

CITIZEN'S CHARTER NO. RO10-L-02. ISSUANCE OF TECHNICAL DESCRIPTIONS (V-37)

The issuance of Technical Descriptions (V-37) is commonly used as a basic requirement for most of the land transactions. Offices like the Registry of Deeds, Assessors Office, Office of the Building Official, CEPALCO, DPWH and the like, require this document to transact their clients' request. Most often, the Issuance of Technical Descriptions serves as a reference for the Geodetic Engineers for their land survey as well as a reference for the issuance of A and D Certification and issuance of the Lot Status Certification of the DENR CENR Office.

Office or Division:	Surveys and Control Section, Surveys and Mapping Division, Regional Office	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Internal: DENR Officials / Employees of PENRO, CENRO and Regional Office with official letter request/s External: Geodetic Engineers (Private and Government Practitioners), Lot Owners / Authorized Representative, LGUs and Other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Tax Declaration (1 original copy or 1 photocopy)		Assessor's Office
2. Title (1 original copy or 1 photocopy)		Registry of Deeds
3. Deed of Sale (1 original copy or 1 photocopy)		Atty.'s Office
4. Sketch Plan (1 original copy or 1 photocopy)		Geodetic Engineer
5. Any Documents Showing the Lot Number of the Lot being processed (1 original copy or 1 photocopy)		Requesting Party

Additional if from the Government Sector				
1. Written Communication signed by their respective head of Office (1 Original Copy)		Requesting Party		
Additional if Requesting Party is a representative				
1. SPA for representative indicating the Lot number of the Lot being transacted. (1 Original Copy)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request Certified Technical Description (V-37). Fill-out and submit the Requisition Slip Form to the Receiving Clerk	1. Receive the filled-out request form, check the completeness of the necessary documents and details needed for the transaction and process into the LAMS (Land Administration Management System)	None	10 minutes	Evangeline P. Dela Peña <i>Receiving Officer</i>
1.1 None	1.1. Issue Assessment for payment at the Cashier's Office.	None	2 minutes	Evangeline P. Dela Peña <i>Receiving Officer</i>
2. Pay to the Cashier	2. Receive payment	Certified TD Php. 25.00 per Lot	3 minutes	Credit Officer <i>Administrative Division</i>
2.1 None	2.1 Issuance of Official Receipt upon payment of Client	None	2 minutes	Credit Officer <i>Administrative Division</i>
3. Present Official Receipt of Payment	3. Receive the Official Receipt, Process and print the Technical Descriptions using	None	5 minutes per Lot	Erwin Ryan Jhem B. Jaranilla

	the receipt			<i>Printing Officer</i>
3.1. None	3.1. Systematic and cautious Verification and Validation of Technical Descriptions	None	2 Hours and 30 Minutes per Lot <i>(Including the Validation of the Technical Data)</i>	Edgar Ronald A. Salcedo <i>Verification Officer</i> James A. Dahilan <i>Verification Officer</i> Nelly L. Pabilona <i>Validator</i>
3.2. None	3.2 Double check the Verified Technical Description and sign for Certification as the Chief of Surveys and Control Section, alternate Assistant CSCS, and Other Section Chiefs (OOSS, LESS and ASCS)	None	5 minutes	Engr. Arnulfo B. Magadan <i>Chief, Surveys and Control Section</i>
3.3 None	3.3. Release the Certified Technical Description to the Client and make the client sign the acted request form	None	3 Minutes	Desalyn E. Pagaran <i>Releasing Officer</i>
4. Receive Certified Technical Description		None		
	TOTAL	Php. 25.00/ Lot	3 Hours	