

**Administrative Order**  
**No. 29**  
**May 24, 1991**

**SUBJECT: Guidelines in the Inventory and Sketching  
of Foreshore Areas**

In pursuance of government policy to tap all resources that can generate income necessary to carry out the developmental programs and in order to rationalize and regulate the use and occupancy of public lands, particularly foreshore areas, the following instructions are hereby issued for the guidance of all concerned.

**A. Definition of "Foreshore Lands"**

Foreshore lands shall refer to that part of the shore which is alternately covered and uncovered by the ebb and flow of the tide.

**B. Scope**

This Circular covers all foreshore lands. All mangrove areas are however, excluded from the coverage of this Order.

**C. Inventory Procedures**

1. For the purpose of gathering necessary information on foreshore areas, a Foreshore Land Data Record Sheet (FLDRS) is herewith devised and marked as Form I.
2. In filling up the Foreshore Land Data Record Sheet (FLDRS), the following shall be observed.
  - 2.1 Use one (1) questionnaire for every lot.
  - 2.2 All blanks must be answered. If a particular information cannot be secured, indicate "Not Available," "None" or "Not Applicable" as the case may be.
  - 2.3 **Land Description:**
    - a. Area of the land shall be in square meters.

- b. RURBBAN Code for the Region, Province, Municipality and Barangay should be obtained and indicated in the space provided for. (Ref. MAR/NCC)

**2.4 Occupant/Claimant/Applicant:**

Under "Nature of Occupancy," check one of the identifying items depending on the information gathered.

- 2.5 Status of application shall be gathered if there is subsisting foreshore lease application.

**2.6 Land Use:**

This refers to the actual use of foreshore land. Indicate the nature, name of land user and the approximate area in meters. (Reference: LOC No. 9 dated July 1976)

**2.7 Improvements:**

2.7.1 Extent of the area developed/improved by the occupant/claimant shall be in terms of percentage or square meters in relation to the total area.

2.7.2 Assessed Value of the land and improvement shall be generated from the tax declaration.

**2.8 Remarks:**

Comment, recommendation and any additional relevant information.

- 3. All Foreshore Land Data Record Sheet (FLDRS) shall be consolidated and retained by the CENR Office concerned.

- 4. Foreshore Land Information Report (FLIR) herein prescribed shall be accomplished by the following offices (Marked as "Form 2").

- 4.1 The CENRO shall prepare FLIR for every municipality to be submitted to the PENR Office concerned.

- 4.2 PENRO shall consolidate CENRO's report and shall prepare FLIR for every province to be submitted to the Regional Office concerned.
- 4.3 Regional Office shall consolidate PENRO's report and shall prepare FLIR for every province to be submitted to Lands Management Bureau.
5. To further insure adequate maintenance of the FLIR, a statistical unit shall be formed in each CENRO, PENRO and Regional Office to be charged with the responsibilities of preparing, maintaining, storing and updating the FLIR.
6. Every Regional Office shall create a data base system using the DBase III plus or Lotus.

**D. Survey and Mapping Procedures:**

1. Foreshore areas in previously cadastrally surveyed towns or not yet subjected to cadastre.
  - 1.1 The survey and mapping of the foreshore area shall be done using transit and stadia, plane table and alidade Tachimeters, or transit tapes; the areas to be computed by scale. Topo and photo maps or enlarged rectified aerial photographs may be used as guide in determining delimitation of foreshore lands before the actual mapping.
  - 1.2 The survey shall be plotted on a map size, 54 cm x 54 cm, drafting film of stable base material 0.003", 15 second quadrant with a scale of 1:1000 M.
  - 1.3 The geographic position of the area shall be derived graphically from topographic maps or regional projection maps or cadastral maps.
  - 1.4 NAMRIA data, maps, and inventory should be used as reference in this inventory.
  - 1.5 The individual occupancies shall be assigned lot numbers consecutively starting from one (1) in every municipality showing the corresponding claimant and areas, and including areas covered by previously approved surveys. In case of small lots where the information required cannot be written for limited space the lot claimants and areas should be tabulated in the left hand corner of the map.

- 1.6 Names of claimants of adjoining lots and natural features such as creeks, rivers and roads should be indicated on the maps.
- 1.7 The maps shall be prepared co-extensive with the municipality in as many sheets numbered consecutively.
- 1.8 The survey symbol to be used shall be Foreshore Land Delimitation (FLD) and the system of numbering shall be in accordance with the Philippine Standard Geographic Code of the NEDA.

**EXAMPLES:**

Fld	-	090703
09	-	Region Western Mindanao (Regional indicator)
07	-	Basilan Province (Provincial indicator)
03	-	Municipality Lantawan (Municipal indicator)

- E. All concerned Officials of the Department are hereby enjoined to see to it that this order are complied with.
- F. All orders and other issuances that are inconsistent herewith are hereby revoked or modified accordingly.
- G. This Order shall take effect immediately.

**VICTOR O. RAMOS**  
Acting Secretary

**NOTE:** Forms Omitted