

PROPOSED POLICY 2:

DENR MEMORANDUM CIRCULAR

NO. 2023-_____

SUBJECT: STANDARD GUIDELINES FOR THE ISSUANCE OF AUTHORITY TO PRINT (ATP) LMB SURVEY FORMS FOR DENR OFFICES AND OTHER GOVERNMENT AGENCIES

Pursuant to Article 34 Section 203 of DENR Memorandum Circular (DMC) No. 2010-13 otherwise known as the "*Adoption of Manual on Land Survey Procedures*", states that all plans of land surveys shall be used for administrative or judicial purposes as required to be prepared pursuant to the Manual shall be drawn on prescribed format and seek authorization from LMB, the following guidelines are hereby issued for the guidance of all concerned:

Section 1. Basic Policy. It is the policy of the State to accelerate land surveys in the entire country through effective and efficient adjudication and disposition of alienable and disposable lands of the public domain and other lands reserved or utilized by other government agencies.

Section 2. Objectives. The objective of this circular is to establish standard guidelines for government agencies engaged in land surveys and to exempt DENR Regional Offices from the requirement of obtaining Authorization to Print (ATP) LMB Survey Forms. By making these forms easily accessible online, the policy aims to streamline the process of obtaining and utilizing survey forms for various purposes.

Section 3. Scope and Coverage. These guidelines shall cover the issuance of Authorization to Print (ATP) LMB Survey Forms to the concerned government agencies engaged in land surveys under administrative or judicial supervision free of charge which incorporate provisions that exempt DENR Regional Offices.

Section 4. Definition of Terms. As used in this Circular, the following terms shall be defined as:

- a. Authorization / Authority to Print (ATP)** - refers to the AUTHORIZATION issued by the Land Management Bureau to private geodetic engineers, registered surveying companies, commercial printers and government agencies for exclusive or commercial use of LMB Survey Forms.
- b. Survey Returns (SR)** - shall refer to the collective documents submitted by a Geodetic Engineer (GE) as a result of the land survey conducted and other relevant documents as may be required. (DAO No. 2007-29)
- c. LMB Survey Forms** - refers to the plans and forms prescribed by the LMB.

Section 5. Guidelines for the Issuance of Authority to Print. The DENR Offices are hereby given exemption from securing ATP. Other government agencies that are involved in land surveys, however, are required to secure the ATP.

3.1 Other government agencies in securing ATP will no longer pay the authorization fees, however, they are required to submit the following:

For New Registration

- Written request (3 copies) mentioning the survey form/s to be secured signed by the Head of Office, include the name of the geodetic engineer employed in their office who will use the said forms;
- Valid Office or PRC ID of the authorized Geodetic Engineers (GE) personnel;
- Sample Print Out of the Survey Forms and Plans, at least five (5) copies;

For Renewal

- Submit a copy of the expired Authorization and latest documents.

3.2 The DENR Offices shall use the DENR Logo in the LMB Survey Forms. Other government agencies shall use their own official logo.

3.3 The ATP issued to other government agencies shall have a five (5) year period of validity. Upon expiry, the agency shall renew their ATP at the LMB.

Section 6. Conditions in Granting the ATP. The authorization to use survey forms under this Circular shall be governed by the following restrictions:

4.1 The ATP provided for the government agencies shall not be used for commercial purposes.

4.2 The government Geodetic Engineers (GE) will be allowed to print the LMB Survey Forms covered by the ATP provided that the GE of that agency has the Survey Order issued by the respective Head of Office in accordance with the provisions stated in the DENR Memorandum Circular (DMC) No. 2010-13.

Section 7. Submission of Survey Returns to DENR. The DENR Regional Offices through the Surveys and Mapping Division (SMD) shall not accept and reject Survey Returns (SR) with LMB survey forms found to be printed not in standard format and inferior materials including the expired Authorization.

Section 8. Availability and Maintenance of the LMB Survey Forms. The public may access the digital (soft copy) LMB survey forms that are published and maintained on the LMB's official website. The LMB website (www.lmb.gov.ph) shall provide a dedicated section for the

revised and updated LMB survey forms, allowing users to download the prescribed format. *See Annexes.*

Section 9. Separability Clause. IF any provision of this Circular shall be held invalid or unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

Section 10. Repealing Clause. All Circulars and other similar issuances inconsistent herewith are hereby revoked, amended, or modified accordingly.

Section 11. This Circular shall take effect immediately.