




















Name of Agency: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, SURVEYS AND MAPPING DIVISION


Frontline Service: Approval of Survey





Schedule of Availability of Service: 8:00 AM to 5:00 PM, MONDAY TO FRIDAY





NO. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT FEES (G)
1.	Survey Returns to be Uploaded/DLSD File to be uploaded in KIOSK 	Preliminary verification, Examine the completeness of survey returns 	 Edwin Y. Pinlac Front desk	3 minutes	1.Survey Plan 2. Certificate of Title 3. Field notes 4. And other documents that needed	
2.	Pay the Corresponding Fee 	Payments of verification fee Receive and issue Official Receipt 		3 minutes		
3.		Assignment of Tracking number and encoding				


			 Joyce Galang Front desk Encoder	3 minutes		
4.		Checking of reference lot and availability of records and encoding 	 Helen D. Pineda Records Encoder	5 minutes		
5.		Computation of geographic position of the Plans. Survey is projected for record purposes, determination of the lots relative position with other lot/surveys and to avoid overlapping and conflicts between and among surveys.	  	15 minutes		

		Projection of Cadastral Maps and provisional Maps 	 Surveys and Control Section			
6.		Check if projected map and surveys is correct. Check if no overlapping or discrepancy of all Surveys and Lots 	 Robert S. Tan Chief, Surveys and Control Section	15 minutes		
7.		Verify lot data against field notes, traverse solar and reference computation. Check completeness of reference data, technical descriptions on	  	15 minutes		

		<p>titles and adjoining old surveys sources of common points. Report defects/error discovered from those requiring correction by the G.E.</p> <p>↓</p>	  <p>Computation Unit, OOSS</p>			
8.		<p>Check contents reflected in transmittal and survey envelopes against the actual survey returns submitted. Check the technical description on plan against the title and reference. Correction found by the computation verifier against the plan information on plan if properly</p>	  	10 minutes		

		<p>filled up. Check the names of the signatories summary of distance and areas</p> <p>↓</p>	 <p>Checker Unit, OOSS</p>			
9.		<p>Make correction as indicated on plan in pencil by the checker. Complete Cartography works on plan and/or indicate proper notations and certifications submitted documents/monuments are properly noted the footnote. Check the appropriate scale, corner numbering, standard lettering</p>	  	20 minutes		

		and symbols. ↓	 Cartography Unit, OOSS			
10.		Check proper certification on areas adjacent. Prepare and send pending letters/communication of govt and private geodetic engineers regarding if the survey will be rejected or not. ↓	 Jose M. David Chief, Original and other Surveys Section	10 minutes		
11.		Recommending the survey to be approved by the approving authority. ↓	 Juan P. Fernandez Jr. Chief, Surveys and Mapping Division	2 minutes		
12.		Approved the survey that				

		submitted by the G.E's ↓	Arthur C. Salazar, CESO IV ARD For Technical Services	2 minutes		
13.		Received the approved survey and encode it using LAMS. Scan the documents of the Survey Envelope to be upload in LAMS. Release the Approved Survey to Records Section for safe keeping.	 Eddie Delos Reyes Aggregate Surveys and Correction Section	10 minutes		