

**[ DENR ADMINISTRATIVE ORDER NO. 2010-19,  
June 23, 2010 ]**

**REVISED GUIDELINES ON THE RECONCILIATION, INDEXING  
AND RECONSTRUCTION OF SURVEY RECORDS**

Pursuant to Executive Order No. 45, as amended by Executive Order Nos. 280 and 321, and DENR Adm. Or. No.2004-23 entitled "Guidelines for the Computerization of Land Records" and to provide improvements in land record management functions of the Department, the following procedures in the reconciliation, indexing and reconstruction of survey records are hereby prescribed for the guidance and compliance of all concerned.

*Section 1. Basic Policy.* It is the policy of the State to accelerate the adjudication and disposition of alienable and disposable lands of the public domain and to provide better and land administration services to the people and to the various government agencies that need survey related data for operational and planning processes. In this regard, it is necessary for the DENR to have an efficient and effective survey records management system.

*Section 2. Objectives. This Order aims to:*

- a. provide guidelines in the reconciliation of survey record data and uniform procedures in the indexing, data capture and updating of large government surveys by the DENR Regional Offices and Land Management Bureau (LMB); and
- b. provide the DENR, other national agencies and local government units with accurate information relative to the survey of land within their jurisdiction for planning and operational purposes.

*Section 3. Coverage.* This Order shall cover indexing, reconciliation and reconstitution activities on cadastral projects, isolated political boundary surveys and other large government land disposition surveys such as Public Land Surveys (PLS), Government Settlement Surveys (GSS), Private Cadastral, Surveys (PCS), Friar Land Surveys (FLS) at the DENR Regional Offices and the LMB.

*Section 4. Definition of Terms.* The following terms as used in this order are hereby defined as follows:

- a. Indexing – a process which involves the numerical/alphabetical arrangement of data, whether by using index cards or electronic list, in relation to the basic information relative to a survey record.
- b. Survey Project Indexing – a process of indexing survey records by type of projects such as Public Land Subdivision, Group Settlement Survey and Cadastral Survey.
- c. Numerical Project Survey Indexing – the numerical arrangement of

survey records by survey project number in the entire country using basic information as contained in the related section herein.

d. Municipal Base Survey Indexing – the numerical arrangement of survey data by survey project within a city/municipality using basic information as provided in the related section herein.

e. Reconciliation of records – the process of comparing the records of LMB and LMS to ascertain whether duplicate records exist in both offices in order to avoid duplication of work in the reconstitution/reconstruction of survey records.

f. Physical Inventory – the specific determination as to survey records are in the custody of LMB and Land Management Sector (LMS).

*Sector 5. Physical Inventory and Reconciliation.* During Inventory, the LMB and the DENR Regional Offices will locate, identify and describe all survey records series in its custody. At the end of the inventory, these offices should have a good appraisal of the status of the records kept in its offices and should conduct records assessment to help assemble short term plans for records reconstruction and a long term plan for managing survey records.

The LMB and the Regional LMS shall prepare the actual physical inventory of all available records by survey project. Actual physical inventory of the following survey records shall be made:

- a. Lot data computation books
- b. Lot description books
- c. Boundary Index Maps (BIM) and Cadastral Maps (CM)
- d. Numerical list of lots
- e. Alphabetical list of claimants

The Inventory list should reflect all survey records from each of the survey project that are not on file in the DENR Regional Office. The LMB shall develop records data worksheet in paper and electronic form to help ensure consistent and complete data collection.

*Section 6. Survey Project Indexing.* The preliminary approach to conducting the inventory is to create an index or catalogue of survey records series, i.e project types such as cadastral, public land surveys, etc. before making an inventory of associated records such as lot data computations and survey plans of each particular survey project. Said index should be in electronic form and must provide basic information about the project including among others its unique identifier such as survey project type and number, location, number of lots, area, etc. This would facilitate ease in cross indexing/ referencing by the different DENR offices managing survey records.

*Section 7. Numerical Project Survey Indexes.* The LMB shall update the following index of cadastral and other large government survey projects to serve as preliminary guide in the records inventory.

- a. Technical Bulletin No. 87-A (Numerical Index of Cadastral Surveys with status)
- b. Numerical Index of Private Cadastral Survey Projects (PSC)
- c. Numerical Index of Public Land Survey Projects (PLS)
- d. Numerical Index of Government Settlement Surveys Projects

The project index should include the following data: