

Administrative Order
No. 47
May 17, 1990

**SUBJECT: Prescribing Guidelines in the Inventory
and Re-examination of All Existing
Reservations**

In order to achieve the desired objectives of the inventory and re-examination of all existing reservations as provided in Letter of Instruction No. 1258 dated 28 July 1982, the following procedures and guidelines are hereby issued for strict compliance of all concerned:

A. Definition of "Reservation":

Reservation is defined as any tract or tracts of land of the public domain proclaimed by the President of the Philippines for the use of the government or any of its branches or instrumentalities or of the inhabitants thereof, for public or quasi-public uses.

B. Inventory Procedures:

1. Copy of proclamation/executive order establishing such reservation shall be provided by the Lands Management Bureau to the Regional Office concerned and shall be used as the principal source document in the inventory and sketching of said reservations.
2. The Regional Office in setting up priorities shall consider the following factors:
 - 2.1 Actual use/s of the area covered by the proclamation
 - 2.2 Vastness of the area embraced by the reservation
 - 2.3 Potential for CARP and other government projects
 - 2.4 Seriousness of the problem of squatting, if any
 - 2.5 Other factors that will militate against the continued retention of the reservations by the agency/ies in whose favor the same has been established
3. The CENRO Office upon receipt of the copies of such proclamation from the Regional Office as prioritized shall immediately cause the actual field inventory of the premises of the land subject of the reservation.

4. To attain uniformity in reporting and facilitate analysis of findings for an intelligent action, inventory report forms have been designed and marked as "RESFORM". The RESFORM No. 1 herein prescribed shall be used in the actual field enumerations to be signed by the enumerators and certified correct by the CENRO or his designated representative.
5. The original copy of the RESFORM No. 1 shall be forwarded to the Regional Office and a duplicate copy to be compiled and retained by the CENRO for records purposes and future reference.
6. The Regional Office shall prepare and submit to the Lands Management Bureau the following:
 - 6.1 Write-up in the form of a narrative report containing a complete and comprehensive statement of reservation, including comments and recommendations on the proper disposition of the reservation under review. (Sample attached and marked as RESFORM No. 2)
 - 6.2 Sketch plan of the reservation as provided in item C hereof.
7. Capsulized or executive report on the status of reservation for consideration of the DENR Secretary for possible revocation or amendment of the corresponding orders/proclamations shall be prepared by the Lands Management Bureau using the prescribed format in the attached sample and marked as RESFORM No. 3.

C. Survey and Mapping Procedure

1. The perimeter or external boundary survey shall be done like any isolated survey. It shall be tied to a reference mark and other geodetic control points of known positions by a closed circuit or loop traverse or triangulation or trilateration using transit and calibrated tape or theodolite and EDM following the pertinent provisions of the Manual for Land Surveys.
2. The boundary survey shall as much as possible follow the technical descriptions contained in the proclamation. In case of conflict with previously approved surveys or decreed properties, the survey should

be made to conform with the technical description of the approved survey.

3. The corners of prominent turns of the boundary shall be defined by concrete monuments 15 x 15 x 50 cm., set 35 centimeters in the ground leaving a projection of 15 centimeters above the ground marked on top by appropriate survey symbols and corner number. Also the first and last corners situated along natural boundaries (river, creeks, arroyos) shall be monumented. The rest of the corners may be defined by "X" mark etched on large stone or boulders with exposed surface of more than one meter in diameter or on living edible trees or trees belonging to the first group with diameters from fifteen to fifty centimeters.
 4. The individual claims within the reservations shall be sketched using transit and stadia, plane table and alidade or transit and tape and areas of the claims shall be determined approximately.
 5. The boundary survey shall be plotted in the prescribed isolated survey plan form and the complete survey returns submitted to the Regional Surveys Division for verification and approval. The survey symbols Nr or Pr of Mr shall be used accordingly and the numbering system shall follow the present system Region No. followed by the survey number, e.g. Nr-02-0000001. Previously approved surveys shall be reflected in the plan by full lines indicating therein the survey numbers. The unsurveyed claims shall be sketched and reflected by dotted lines. The actual land uses and permanent improvements in these private claims shall be indicated on the plan.
 6. Section 476 of the Manual for Land Surveys of the Philippines shall apply as well as other pertinent survey rules and regulations. In view thereof, all concerned officials of the department are hereby enjoined to see to it that this order are complied with.
- D. All orders and other issuances that are inconsistent herewith are hereby revoked or modified accordingly.
- E. This ORDER shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Department of Environment and Natural Resources
 RESFORM No. 1
 Region _____
 PENRO/CENRO _____

INVENTORY REPORT ON RESERVATION PER LOI 1258

I. PROCLAMATION

NUMBER	DATE OF ISSUANCE
RESERVED IN FAVOR OF	

II. LAND IDENTITY:

SURVEY DESCRIPTION	
LOCATION	AREA

III. PURPOSE (For which established)

IV. LAND USE:

Actual Use (Nature)	Area (Sq.M.)	Claimant/Occupant (Name)	Nature of Occupancy
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. COMMENTS/RECOMMENDATIONS/REMARKS:

Investigated/Inspected By:

Verified Correct/Indorsed By:

Department of Environment and Natural Resources

RESFORM NO. 2

Region _____

PENRO/CENRO _____

NARRATIVE REPORT

KIND OF RESERVATION :

PROCLAMATION NO. :

LOCATION :

AREA :

I. BRIEF STATEMENT OF FACTS:

II. STATUS OF THE AREA:

III. RECOMMENDATION:

CERTIFIED BY:

APPROVED BY:

Department of Environment and Natural Resources

RESFORM NO. 3

Region _____

PENRO/CENRO _____

EXECUTIVE REPORT

KIND OF RESERVATION :

PROCLAMATION NO. :

LOCATION :

AREA :

I. BRIEF STATEMENT OF FACTS:

II. RECOMMENDATION:

CERTIFIED BY:

APPROVED BY:
