

DENR Memorandum Circular

No. 97-02

January 8, 1997

**TO : All Regional Executive Directors, Bureau
Directors and Heads of Attached Agencies**

**SUBJECT: Requirements in the Issuance
of Proclamations/Reservations**

In order to expedite the processing of requests for Presidential Proclamations pursuant to Presidential Memorandum Circular No. 28 dated 19 January 1993, which provides for a checklist on request for Presidential Issuances, the following documents/requirements must be complied with for the information and guidance of all concerned:

1. Request for reservation by the reservee;
2. Comments/Recommendations of the following:
 - a.) Provincial Health Officer duly concurred or recommended by the Regional Health Director and Secretary of Health in case of Settlement, school, hospital and other reservation when it may affect the health of the people;
 - b.) District Engineer of DPWH, duly concurred or recommended by the Regional Director and Secretary of DPWH;
 - c.) District/City Superintendent of the school in case of school site reservation duly concurred or recommended by the Secretary of DECS;
 - e.) Provincial Commander or the Chief of Staff of the Armed Forces of the Philippines in case of military reservation duly concurred or recommended by the Secretary of DND.

- f.) Philippine Ports Authority in case the land abuts on the sea, lake or navigable river duly concurred or recommended by the Secretary of DOTC.
3. Survey of the land to be reserved duly approved by the Regional Technical Director for Lands concerned and Approved Plan;
4. Verified and certified correct Technical Descriptions;
5. Certified photographs (or visual documentation) showing panoramic view of the area subject of the proposed proclamation as well as adjacent areas/vicinities, improvements introduced, landmarks, identifying features, settlements, if any, etc.;
6. Land Classification or Municipal Index Map projecting the area covered by the proposed proclamation and land uses of the area and surrounding vicinities within two-kilometer radius;
7. Report pursuant to M.C. No. 28 dated January 19, 1993 following the tenets of Completed Staff Work (CSW). Draft memorandum should incorporate the justification, legal basis, coordination with concerned agencies and their comments and potential problem, if any. In the case of watershed reservation, the setting up of Watershed Management Councils is a requisite.
8. Narrative Report of Investigation with recommendation officially endorsed to the Secretary by the Regional Executive Director through the Undersecretary for Field Operations.

For strict compliance.

(Sgd.) ANTONIO G. M. LA VIÑA
Acting Secretary