

**Administrative Order
No. 49
September 20, 1991**

SUBJECT: Guidelines on the Issuance of Advance Surveys, Advance Plans, Certified Copies of Approved Survey Plans, and the Reconstruction of Lost and Damaged Plans

In order to attain uniformity in the implementation of existing rules and regulations governing the approval and issuance of **Advance Surveys, Advance Plans, Certified Copies of Approved Survey Plans, and the Reconstruction of Lost and Damaged Plans**, and to further avoid the filing of land litigation cases, the following are hereby issued for the guidance and compliance of all concerned:

Section 1. Definition of Terms. The following terms, as used in this Order, shall be construed to mean as follows:

- 1.1 **Advance Surveys** - surveys conducted within an ongoing cadastral project, and are usually undertaken immediately after the primary and secondary controls of the project have been completed, verified and approved pursuant to Sections 741 to 747 of the Manual for Land Surveys in the Philippines (MLSP).
- 1.2 **Advance Plans** - plans of lots extracted from the approved cadastral survey records and prepared using the prescribed Isolated Survey Plan Form for cadastral lot data indicating all contiguous lots as shown on the cadastral maps. These plans, together with the technical descriptions of lot/s, are usually used in voluntary land registration.
- 1.3 **Certified Copies of Approved Plans** - true and correct copies of approved plans usually issued to the survey claimant or to his/her heirs upon payment of the prescribed fees.

Section 2. Preparation of Advance Surveys. The conduct of advance surveys shall be governed by the following procedures:

- 2.1 The Chief, Cadastral Survey Project must discourage requests for advance survey of parcels located within the project so as not to adversely affect the early completion of the project.

However, in extreme cases and upon presentation of a justification on the urgency of the claim/s together with the claimant's statement of willingness to defray the survey costs, a written authorization must be secured by the claimant from the Office of the Regional Executive Director (RED) concerned through its Regional Technical Director (RTD) for Lands Management Service.

- 2.2 When the property and the adjoining properties subject of Advance Surveys have been plotted on the cadastral maps, the tracing from the cadastral maps of the lot on the Isolated Survey Plan Form as prescribed in Section 322 of the MLSP, shall be made showing the adjoining owners, markings of old corners and tie lines. The Geodetic Engineer's Certificate shall be prepared from the sketch and survey records card and signed by the Chief of the Project. Lot data computations in duplicate shall be prepared and checked.

The complete survey returns required in Section 415 of the MLSP shall be submitted for verification and approval and be designated with a survey symbol AS for Advance Survey and followed by the survey number.

- 2.3 For isolated surveys in the inaugurated cadastral projects, such as those that begun prior to the order for the cadastral survey or those contracted before the inauguration of the cadastral survey (vide 395-396 of the MLSP) shall continue to be surveyed using the local plane coordinate system when such surveys are expressly authorized by the RED. These shall be designated as "Psu Surveys".

However, the survey returns must be coursed through the Chief, Cadastral Survey Party, for projection and assignment of cadastral lot number in accordance with Section 396 of the MLSP. These Psu surveys shall be considered old approved surveys in the transformation of old surveys in the cadastral system.

- 2.4 If the survey is overtaken by the established and approved controls of the cadastre, the survey must use the system of the cadastre and the survey returns are coursed through the Chief of Party for projection and assignment of cadastral lot number. This kind of survey shall bear the survey symbol "AS".

- 2.5 All the relevant provisions, particularly Part I and Part II of the MLSP shall be followed.

Section 3. Preparation of Advance Plans. Advance plans shall be prepared taking into consideration the following:

3.1 The title of the plan shall be in accordance with Section 322 of the MLSP as follows:

"Plan of Land as Surveyed for _____
(State the name of the cadastral claimant).

3.2 Advance plan shall be prepared as requested using the prescribed tracing cloth survey plan after payment of the prescribed preparation fees as well as the proportionate cadastral survey cost.

3.3 All approved advance plan shall be assigned a survey symbol "AP" (Advance Plan) and a survey number.

Section 4. Preparation of Certified True Copies of Approved Plans. The following considerations on the preparation of Certified True Copies of Approved Plans shall be observed:

4.1 Certified true copy of an approved plan may be issued to the survey claimant or to his heirs upon payment of the prescribed fees.

4.2 The true copy shall be prepared exactly the same as the original approved plans, specifically indicating the plotting and the text. It shall likewise bear the annotations made on the plan after its approval by Order of the Court or of proper authorities.

4.3 Decentralized whiteprints or photographic copies of plans especially those marked "SGD" (i.e. SIGNED) shall not be used for the issuance of patent or certified true copy or titling purposes, EXCEPT, upon prior authentication by the Lands Management Bureau (LMB) after diligent comparison with the records of the Land Registration Authority (LRA) and other depository of survey records.

4.4 Microfilm copy should be used only for reference and administrative purposes, especially on the detection of tampered or faked plan.

4.5 The Chief of the Regional Surveys Division of the Lands Management Service in the concerned Regional Office shall certify all copies for land registration and for other purposes as true, correct and exact replica of the original plan.

Section 5. Procedure for the Reconstruction of Lost and/or Damaged Survey Plans. Plans that have been lost or damaged by any means shall be reconstructed taking into consideration the following:

- 5.1 The original survey plan, which had been lost or damaged, shall be reconstituted using the field notes and computation sheets in the survey envelope and other primary sources of data or information as reference. In the absence of such, an authenticated copy issued by the Land Registration Authority (LRA) or microfilm provided by the Geodetic Surveys Division of the Lands Management Bureau (LMB) may be used.
- 5.2 Copies or survey plans donated by the survey claimant or the duly designated heirs may also be used to aid in the reconstruction of plan, subject to the pertinent provisions of DENR Administrative Order 56-90 entitled: "Prescribing Guidelines in the Acceptance of Plans in the Hands of Private Persons for Validation Before they can be Considered Official Records
- 5.3 The reconstruction of damaged and/or lost plans shall be made after payment of the corresponding cadastral cost and the prescribed fees for its preparation.
- 5.4 .All plans to be reconstructed shall be processed in the usual manner and approved by the Regional Technical Director for Lands Sector pursuant to DENR AO 38-90.

Section 6. Repealing Clause. All orders, circulars or instructions inconsistent with the provisions of this Order are hereby repealed and/or amended accordingly.

Section 7. Effectivity Clause. This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary