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MEMORANDUM

TO : All Regional Executive Directors

FROM : The Undersecretary for Field Operations and Environment

SUBJECT : **SUBMISSION OF ELECTRONIC COPIES OF MAPS FOR ALL TENURE APPLICATIONS WITHIN FORESTLANDS**

DATE : **DEC 09 2021**

In line with the objectives of Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Delivery Service Act of 2018" and to expedite processing of tenure instruments within forestlands, you are hereby instructed to submit the following electronic files related to all endorsed forest tenure applications:

1. Shapefiles of the area subject of the tenure application (.shp);
2. Technical description in Bearing - Distance (.xls), with description of tie point and tieline;
3. Area computation (.xls); and
4. Computed coordinates of the corners (.csv).

In this regard, to ensure consistency and uniformity of submissions, attached is the detailed mapping guide for your reference. All map data and information shall be submitted through this link <https://bit.ly/tenureapplication>.

FOR YOUR GUIDANCE AND COMPLIANCE.


ATTY. JUAN MIGUEL T. CUNA, CESO I

LIST OF MAP INFORMATION FOR FORESTRY TENURE ISSUANCES TO BE SUBMITTED IN ELECTRONIC COPIES

Projection

Pursuant to DENR Memorandum Order 2010-11, the Regional Office should plot the subject area using PRS 92 UTM 50/51/52 North grid coordinates and must be consistent throughout the analysis and layout. UTM projection will be used as the subject area will be analyzed using national datasets.

Technical Description

The Technical Description should be presented in Bearing-Distance and the coordinates of the tie point and the description of the tie line should always be given.

Shapefiles and Attribute Table

Two (2) shapefiles namely the 1) tenure corner, in point vector, and 2) tenure boundary, in polygon vector, should have the following attribute and corresponding data type:

Header Name	Vector Type	Data Type	Remarks
T_Corner	Point (Tenure Corner)	Short Integer	Precision: 0
Northings	Point	Double	Precision: 0
Eastings	Point	Double	Precision: 0
X	Point	Double	Precision: 0, Must be left blank
Y	Point	Double	Precision: 0, Must be left blank
T_Area	Polygon (Tenure Boundary)	Double	In Hectare Precision: 0
T_Name	Point and Polygon	Text	Name of Applicant, do not abbreviate Length: 100
T_Barangay	Point and Polygon	Text	Barangay, do not abbreviate Length: 100
T_Muni	Point and Polygon	Text	Municipality/ City, do not abbreviate Length: 100
T_Province	Point and Polygon	Text	Province, do not abbreviate Length: 100

Area Computation

All tenure applications should submit an area computation of all parcels involved in the request. This would ensure that the polygon is closed and would provide a check on whether the submitted shapefile is the actual plot of the technical description. An area computation template is already provided and can be accessed in the google drive link provided below.

The approving office will calculate the X,Y coordinates of the area using the Add X, Y coordinates function in GIS. The calculated XY in shapefiles, given NE in shapefiles, and computed NE in the Area computation should be matched when checking.

Google Drive Folder and Naming Convention

1. The template for area computation can be accessed through this link:
<https://bit.ly/TemplateAreaComputation>
2. The requested files can be uploaded by filling out this form:
<https://bit.ly/tenureapplication>
3. Shapefiles should be named in this format:

<Tenure Type>_<Point or Polygon>_<Application Name>

and the acronyms are as follows:

Tenure Type	Type of Tenure being applied for: CBFMA - Community-based Forest Management Agreement FLAG - Forest Land Use Agreement FLAGT - Forest Land Use Agreement for Tourism FLGMA - Forest Land Grazing Management Agreement IFMA - Integrated Forest Management Agreement SIFMA - Socialized Industrial Management Agreement MISC - All other forestry applications
Point or Polygon	Corner – Point Boundary - Polygon

Sample Name: **SIFMA_L_Corner_Juan Dela Cruz Corp.** – This shapefile contains the corners of the area being applied by Juan Dela Cruz Corp for SIFMA, projected using Luzon 1911.

4. Area Computation, Technical Description, and Coordinates sheets should be named in this format:

Area_ <Tenure Type>_<Application Name>

TD_ <Tenure Type>_<Application Name>

Coordinates_ <Tenure Type>_<Application Name>

Should the application involve multiple parcels, the computation and description should be separated into different tabs. On the other hand, only one corner and boundary should be submitted for multiple applications.