DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN

BAGONG PILIPINAS

MAR 2 8 2025

DENR ADMINISTRATIVE ORDER
NO. 2025 - 12

SUBJECT: STANDARD PROCEDURES FOR LAND ADMINISTRATION AND MANAGEMENT SYSTEM PHILIPPINES – INSPECTION, VERIFICATION AND APPROVAL OF SURVEYS (LAMS-IVAS)

Pursuant to Executive Order (EO) No. 192 or the "Reorganization Act of the Department of Environment and Natural Resources;" Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018;" DENR Administrative Order (DAO) No. 2007-29 or the "Revised Regulations on Land Surveys;" and in line with the objectives of DAO No. 2010-18 on improving the management of land information through the adoption of the Land Administration and Management System (LAMS) Philippines, the standard procedures for the inspection, verification and approval of surveys is hereby prescribed for the guidance of all concerned.

SECTION 1. Basic Policy. It is the policy of the State to take appropriate measures to promote transparency in government offices with regard to public service by streamlining the procedures and simplifying the requirements thereby reducing red tape and expedite business and nonbusiness-related transactions in government.

SECTION 2. Objective. This Order aims to promote the delivery of quality and efficient land administration services, through the adoption of the following measures:

2.1. Prescribe the standard procedures in the conduct of IVAS;

2.2. Identify the critical stages that involve multiple tasks, which extend the processing time of LAMS-IVAS transactions; and

2.3. Classify LAMS-IVAS transactions as "Highly Technical Application," as defined by R.A. 11032, and use this classification to prescribe the maximum processing time, in order to balance the expectations of the transacting public with the commitment of DENR in providing quality and efficient public service.

SECTION 3. Scope and Coverage. This Order shall cover all kinds of land surveys submitted to the DENR Regional Offices for inspection, verification and approval through LAMS Philippines.

SECTION 4. Definition of Terms. The following terms as used in this Order shall be defined as follows:

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4.1. **Cadastral Map (CM)** – a map made as a result of a cadastral survey, drawn to appropriate scale and showing all land parcels and important natural and man-made features within a municipality/city/project, for purposes of describing and recording ownership.

4.2. **Complex Subdivision** – subdivision survey of previously approved parcel of land into ten (10) or more parcels of land.

4.3. **Digital Cadastral Database (DCDB)** – a database of land records containing textual, scanned documents, maps, and spatial data created and stored within LAMS Philippines.

4.4. **Digital Land Survey Data (DLSD)** – an XML file containing all the coordinate data and other textual information of the survey plan.

4.5. **eSurveyPlan** – an easy-to-use windows application designed for the preparation of survey plans in digital land survey data format.

4.6. **Evaluation** – the assessment of the quality and compliance of survey returns, including technical correctness and adherence to applicable regulations and standards.

4.7. **First-In First-Out (FIFO) Rule** – the order of processing of transactions in LAMS Philippines, wherein the system automatically assigns the next transactions to be processed from the queue, to prevent the users from prioritizing their preferred clients. The transaction queues are listed by date and time, and newly created transactions are placed at the bottom of the queue for processing at the next stage.

4.8. **Inspection** – the process of examining and reviewing survey documents and plans to ensure they meet the required standards and completeness before further processing.

4.9. **Inspection, Verification and Approval of Surveys (IVAS)** – a system designed for the verification and approval process of land surveys at the DENR Regional Offices. It has special Geographic Information System (GIS) functionalities to facilitate automated checks which aid in the automated verification process.

4.10. **Highly Technical Application** – an application which requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof (as defined in R.A. 11032).

4.11. **Land Administration and Management System (LAMS) Philippines** – a system-enhanced land record management facility that ensures integrity of and access to land information such as cadastral maps, isolated survey plans, public land applications,

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patents and titles, and also to perform quick processing of land transactions and updating of land records as well as the tracking of applications undergoing processing. This is supported by a digital cadastral database that provides a spatial reference.

4.12. **Lot Data Computation (LDC)** – the boundary computation of each land parcel which form part of the survey return submitted to the Geodetic Engineer.

4.13. **No "To Follow" Rule** – the clients are required to submit the complete requirements upon application. Incomplete applications will not be accepted and later submission of lacking requirements is not allowed.

4.14. **Projection Map (PM)** – a provisional Cadastral Map prepared in a scale of 1:4000 used for monitoring, verification and approval of surveys.

4.15. **Simple Subdivision** – subdivision survey of previously approved parcel of land into nine (9) or less parcels of land.

4.16. **Survey Return (SR)** – the complete survey documents required for the approval of survey plans, such as, but not limited to, survey plan, transmittal of survey returns, field notes cover and inside, traverse computation, Lot Data Computation (LDC), Digital Land Survey Data (DLSD), boundary computation, title and reference plans.

4.17. **Transaction Pipeline** – includes all on-going and pending LAMS-IVAS transactions.

4.18. **Verification** – the process of confirming the accuracy and correctness of survey data and documentation against established criteria and standards.

SECTION 5. Standard Stages in the Conduct of IVAS. The following stages shall be observed in the conduct of IVAS. The process flow is hereto attached as Annex A.

5.1. **Preliminary Assessment of the Survey Returns (SR) –** at this stage, the completeness of the application is assessed. A pro-forma checklist of minimum requirements (Annex B) shall be used to check if the survey returns submitted is complete. Incomplete SRs upon initial evaluation shall not be accepted and shall be returned with attached notice to the Geodetic Engineer (GE) (Annex C), indicating the lacking documents for compliance.

A No "To Follow" rule shall be strictly imposed. All digital, supplementary and documentary requirements should be complete

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upon submission, otherwise, applications with lacking requirements shall not be accepted.

5.2. **Acceptance of Survey Returns in LAMS-IVAS** – after passing the preliminary evaluation and upon payment of fees, the DLSD file shall be uploaded in the LAMS kiosk or online, through eSurveyPlan, and a unique LAMS-IVAS transaction number will be assigned to the application. Afterwards, the survey returns are endorsed for technical verification.

Acceptance shall mean that the application will be acted upon by the agency. The reckoning date for the counting of the processing time shall be upon payment of official verification fees.

The First-In-First-Out rule shall be followed.

5.3. **Technical Verification** – at this stage, the technical correctness of the submitted survey, as well as, the compliance to the technical standards, is ensured. This stage includes the following sub-stages:

5.3.1. Records Stage – digital verification of the conformity of the submitted Survey Returns with the Digital Cadastral Database. This also includes research, encoding and verification of other references that are not available in the LAMS DCDB.

5.3.2. Projection Stage – projection of the submitted survey plan against the DCDB, Cadastral Maps, and Projection Maps.

5.3.3. Verification Stage – verification of the submitted LDC against the uploaded DLSD and reference title/plan.

5.3.4. Cartography Stage – review and checking of the technical description on the survey plan, annotation of information/documents attached to the survey returns.

5.4. **Final Verification and Evaluation** – the Survey Returns (SRs) shall undergo final verification and evaluation. If all survey plans and documents are in order, the appropriate initials shall be affixed on the verified survey plan as outlined in the process flow (Annex A).

5.5. **Approval and Rejection of Survey Returns**. Survey plans shall undergo recommendation and final approval as outlined in the process flow, in accordance with DAO No. 2022-13[1].

[1] DAO No. 2022-13 re Delegation of Authority to Approve Land Surveys to the Chief of Surveys and Mapping Division

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Survey returns with technical pending adverse findings shall be returned to the concerned Geodetic Engineer, who has forty (40) days to comply with the lacking requirements. LAMS Philippines will send an automated SMS and/or email to notify the Geodetic Engineer and landowner, which shall have the effect of tolling/interrupting the transaction period. If compliance is met within the aforesaid grace period, the transaction shall resume. Failure to comply will result in automatic rejection by LAMS Philippines and the issuance of a Rejection Order.

Upon final approval, a survey number shall be assigned and inscribed on the lower right-hand portion of the signed survey plan. The Tabular Technical Description will be generated by LAMS Philippines in order of approval, and certified as outlined in the process flow.

5.6. **Withdrawal of Survey Returns** – The SRs shall only be allowed to be withdrawn by the concerned Geodetic Engineer, upon written consent of the landowner/claimant.

Likewise, SRs may be withdrawn by the claimant/landowner, upon notice to the concerned Geodetic Engineer by the DENR Regional Office.

5.7. **Releasing of Approved SRs** – The approved Survey Plan and the Tabular Technical Description shall be released from the Office of the Chief, SMD to the concerned landowner and Geodetic Engineer and shall be transmitted to the Land Records Section.

SECTION 6. Archiving of Approved Survey Returns. The approved SRs shall only be considered as part of the official records of the DENR upon scanning and uploading by the Land Records Section of the aforesaid approved SRs to the LAMS DCDB.

SECTION 7. Notification on the Status of Approval of Survey Returns. The claimants/landowners and the concerned Geodetic Engineers shall be apprised and/or notified by SMS or e-mail of the status of the approval of SRs, whether it is accepted, pending, rejected, withdrawn, and approved.

SECTION 8. Standard LAMS-IVAS Processing Time. The inspection, verification, and approval of survey returns under the LAMS Philippines shall be categorized as highly technical applications, as prescribed in R.A. 11032, and shall be processed within twenty (20) working days. The said period may be extended only once, for another twenty (20) working days, provided that the client shall be notified, citing the reasons for the extension thereof.

Non-compliance with this Order shall be subject to the provisions of R.A. 11032 and its Implementing Rules and Regulations (IRR).

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SECTION 9. Separate Lanes in the Transaction Pipeline for Surveys. To ensure efficient approval of surveys while adhering to the FIFO rule, the DENR Regional Offices shall establish two (2) separate lanes in the transaction pipeline:

9.1. Private Surveys Lane: This lane will handle all private surveys; and

9.2. Government Surveys Lane: This lane will manage all government surveys.

Each lane shall follow the appropriate verification and approval processes as outlined in the process flow. This segregation will facilitate more efficient processing and ensure that each type of survey is handled according to its specific requirements.

SECTION 10. Monitoring and Evaluation. The Land Management Bureau shall oversee and monitor the IVAS activities of all the DENR Regional Offices which are available real-time in the LAMS Philippines.

In the course of monitoring the accomplishments under LAMS-IVAS, all SRs that were approved, withdrawn, and rejected from verification are to be considered as completed transactions under the system.

SECTION 11. Enhancement of the LAMS Philippines. The LAMS-IVAS shall be enhanced to conform to this Order.

SECTION 12. Separability Clause. If any provision of this Order shall be declared invalid or unconstitutional, such declaration shall not affect the validity of the remaining provisions of this Order.

SECTION 13. Repealing Clause. All orders, circulars, memoranda, and other issuances inconsistent herewith are hereby repealed and/or amended accordingly.

SECTION 14. Effectivity. This Order shall take effect fifteen (15) days after the publication thereof in a newspaper of general circulation and upon acknowledgement of the receipt of a copy thereof by the Office of the National Administrative Register (ONAR).

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES SENR068343

MARIA ANTONIA ULLOA LOYZAGA
Secretary

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ANNEX A

PROCESS FLOW OF LAMS-IVAS

Process	Processing Time	Responsible Unit/Personnel
A. PRELIMINARY		
1. Preliminary Inspection of SRs	1 day	SMD Front Desk
2. Payment of Verification Fees		Collecting Officer
B. ACCEPTANCE		
3. Kiosk or online submission of complete SRs through e-SurveyPlan. Assign LAMS Transaction ID. Forward SRs for technical verification. ***Note: Two (2) lanes after Acceptance – one for private surveys (Private Surveys Lane) and all government surveys (Government Surveys Lane). The transaction lanes shall remain separate all throughout the stages of Technical Verification.***	1 day	SMD Front Desk
C. TECHNICAL VERIFICATION		
C-1. RECORDS STAGE		
4. Digital verification of the submitted SRs with the Digital Cadastral Database (DCDB). Scan, upload and encode approved LDCs and plans (can be dispensed with if DCDB is complete)	3 days	SMD Records Section
C-2. PROJECTION STAGE		
5. Check position. Plotting on the Projection/Cadastral Maps.	2 days	Projection Unit
C-3. VERIFICATION STAGE		
6. Verification of the submitted LDC against the uploaded DLSD and reference plan. Checking of technical correctness.	3 days	Verification Unit

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Process	Processing Time	Responsible Unit/Personnel
C-4. CARTOGRAPHY STAGE		
7. Review and check the technical description on the survey plan. Ensure that the submitted survey plans have complied with the technical standards. Annotate information/documents attached to the SRs. ***Note: The separate transactions lanes shall converge at the Final Verification and Evaluation.***	3 days	Cartographers
D. FINAL VERIFICATION AND EVALUATION		
8. Final verification and evaluation of the technical correctness and completeness of the documentary requirements of the SRs	2 days	Chief, OOSS/ACS
E. RECOMMENDING APPROVAL		
9. Recommending approval	2 days	Assistant Chief-SMD
F. FINAL APPROVAL		
10. Final approval	2 days	Chief-SMD
G. RELEASING		
11. Assignment of survey number of the Approved Survey Plan. Releasing of the Approved Survey Plan and Tabular Technical Description to the concerned GEs.	1 day	Office of the Chief-SMD/SMD Front Desk

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