

Name of Office

Frontline Service






Schedule of Availability of Service










Who May Avail of the Service

How to Avail of the Service

: Aggregate Survey & Correction Section  
Surveys and Mapping Division  
Technical Services  
DENR Reg. III, Maimpis City  
of San Fernando, Pampanga

: ISSUANCE OF CERTIFIED TECHNICAL DESCRIPTIONS  
: Monday to Friday 8:00 A.M. – 5:00 P.M.  
: General Public

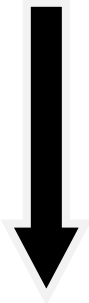
1	Letter Request/ Fill up Request Form	Examine /Evaluate the completeness of attached documents	<div><div> MARILOU TASIC ENGR. AIDE</div><div> SIMEONA DELOS REYES ADMIN. AIDE IV</div></div>	5 minutes	Blue print copy of plan, Lot data computation and cadastral Map all Certified copies	None
2	Pay the corresponding Fees	Prepare and Issue Order of payment	<div> ALMA JIMENEZ CASHIER</div>	5 minutes		P15.00/Lot
3		Received and Issue Offial Receipt	<div><div> MARILOU TASIC ENGR. AIDE</div><div> SIMEONA DELOS REYES ADMIN. AIDE IV</div></div>	10 minutes		
		Receive Official Receipt Prepare, Type and Encode Technical Descriptions				
		Check and compare the encoded				

4	<div>Receive Official Receipt</div> <div>Received Certified Technical Descriptions</div>	<div>Technical descriptions from the attached Certified data</div> <div>Check the accuracy of Technical Descriptions and affix initial</div> <div>Check the accuracy of technical Descriptions and affix signature</div> <div>Realease certified Technical Descriptions</div> <div>Filling of Request Form</div>	<div><div><div>ROMEL DEL ROSARIO MATH. AIDE I</div></div><div><div>JOYCE GALANG JOB ORDER</div></div><div><div>ENCARNITO CANLAS CARTO I</div></div></div> <div><div><div>Leolyn Perez Chief ASCS</div></div></div> <div><div><div>Juan P. Fernandez, Jr. Chief SMD</div></div></div> <div><div><div>MARILOU TASIC ENGR. AIDE</div></div><div><div>SIMEONA DELOS REYES ADMIN. AIDE IV</div></div></div> <div><div><div>MARILOU TASIC ENGR. AIDE</div></div><div><div>SIMEONA DELOS REYES ADMIN. AIDE IV</div></div></div>	<div>5 minutes</div> <div>3 minutes</div> <div>3 minutes</div> <div>3 minutes</div> <div>2 minutes</div>		
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**Final Verification Unit**

Check proper certification on areas adjacent to bodies of water and other submitted attachment such as reference and documents. Check the G.E Notification letter and G.E Certificate if adjoining owners and other offices concerned to be notified in case of original surveys. Randomly check the compliance of the individual computation verifier, cartographer verifier and documents checker.

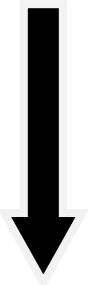
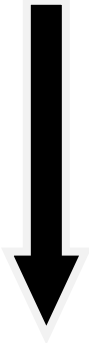




Jose M. David  
OIC, Original & Other Surveys  
Section



Luna De Jesus  
Monitoring

Complete survey  
returns.

		<div>Chief, Original and Other Surveys Section</div> <div>Final evaluation and signature of survey plan.</div> <div></div> <div>Monitoring Unit</div> <div>Releasing of verified Survey Returns.</div> <div></div> <div>Office of the Chief, Surveys and Mapping Division</div>	<div> Juby Dizon Monitoring</div> <div> Nora David Monitoring</div>	5 minutes		
					Complete survey returns.	

6		For signature of survey plan.		5 minutes		
7				5 minutes	Complete survey returns.	

Note: Duration may vary depending on number of lots and number of corners.