

CITIZEN'S CHARTER NO. RO10-L-04. REPRODUCTION OF LAND RECORD DOCUMENTS AND APPROVED SUBDIVISION PLANS (BLUEPRINT COPY AND SEPIA COPY)

The Blue Print copy of plan/other land record documents is commonly used as a basic requirement and reference for most of the land transactions. Offices like the Registry of Deeds, Assessor's Office, Office of the Building Official, CEPALCO, DPWH and the like, require this document to transact their clients' request. Most often, the Blue Print copy of the plan serves as a reference for the Geodetic Engineers for their land survey.

Office or Division:	Surveys and Control Section, Surveys and Mapping Division, Regional Office 10
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 or 1 photocopy)	Assessor's Office
2. Title (1 original or 1 photocopy)	Registry of Deeds
3. Deed of Sale (1 original or 1 photocopy)	Atty.'s Office
4. Sketch Plan (1 original or 1 photocopy)	Geodetic Engineer
5. Any Documents Showing the Lot Number of the Lot being processed. (1 original 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 representatives indicating the Lot number of the Lot being transacted. (1 Original Copy)		Requesting Party, Private Lawyer or Notary Public		
Additional for Sepia Copy of Plan				
1. Affidavit of Loss (1 Original Copy)		Atty.'s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request Certified Blue Print / Sepia Copy of Plan. 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 retrieve the Original Approved Subdivision Plan	None	35 minutes	Mark Michael L. Maagad <i>Receiving / Retrieving/ Releasing Officer</i> Kierby B. Ronquillo <i>Receiving / Retrieving/ Releasing Officer</i>
1.1. None	1.1. Issue Assessment for payment at the Cashier's Office.	None	5 minutes	Mark Michael L. Maagad <i>Receiving / Retrieving/ Releasing Officer</i> Kierby B. Ronquillo

				<i>Receiving / Retrieving/ Releasing Officer</i>
2. Pay to the Cashier	2. Receive payment	<p>Reproduction Fee for Blue Print Copy: Php. 15.00 per Sheet / Copy of the Plan</p> <p>Reproduction Fee for Sepia Copy: Php. 300.00 per Sheet / Copy of the Plan</p> <p>Certification Fee: Php. 50.00 for the first Sheet / Copy and Php.</p>	5 minutes	<p>Credit Officer <i>Administrative Division</i></p>

		5.00 for the succeeding Sheet / Copy		
2.1. None	2.1. Issuance of Official Receipt upon payment of Client	None	5 minutes	Credit Officer <i>Administrative Division</i>
3. Proceed to the Blue Printing Building and Present Official Receipt of Payment	3. Receive the Official Receipt and Print the Plan	None	30 minutes	Richard A. Galamiton <i>Printing Officer</i>
4. Proceed to the Land Records Section for the certification	4. Check the printed plan and sign for Certification as the Chief of the Land Records Section	None	5 minutes	Agnes T. Gonzales <i>Chief, Land Records Section</i>
4.1 None	4.1. Release the Certified Technical Description to the Client and make the client sign the acted request form	None	5 Minutes	Mark Michael L. Maagad <i>Receiving / Retrieving/ Releasing Officer</i> Kierby B. Ronquillo <i>Receiving / Retrieving/ Releasing Officer</i>
5. Receive Certified Blue Print / Sepia Copy of Plan				
		3 Reproduction Fee for Blue Print Copy:	1 Hour 30 minutes	

		<p>Php. 15.00 per Sheet / Copy of the Plan</p> <p>Reproduction Fee for Sepia Copy:</p> <p>Php. 300.00 per Sheet / Copy of the Plan</p> <p>Certification Fee:</p> <p>Php. 50.00 for the first Sheet / Copy and Php. 5.00 for the succeeding Sheet / Copy</p>		
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