



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 01
Series of 2008

**SUBJECT: REVISED RULES AND PROCEDURES ON REQUISITION,
APPROVAL AND MONITORING OF SURVEY SERVICES.**

I. PREPARATORY STATEMENT

Land survey is one of the critical components of the Land Tenure Improvement (LTI) processes under the Comprehensive Agrarian Reform Program (CARP). As such, the level of accomplishment on LTI particularly on Land Acquisition and Distribution (LAD) depends largely on the effectiveness of the implementation and completion of survey project activities, which in turn is affected by the quality of the landholdings subjected to survey activities.

In view of the continuing efforts in improving the implementation of CARP, this Memorandum-Circular is hereby issued to enhance and strengthen the guidelines and procedures in the requisition, approval and monitoring of survey services that will ensure more effective implementation of survey projects and, subsequently help facilitate implementation of LAD and other LTI-related activities.

II. COVERAGE

These rules and procedures shall apply to all agricultural lands programmed for acquisition and distribution under CARP and those already distributed but requiring additional survey services.

III. STATEMENT OF POLICIES

1. Only those landholdings that are within the coverage of CARP shall be covered by the Requisition for Survey Services (RSS).
2. Surveys of landholdings targeted for acquisition and distribution shall include subdivision to individual Certificate of Land Ownership Award (CLOA).
3. Only landholdings with complete documentation and had passed the RSS evaluation shall form part of the PARO's target for survey.
4. The DAR-Provincial Office (DARPO) shall be responsible in the screening of proposed landholdings to be moduled for contract or administration to ensure exclusion of landholdings that had already been subjected to same type of survey, with technical descriptions that are defective, within timberland and, an addition for collective CLOA, with unresolved inclusion/exclusion case.
5. All requests for the release of Land Use Management and Development (LUMD) funds shall be supported by an approved RSS.

The policy of "no approved RSS no LUMD fund release" shall be strictly enforced.

IV. OPERATING PROCEDURES

Landholdings subject of the RSS process shall be evaluated based on the basic documents and on the technical and legal review including the preliminary projection on the Department of Environment and Natural Resources (DENR) land classification map by the Provincial Agrarian Reform Office (PARO).

A. REQUISITION FOR SURVEY SERVICES (RSS)

1. The MARO shall:
 - 1.1 Gather basic documents required for evaluation of landholding as to workability of survey based on the checklist of requirements enumerated in RSS Form 1-a and RSS Form 1-b. RSS Form 1-a refers to requirements for survey of landholding for acquisition and distribution while Form 1-b is for subdivision of collective CLOAs.
 - 1.2 Prepare the request for survey services by accomplishing the appropriate RSS Form 2 in quadruplicate. Only those landholdings with complete documents based on the checklist shall be included in the request and shall be listed according to priority. One RSS Form shall be used for each type of survey.
 - 1.3 Submit the first three (3) copies of the certified RSS Form 2 to PARO together with RSS Form 1 and the supporting documents. The quadruplicate copy shall be retained by the MARO for reference purposes.
2. The Provincial Agrarian Reform Officer (PARO) shall receive the request and assign control number to the RSS Form 2 for control and monitoring purposes and return the duly numbered triplicate copy to the MARO. The control number shall be as follows:

FORMAT : YY-T-MC-SSS

Where : YY- year

T – type-survey

MC – municipal code

SSS – sequence number

For each type of survey, the following code shall be used:

- | | |
|-------------------------------|------------------------------------|
| 1 - Perimeter/Boundary Survey | 4 – Subdivision survey plus PLUM |
| 2 - Subdivision Survey | 5 - Subdivision of Collective CLOA |
| 3 – Amendment/Correction | 6 – Other types of survey |

B. ASSESSMENT AND APPROVAL OF RSS

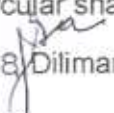
1. The PARO shall:


- 1.1 Determine the completeness of basic documents based on the checklist and requires lacking documents or other applicable documents under different situations.
- 1.2 Evaluate the RSS that would include examination of the technical description to detect error, checking with its survey database if the subject landholding has been subjected to the same type of survey as requested, conduct preliminary projection on DENR Land Classification map by the provincial G.E. or authorized technical staff and examination of the title to determine if it is free from problem that may delay the survey process.
- 1.3 Affix his/her signature on the RSS to certify that the landholdings listed down have been properly evaluated. The column "Remarks/Action Taken in the RSS " shall indicate whether the landholding is approved for survey or set aside due to lacking requirements or for further research. The certified RSS shall be distributed as follows:
 - original – PARO
 - duplicate – MARO
 - triplicate - Regional Office
- 1.4 Prioritize landholdings approved for surveys in the certified RSS and prepare survey modules by administration or by contract taking into consideration provincial LTI program and targets.

C. MONITORING OF SURVEY SERVICES

The PARO and the concerned MAROs shall conduct accomplishment monitoring and evaluation of moduled landholdings implemented by contract and by administration. The monitoring shall cover the whole survey process; which shall be from the start of the survey project, to completion of survey project, to submission to LMS, to processing and approval of survey returns by LMS until the preparation of CLOAs.

This Memorandum Circular shall take effect immediately.

04 January 2008  Diliman, Quezon City


NASSER C. PANGANDAMAN
Secretary

**CHECKLIST OF REQUIRED DOCUMENTS FOR LANDHOLDING FOR
ACQUISITION AND DISTRIBUTION**

Name of Landowner(s) _____
Title/Lot Number _____
Location _____

☐ **Titled Properties:**

- ☐ Certified true Copy of Title
- ☐ For CA, VOS and E.O. 407/448, CARP LA FORM No. 1
- ☐ Sketch map/ASP/Tax Map. If VOS, ASP is required
- ☐ For VLT , Approved VLT Form No. 16

☐ **Untitled Properties:**

- ☐ Certification of the DENR-CENRO Pursuant to DAR-DENR-LBP Joint Memorandum Circular No. 12, Series of 1994, Joint DENR-DAR Administration Order No. 2003-1
- ☐ Tax Declaration
- ☐ Cadastral Map or Plan with Certified Technical Description from DENR-LMS
- ☐ Request for LRA Certification
- ☐ For VOS and CA, CARP LA Form No. 1
- ☐ For VLT, Approved VLT Form No. 16

RSS Form No. 1-b

**CHECKLIST OF REQUIRED DOCUMENTS FOR LANDHOLDING FOR
SUBDIVISION OF COLLECTIVE CLOAs**

Name of Co-owners _____
Title/CLOA Number _____
Location _____

- ☐ Co – owner(s) Request for Subdivision
- ☐ MARO Certification that the landholding has been field validated and found out not subject of/to ARB inclusion/exclusion case
- ☐ Certified True Copy of CLOA
- ☐ ASP or Cadastral Map/Plan with Certified Technical Description from DENR-LMS

Department of Agrarian Reform Provincial Office
Province of _____

REQUISITION FOR SURVEY SERVICES INVOLVING LANDS FOR ACQUISITION AND DISTRIBUTION

Municipality	Date:	TYPE OF SURVEY				Other types of Survey
		BOUNDARY/PERIMETER SUBDIVISION	AMENDMENT/CORRECTION Subdivision with PLUM	ESTIMATED NUMBER OF LOTS	REMARKS/ACTION TAKEN	
RSS No. 2		<input type="checkbox"/>	<input type="checkbox"/>			
NAME OF LANDOWNER (a)	TITLE/TAX DECLARATION NUMBER	LOCATION/BARANGAY	PROGRAM LAND CATEGORY	MODE OF ACQUISITION	AREA (Has.)	

CERTIFICATIONS

I hereby certify that the above-mentioned landholdings are fully documented per attached checklist and have not been subjected to same type of survey as now requested.

DATE _____

(PRINTED NAME AND SIGNATURE)
Municipal Agrarian Reform Officer

I hereby certify that the above-mentioned landholdings have been properly evaluated.

DATE _____

(PRINTED NAME AND SIGNATURE)
Provincial Agrarian Reform Officer

Valid Codes	
MODE OF ACQUISITION	PROGRAM LAND CATEGORY
1. CA	1. Private Agricultural Land
2. VOS	2. Operation Land Transfer
3. OLT/PO 27	3. Gov't Owned Lands
4. E.O. 407/448	4. E.O. 407/448
5. VLT/PDS	
6. Landed Estates	

Department of Agrarian Reform Provincial Office
Province of _____

REQUISITION FOR SURVEY SERVICES INVOLVING SUBDIVISION OF COLLECTIVE CLOAS

Municipality	Date:						
NAME OF CO-OWNERS	TITLE CLOA NUMBER	LOCATION/BARANGAY	PROGRAM LAND CATEGORY	MODE OF ACQUISITION	AREA (has.)	NUMBER OF LOTS	REMARKS/ACTION TAKEN

CERTIFICATIONS

I hereby certify that the above-mentioned landholdings are fully documented per attached checklist and have not been subjected to same type of survey as now requested.

DATE _____
(PRINTED NAME AND SIGNATURE)
Municipal Agrarian Reform Officer

I hereby certify that the above-mentioned landholdings have been properly evaluated.

DATE _____
(PRINTED NAME AND SIGNATURE)
Provincial Agrarian Reform Officer


Valid Codes	
MODE OF ACQUISITION	PROGRAM LAND CATEGORY
1. CA	1. Private Agricultural Land
2. VOS	2. Operation Land Transfer
3. OLT/PD 27	3. Gov't Owned Lands
4. E.O. 407/448	4. E.O. 407/448
5. VLT/PDS	
6. Landed Estates	



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

November 14, 2007

MEMORANDUM

FOR : **ASEC. DOMINADOR B. ANDRES**
Field Operations Office 

FROM : **The Director**
Bureau of Land Development

SUBJECT : **DRAFT MC ON REQUISITION, APPROVAL AND
MONITORING OF SURVEY SERVICES**

This refers to your comments on the subject draft MC contained in memorandum dated November 12, 2007.

Attached for your perusal is a revised draft of the MC with your comment on inclusion of partition/subdivision survey to individual CLOA already incorporated, specifically under section 3.2.

As regards to your comment related to erroneous survey (Comment no. 2), we suggest that this be considered instead in the forthcoming review of MC 4, S. 1994 re: "Revised Guidelines Governing the Prequalification, Public Bidding and Award of CARP Module Survey Projects".

On the comment that the role of BLD in the survey process be subsumed in the proposed MC, we think that our function being a staff Bureau under Field Operation Office would be to ensure the effective implementation of the proposed MC through monitoring and evaluation activities and this is already clearly defined in our existing operational guidelines.

For your consideration.


LEANDRO A. CAYMO, CESO VI



November 12, 2007

MEMORANDUM

TO : **DIRECTOR LEANDRO A. CAYMO**
Bureau of Land Development

FROM : **THE OIC-ASSISTANT SECRETARY**
Field Operations Office

SUBJECT : *Comments to Draft Memorandum Circular on Requisition, Approval
and Monitoring of Survey Services*

Hereunder are our comments to the draft Memorandum Circular on requisition, approval and monitoring of survey services, to wit:

1. In order to save money time and effort for the DAR, partition/segregation survey must be made as one of the conditions to be undertaken by the winning bidder to preclude repeated bidding and conduct of survey over the same landholdings;
2. For survey by contract, in the event of erroneous survey, the winning bidder or the surveyor must be willing to undertake "backjob" or resurvey of the same property/ies to rectify the error in the property/ies without additional expenses from the DAR. Likewise, resurvey over excluded portions must be undertaken by him without additional expenses; and
3. The role of the Bureau of Land Development in the survey process must be subsumed in the proposed Memorandum Circular.

Please consider inclusion of our comments in the proposed guidelines.


DOMINADOR B. ANDRES, CESO III

Department of Agrarian Reform Provincial Office
Province of _____

REQUISITION FOR SURVEY SERVICES INVOLVING LANDS FOR ACQUISITION AND DISTRIBUTION

Municipality	Date:	TYPE OF SURVEY				Other types of Survey	REMARKS/ACTION TAKEN
		<input type="checkbox"/> BOUNDARY/PERIMETER SUBDIVISION	<input type="checkbox"/> AMENDMENT/CORRECTION Subdivision with PLUM	<input type="checkbox"/>	ESTIMATED NUMBER OF LOTS		
NAME OF LANDOWNER (a)	TITLE/TAX DECLARATION NUMBER	LOCATION/BARANGAY	PROGRAM LAND CATEGORY	MODE OF ACQUISITION	AREA (Has.)		

CERTIFICATIONS

I hereby certify that the above-mentioned landholdings are fully documented per attached checklist and have not been subjected to same type of survey as now requested.

DATE

(PRINTED NAME AND SIGNATURE)
Municipal Agrarian Reform Officer

I hereby certify that the above-mentioned landholdings have been properly evaluated.

DATE

(PRINTED NAME AND SIGNATURE)
Provincial Agrarian Reform Officer

Valid Codes	
MODE OF ACQUISITION	PROGRAM LAND CATEGORY
1. CA	1. Private Agricultural Land
2. VOS	2. Operation Land Transfer
3. OLT/PD 27	3. Gov't Owned Lands
4. E.O. 407/448	4. E.O. 407/448
5. VLT/PDS	
6. Landed Estates	
7. Settlements	
8. KKK/GOL	

Department of Agrarian Reform Provincial Office
Province of _____

REQUESTION FOR SURVEY SERVICES INVOLVING SUBDIVISION OF COLLECTIVE CLOAS

Municipality	Date:						
NAME OF CO-OWNERS	TITLE CLOA NUMBER	LOCATION/BARANGAY	PROGRAM LAND CATEGORY	MODE OF ACQUISITION	AREA (has.)	NUMBER OF LOTS	REMARKS/ACTION TAKEN

CERTIFICATIONS

I hereby certify that the above-mentioned landholdings are fully documented per attached checklist and have not been subjected to same type of survey as now requested.

DATE _____
(PRINTED NAME AND SIGNATURE)
Municipal Agrarian Reform Officer

I hereby certify that the above-mentioned landholdings have been properly evaluated.

DATE _____
(PRINTED NAME AND SIGNATURE)
Provincial Agrarian Reform Officer

Valid Codes	
MODE OF ACQUISITION	PROGRAM LAND CATEGORY
1. CA 2. VOS 3. OLT/PD 27 4. E.O. 407/448 5. VLT/PPDS 6. Landed Estates	1. Private Agricultural Land 2. Operation Land Transfer 3. Gov't Owned Lands 4. E.O. 407/448