



















SECSIME NO.CON-02. ISSUANCE OF SURVEY AUTHORITY






Description: This document is an authority given to private Geodetic Engineers (GEs) for the survey of public lands.

Office or Division:		Regulatory and Permitting Section, CENRO Conner PENRO Apayao, DENR Region CAR		
Classification:		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		
1. Duly accomplished Letter-Request Form and any document showing the identity of the land (e.g. Lot number, survey card, tax declaration, Deed of Sale, etc.)		CENROS		
2. Government Issued ID (present 1 original)		Requesting Party		
3. Survey Authority form duly signed by the applicant and private Geodetic Engineer				
Additional if from the Government Sector				
3. Official Letter Request (1 original)		Requesting Party		
Additional if Requesting Party 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
1. Secure, accomplish and file Letter-Request Form for survey authority	1. Receive and enter into the record book the duly accomplished Letter-request Verify status of land whether titled or not and/or claimed by others	None	20 minutes	 JANE B. TUPAGEN Records Officer

	2. Determine Land Classification status	None	15 minutes	 EULALIA NAPIGUE SEMS
	3. Provide the applicant the following: a. Checklist of Requirements b. Survey Authority c. Advice about the procedures	None	10 minutes	 JOE SANGDAAN LMI  VENANCIO CULDONG SLI  JORGEN MICHAEL ULAYAN LMI
2. Submit the complete documentary requirements	4. Receive and check completeness of submitted document based on the checklist	None	10 minutes	 GIGIE PAMITTAN Land Management Officer II
	5. Prepare Order of Payment for Inspection Fee	None	5 minutes	 GIGIE PAMITTAN Land Management Officer II

3. Pay the Inspection Fee	6. Issue Official Receipt	Php 150.00	5 minutes	 VERONICA O. RAMOS Credit Officer
	7. Assign Land Investigator/DPLI to handle the request	None	5 minutes	 FLORENCIO C. CULDONG Land Management Officer III
	8. Conduct field investigation and prepare Investigation Report and recommendations	None	3 days, depending on the location	   JOE SANGDAAN VENANCIO CULDONG JORGEN MICHAEL LMI SLI ULAYAN LMI
	9. Review documents/reports	None	30 minutes	 FLORENCIO C. CULDONG Land Management Officer III

	10. Sign Survey Authority	None	5 minutes	 RODEL V. CACPAL OIC, CENR Officer
	11. Sign Investigation Report	None	5 minutes	 JOE SANGDAAN LMI  VENANCIO CULDONG SLI  JORGEN MICHAEL ULAYAN LMI
	12. Assign control number on Survey Authority and enters into the record book Release Survey Authority to customer	None	10 minutes	 JANE B. TUPAGEN Records Officer
4. Receive Survey Authority Conduct actual Survey				

5. Submit complete Survey Returns	13. Receive Survey Returns	None	5 minutes	 ENGR. CAROLE F. LACHICA Engineer II
	14. Prepare Transmittal Letter to the Assistant Regional Director for Technical	None	10 minutes	  GIGIE PAMITTAN MELICIA G. PUDDAO LMO II LMO I
	15. Sign the Transmittal Letter	None	5 minutes	 RODEL V. CACPAL OIC, CENR Officer
	16. Assign and indicate Serial/Control Number in the Transmittal Letter Forward Transmittal Letter and Survey Returns to the Regional Office	None	15 minutes	 JANE B. TUPAGEN Records Officer
Regional Office receives the complete survey returns				

	TOTAL:	Php 150.00	3 days, 2 hours and 35 minutes	
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