

Administrative Order
No. 57
June 13, 1990

**SUBJECT: Prescribing Guidelines in the Verification
of Survey Returns**

1. In order to forestall the approval of overlapping surveys and provide a uniform procedure in the verification of survey returns, the following guidelines are hereby prescribed for the guidance of all concerned:

A. Isolated Survey

- A.1 Isolated surveys submitted for verification and approval shall undergo a preliminary verification of the completeness of the submitted documents as to survey returns including preparation thereof as prescribed in Section 415 of the Manual for Land Surveys and other documentary supporting papers as required by rules and regulations. Incomplete survey returns shall be returned to the practicing geodetic engineer unrecorded.
- A.2 Survey returns after having passed the preliminary verification shall be accepted and recorded, fees are assessed, and assigned the designated survey symbol and number.
- A.3 After verification of the position control, the survey shall be plotted in the projection map to determine if it conforms/overlaps previously approved surveys. If findings show that the present survey overlaps previously approved survey, the practicing geodetic engineer shall be required to execute a close circuit traverse connecting the corners of the survey in progress with the well defined recoverable corners of the previous surveys to determine and show the relative position. The result of the ground verification shall be submitted to the Regional Executive Director concerned for evaluation.
- A.4 In the absence of a projection map of the area, a one (1) minute quadrangle projection map should be prepared using the standard drafting film of mylar or polyester base 0.303 thick, to project the present survey and all available isolated surveys on file and subsequent surveys that will be submitted thereafter.

- A.5 Upon approval of any isolated survey, the projection of said survey, previously plotted in the projection map shall be inked.
- A.6 Boundaries of timberlands as delineated from available L.C. Maps should be plotted in bold pencil lines and the boundaries of previously approved project surveys and reservations should be linked in the projection maps.
- A.7 The projection maps should be properly maintained and considered accountable record of the DENR, Land Management Sector and shall not be indiscriminately issued and made accessible to anybody except under close supervision.
- A.8 If the municipality is to be cadastrally surveyed the projection maps shall become the preliminary cadastral maps.

B. Projects Surveys

- B.1 Cadastral, Public Land Subdivision and the project surveys submitted for verification and approval shall undergo a preliminary verification of the completeness of the documents. Incomplete survey returns shall be returned to the practicing geodetic engineer unrecorded.
- B.2 Survey returns after having passed the preliminary verification shall be accepted and issued a memorandum of submittal by the Lands Regional Technical Director thru his Chief, Regional Surveys Division.
- B.3 Before the verification is started all projection maps covering the survey project shall be availed of to determine whether all previous surveys within the project were reflected as accepted, rejected, or subdivided in the cadastral survey.
- B.4 In very special cases where the verification of project surveys in overloaded or without technical men are to be conducted in the Lands Management Bureau, Manila, upon request of the Undersecretary for Field Operations clear copies of the projection maps should accompany the survey returns.

- B.5** In the verification of cadastral surveys, all previously approved isolated surveys must be transformed into the cadastral system and properly plotted in the cadastral maps. The information about previously approved surveys shall come from the projection maps, the computerized listing of isolated surveys, and documents presented/submitted by the landowners.
2. Upon approval of any survey, a clean legible copy of the plans and maps should be forwarded to the Lands Management Bureau for proper documentation and management.
 3. This order is for the good of the public service and shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary