

## 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.

<b>Office or Division:</b>	<b>Surveys and Control Section, Surveys and Mapping Division, Regional Office</b>	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	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		Assessor's Office
2. Title		Registry of Deeds
3. Deed of Sale		Atty.'s Office
4. Sketch Plan		Geodetic Engineer
5. Any Documents Showing the Lot Number of the Lot being processed.		
Additional if from the Government Sector		
1. Written Communication signed by their respective head of Office		Requesting Party

Additional if Requesting Party is a representative				
1. PA for representative indicating the Lot number of the Lot being transacted.		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	<b>Evangeline P. Dela Peña</b> <i>Receiving Officer</i>
1.1 None	1.1. Issue Assessment for payment at the Cashier's Office.	None	2 minutes	<b>Evangeline P. Dela Peña</b> <i>Receiving Officer</i>
2. Pay to the Cashier	2. Receive payment	Certified TD Php. 25.00 per Lot	3 minutes	<b>Credit Officer</b> <i>Administrative Division</i>
2.1 None	2.1 Issuance of Official Receipt upon payment of Client	None	2 minutes	<b>Credit Officer</b> <i>Administrative Division</i>
3. Present Official Receipt of Payment	1. Receive the Official Receipt, Process and print the Technical Descriptions using the receipt	None	5 minutes per Lot	<b>Evangeline P. Dela Peña</b> <i>Receiving Officer</i>

2. None	4. Systematic and cautious Verification of Technical Descriptions	None	2 Hours and 30 Minutes per Lot  <i>(Including the Validation of the Technical Data)</i>	<b>Edgar Ronald A. Salcedo</b> <i>Verification Officer</i>  <b>Erwin Ryan Jhem B. Jaranilla</b> <i>Verification Officer</i>
5. None	3. Double check the Verified Technical Description and sign for Certification as the Chief of Surveys and Control Section	None	5 minutes	<b>Engr. Arnolfo B. Magadan</b> <i>Chief, Surveys and Control Section</i>
6. Receive Certified Technical Description (V-37 in BL Form 700.2.A)	6. Release the Certified Technical Description to the Client and make the client sign the acted request form	None	3 Minutes	<b>Evangeline P. Dela Peña</b> <i>Receiving Officer</i>
<b>TOTAL:</b>	<b>Php. 25.00 per Lot</b>	<b>Simple</b>	<b>3 Hours</b>	

\*\*\* Given that the Lot has NO Lot data Discrepancies