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## Re: REQUEST FOR TECHNICAL DESCRIPTION OF PSD - Calapan Oriental Mindoro

1 message

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**Ma Lorena Casuga** <malorenacasuga@gmail.com>

Mon, Jun 19, 2023 at 12:42 PM

To: Surveys Division <surveys\_mimaropa@yahoo.com>, smd records <recordssmd@gmail.com>, DENR Mimaropa Region <mimaroparegion@denr.gov.ph>

Thank you,

I hope the SMD RECORDS department will respond as all documents have been completed and submitted already since last week.

Best regards,

Wally Casuga

On Mon, Jun 19, 2023 at 10:35 AM Surveys Division <surveys\_mimaropa@yahoo.com> wrote:

A pleasant day!

This is to acknowledge receipt of your email.

We will forward this to the concerned Section for evaluation and appropriate action.

Thank you

Sent from Yahoo Mail for iPhone

On Monday, June 19, 2023, 10:08 AM, Ma Lorena Casuga <malorenacasuga@gmail.com> wrote:

Hello,

Good morning

Following up again on this. Please.

Thanks very much

On Jun 16, 2023, at 4:28 PM, Surveys Division <surveys\_mimaropa@yahoo.com> wrote:

A pleasant day! Will check po. Thank you

Sent from Yahoo Mail for iPhone

On Friday, June 16, 2023, 12:32 PM, Ma Lorena Casuga <malorenacasuga@gmail.com> wrote:

Hello Mam/Sir,

Good day!

Relative to my requests, I already sent an email along with all requirements to smdmimaropa but until now, no response from them. Just hoping you could

help me with this.

Best regards,

Wally Casuga & Ma. Lorena Casuga

On Fri, Jun 9, 2023 at 11:25 AM Surveys Division

<[surveys\\_mimaropa@yahoo.com](mailto:surveys_mimaropa@yahoo.com)> wrote:

Dear Ms. Casuga:

A pleasant day!

Please be informed that your request (**PSD-04-186892**) is available in our records.

In order for us to process your request for Narrative Technical Description, please to submit the following requirements, to wit;

**REQUIREMENTS FOR CERTIFIED COPY OF NARRATIVE TECHNICAL DESCRIPTION**

**1. Request letter duly notarized;**

*(Indicate your purpose in securing Narrative Technical Description)*

**2. Special Power of Attorney (SPA) notarized;**

*(Signed by the owner and authorized representative)*

**3. Photocopy of Identification Card/s;**

*(Owner and authorized representative)*

**4. Certified copy of survey plan with OR**

*(Send your request at [recordssmd@gmail.com](mailto:recordssmd@gmail.com))*

**5. Certified copy: any of the following:**

- a. Original Certificate of Title;
- b. Transfer Certificate of Title;
- c. Deed Absolute Sale; or
- d. Extra Judicial Settlement

\*Send the scanned copies of the above-mentioned requirements at [smdmimaropa@gmail.com](mailto:smdmimaropa@gmail.com) for evaluation.

Thank you

**SURVEYS AND MAPPING DIVISION**

**DENR MIMAROPA Region**

DENR by the Bay Bldg., 1515 Roxas Blvd., Ermita, Manila  
(02) 8248-3367/ 8249-3368 loc. 2713

On Friday, June 9, 2023 at 09:28:16 AM GMT+8, Ma Lorena Casuga

<[malorenacasuga@gmail.com](mailto:malorenacasuga@gmail.com)> wrote:

Hello,

Good day! I would like to inquire about the status of my request with Tracking Number E-2023-111698. Thank you.

Wally Casuga & Ma. Lorena Casuga

On Thu, Jun 8, 2023 at 3:01 PM DENR Mimaropa Region

<[mimaroparegion@denr.gov.ph](mailto:mimaroparegion@denr.gov.ph)> wrote:

Good day!

This is to acknowledge receipt of your email.  
Your concern was immediately forwarded to the Surveys and Mapping Division (SMD) for review and appropriate action

For other inquiries/follow-ups, you may reach them directly at their email address: [surveys\\_mimaropa@yahoo.com](mailto:surveys_mimaropa@yahoo.com)

Please also be informed that your concern has been assigned with Document Tracking Number E-2023-111698.

To track the status of your concern, please provide the number above for ease of reference.

Thank you and keep safe.

JEZETH MAE G. FADERO  
Mathematician Aide I  
Records Section - DENR MIMAROPA

On Thu, Jun 8, 2023 at 10:59 AM Ma Lorena Casuga

<[malorenacasuga@gmail.com](mailto:malorenacasuga@gmail.com)> wrote:

To whom it may concern,

Hello,

I went to DENR Socorro, DENR PENRO Calapan, and contacted LRA Main Office but can't able to help me with my concern, as they said they have no copy. I hope you can assist me with my concern.

**TITLE No: RT-19 (T-69905)**  
**SUBDIVISION NUMBER: PSD-04-186892**  
**LOT NUMBER: LOT 4-A RIGHT OF WAY (Missing Technical Description)**

I recently bought a parcel of land subdivided into 5 LOTS. They were able to give me the complete documents of the 4 LOTS, but the remaining 1 lot is missing.

In this regard, may I request from your good office a copy of the TECHNICAL DESCRIPTION of the aforementioned lot? This is needed in the Register of Deeds (RD) to proceed with the transfer.

Attached are the supporting documents.

Best regards,

Wally Boy Casuga and Ma. Lorena Casuga



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