENR-NCR CASE NO. 2018-0087(L) ENTITLED, "EDUARDO GALLARDO, PROTESTANT vs. GLENDA GALLARDO AND JHEMMA GALLARDO-ESQUEJO, PROTESTEES".

DATE : _____

Pursuant to *Section 6 of DAO 2016-31*, you are hereby ordered to conduct an investigation/ocular inspection of the lot subject of the above-mentioned case specifically described as Lot 5, Block 61, Psd-13-005241 located at West Rembo, Makati City and thereafter to submit to this Office the report of such investigation/ ocular inspection.

Please be informed that as LIO, you are bound to perform the following duties and responsibilities:

- 1) Issue Summons together with a copy of the Protest and the annexes upon the Protestee requiring the latter to file an Answer within fifteen (15) days from receipt (Section 7);
- 2) Call for a Preliminary Conference (Section 11);
- 3) Conduct mandatory ocular inspection (Section 12);
- 4) Cause the submission of Position Papers by both parties (Section 15); and
- 5) Submit final Investigation Report together with the complete records of the case to the Legal Division (Section 16). The Investigation Report shall include, but not limited to, the following:
 - a. Brief description of the lot;
 - b. Name/s of the listed survey claimants in the records of this Office;



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- c. Name/s of other claimants with their respective statements/history of claims;
- d. Name of actual occupant/s as well as the nature, mode, extent and length of acquisition and/or possession;
- e. Description of improvements within the lot, if any;
- f. Name/s of party/ies who introduced such improvements and his/her relationship with the claimants;
- g. Statement/s of barangay official/s or other disinterested parties residing therein; and
- h. Other relevant information.

For strict compliance.


JACQUELINE A. CAANCAN, *CESO III*



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