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THE LEGAL ASPECT OF LAND MAPPING, TITLING
AND REGISTRATION IN INDONESIA
WITH PROPOSALS FOR CONSIDERATION

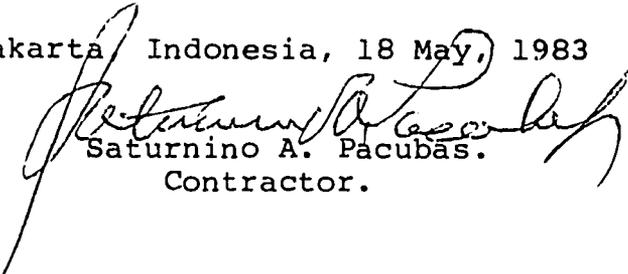
Saturnino A. Pacubas

May 18, 1983

Considering the strict adherence to protocol in the Directorate General of Agraria, Directorate of Land Registration, needed materials for study came very scarce and delayed. Allowance of additional time was needed for the translation of Indonesian documents into English. Delay in providing a legal counterpart helped much to consume the 3-months period given to the contractor to perform the scope of work under the contract. Hence, within the limitation of time and data availability the report has to be made within its bounds.

Respectfully submitted.

Jakarta, Indonesia, 18 May, 1983



Saturnino A. Pacubas.

Contractor.

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EXECUTIVE SUMMARY

The Republic of Indonesia consists of 13,667 islands, 922 of which are inhabited. It has five (5) main islands, namely: Java and Madura, Sumatera, Sulawesi, Kalimantan and Irian Jaya and two sub-archipelago clusters of islands, Nusa Tenggara and Maluku. The total land area is approximately over 190 million hectares, while the area of its sea is about 4 times as large. From East to West it stretches about 5110 Kms. along the equator from Sabang in Banda Aceh to Merauke in Irian Jaya, and from North to South the distance is 1888 Kms. It lies astride the main shipping channels joining the middle East and Europe with East Asia and the Pacific.

Indonesia has a population of over 150 million and it is the fifth largest country in the world and surpassed only by China, India, the USSR and United States, in that order.

To date only about 10 percent of the land area has been surveyed and only about five per cent has been registered.

The purpose of the Project is to increase the rate of Land Mapping, Titling and Registration in Indonesia and the effectiveness of land administration in rural Indonesia.

Technical assistance is the largest component of the project. It consists of 4 short and 3 long term consultants. The consultants assigned to the project are from the Bureau of Land Management (BLM) in the United States. With GOI counterparts it is called the LMTR Team. In the team are two Legal Advisors, one from the United States and one from the Philippines.

The Legal Advisors were to investigate and analyze, within the limits of time and data availability, the legal factors contributing to or inhibiting the process of land mapping, titling and registration (LMTR) in Indonesia and recommend/propose modifications where steps in the process of LMTR can be expedited or even eliminated without reducing the legality and/or guarantee of land title.

As the legal aspect is the primary concern of the study the Legal Advisors had to begin studying of the Indonesian Constitution, then the Basic Agrarian Law (Act No. 5 of 1960), followed by Government Regulation No. 10 issued in 1961 which provided the procedures of land mapping, titling and registration by way of implementing the provisions of the Basic

Agrarian Law. The structure, functions and powers of operating agencies were analyzed in the Ministry of Home Affairs, which has jurisdiction over the Directorate General of Agrarian Affairs, which in turn has jurisdiction over the Directorate of Land Registration. This office specifically is charged with the duty of causing the registration of all lands within the territory of the Republic of Indonesia. And lastly, the whole structure of the Government of the Republic of Indonesia has also been taken into consideration starting from the Peoples Consultative Assembly (MPR), the House of Peoples Representative (DPR), the Supreme Advisory Council (DPA), the office of the President, down to the 25 or more Ministries, and the Governor, Mayors, Bupatis, Camats and Desas. All of these lay an important role in legal situations and conditions affecting LMTR in Indonesia.

For instance, the Peoples Consultative Assembly formulates the basic guidelines for development of the country every five years. This includes specific activities that should be given emphasis and the priorities in development. The House of Peoples Representative enacts laws to carry out the objectives and goals set to be achieved by the MPR. The President in turn executes the laws. The Ministers actually implement the laws and policies by the issuance of regulations. These regulations are reduced into details for implementation by the lower echelon of executives and supervisors.

The Basic Agrarian Law as passed in 1960 provides a negative system of registration. It also states how registration should be conducted, and what it should consider in regards to the condition of the State and society, the social-economic needs, the possibility of its implementation in accordance with the consideration of the Minister of Home Affairs, and those who are without means should be exempted from expenses. This law was followed by the implementing regulation known as Government Regulation No. 10 promulgated in 1961. This regulation provides the procedures for land mapping, titling and registration. The process of registration under this government regulation presently, however, is gradually becoming cumbersome. The Directorate General of Agraria is engaged in a massive scale to speed up the registration process.

MAJOR FINDINGS.

1. The land registration process is carried out in Indonesia by the Basic Agrarian Law of 1960. However, it provides for a negative system and accordingly the implementation is in the passive method (Government Regulation No. 10/61).
2. The rural population is not in a financial position to shoulder the burden of registration. The understanding and benefits of registration is yet to be understood by the rural population.

3. The customs and attitude of the people is also another factor which tends to resist the adoption of modern and streamlined procedures of LMTR not only in the rural areas but also in the operational levels in the provinces and cities.

4. And finally, the acceleration of LMTR in Indonesia depends to a large extent on the determination of those who have the authority to push the undertaking with more vigor, aggressiveness and continuity.

SECTION I: BACKGROUND, PROJECT DESCRIPTION AND CONCERNS.

As early as 1978 the idea of looking into the existing land mapping, titling & registration system/procedures in Indonesia and proposing improvements thereon had been discussed between USAID and the Republic of Indonesia thru the Directorate General of Agraria. As a result of these discussions, both parties agreed to form a group to look into the area of LMTR. Hence, a team of consultants was constituted - 5 on the USAID side and 5-7 on the Indonesian Government side, all with different disciplines such as Systems Analyst, Mapping and Photogrammetry Expert, Land Tenure Socio-Economic Expert and Land Titling and Registration Experts.

The team (USAID and Indonesian counterpart) went on an observation/study tour to study the systems and procedures of land mapping, titling and registration in many places in Indonesia. In Jakarta, the team went to the Office of Directorate of Land Registration, the Office of the Directorate of Land Reform, the Regional and Local Directorate of Agraria. Then to the Regional and Local Office of the Directorate of Agraria in the Southern and Northern part of the island of Bali. Later the team went to Yogyakarta, Semarang, Solo (Surakarta) and Bandung. The team worked from February 20 to March 31, 1979, after which it submitted its report and recommendations. Based on the findings and recommendations in the report and other sources of information, the Project Paper of the LMTR Project in Indonesia was jointly evolved by USAID and Directorate General of Agraria. On August 22, 1980, the Director of the USAID/Jakarta signed the Project Paper - Indonesia Land Mapping, Titling and Registration No. 497-0312 - dated September, 1980.

SECTION II: LITERATURE REVIEW.

"Land is the source of all material wealth. From it we get everything that we use or value, whether it be food, clothing, fuel, shelter, metal, or precious stones. We live on the land and from the land, and to the land our bodies or our ashes are committed when we die. The availability of land is the key to human existence, and its distribution and use are of vital

importance. Land records, therefore, are of great concern to all governments. The framing of land policy, and its execution, may in large measure depend on the effectiveness of 'land registration', as we can conveniently call the making and keeping of these records." (p.3, chapter 1 - Land Law and Registration by S. Rowton Simpson).

"Land when regarded as a commodity capable of being bought and sold has two special characteristics which distinguish it from all other commodities known to commerce. First, and most obvious, it is immovable, and so it cannot be physically transferred from one person to another; nor can it be possessed in the same way as something that can be actually handled and moved about. Secondly, it is everlasting.

"Its immovable and everlasting qualities set land apart from other commodities and have tended to make its ownership much more complicated than the ownership of goods. The very nature of the ownership appears different. The owner of goods can remove or destroy them. The owner of land can neither move it nor, in its legal sense, destroy it; his power is limited to the enjoyment or disposition of rights in or over it. This is equally true whether the ownership is recognized in law as absolute (Roman, dominium; continental, Allodium; Islamic, mulk) or whether the owner is called a 'tenant in fee simple'. as he is in English law, which in legal theory does not recognize the ownership of land but only the ownership of estates or interests in land, though in practice the 'fee simple' is absolute ownership" (pp. 5-6, Chapter 1 - Land Law and Registration by S. Rowton Simpson).

Because land is immovable, its position cannot be changed. And because it cannot be carried off or fraudulently hidden, land is particularly useful as collateral for a loan or guarantee for the performance of an obligation without actually handing over its possession, as is necessary when movable property is pawned. And finally, because land is permanent and everlasting, it can be the subject of interest, present & future, to perpetuate the memory of the owner even after his death.

From the above elucidation, it can be said that land has an encompassing importance in the life of man. In order, therefore, to avail of its unique characteristics - immovability and indestructibility-there is an imperative need for it to be properly classified, managed and disposed of. So, for dealings in land like sale or transfer of rights, mortgage, lease or easements, special safeguards should be introduced. Firstly, that the land being sold or encumbered should be unambiguously defined. Secondly, that the seller owns the land he is offering for sale and has the right to sell it. And thirdly, that the buyer has knowledge of all the derivative and subordinate interest which may affect the value

of the land or restrict its use, and which 'run with the land' binding a successor in title when it is transferred.

"Sir Charles Fortescrue-Brickdale, who played a leading part in establishing registration of title in England, listed six features which should be combined in a system of registration of title: (1) security, (2) simplicity, (3) accuracy, (4) expedition, (5) cheapness, and (6) suitability to its circumstances, and to these Dowson and Sheppard added a seventh, (7) completeness of the record."

There were three types of land registration in England, namely: (1) Registration of Incumbrances (or charges); (2) Registration of Deeds; (3) Registration of Title.

There is another system of registration outside Great Britain and is known as the 'Torrens System', introduced in South Australia by Sir Robert Torrens in 1858. This system spread throughout Australia and to many other parts of the world under his name. Under this system, registration is compulsory in contrast to the English land law which is not compulsory. Title under the Torrens System becomes absolute and indefeasible after a certain period from the issuance thereof whereas the English land law does not make the title indefeasible. English titles are easy to rectify in cases of fraud, adverse possession, mistake or illegality while Torrens titles are not easily cancelled that even the highest courts have little jurisdiction over them. Torrens titles are guaranteed by the State and an insurance fund is provided in case the true owner suffers damage therefrom. There is no guarantee for English titles from the State. As to the 'register', under the English system, the current status of the land is the only one that appears therein while the Torrens system provides the historical data of the land from the beginning of the registration up to the latest transaction or present status thereof.

With the foregoing academic exposition on land, its registration & record keeping in the registry office we shall now consider its relation to the LMTR in Indonesia.

Under the Dutch system registration as it is known today in Indonesia started to be known as fiscal cadastre. The purpose was to expedite the collection of taxes on the land, fairly and evenly according to its use. The boundaries were generally boundaries of its use and not the property boundaries.

And during the British occupation in 1816 Governor General Raffles introduced another kind of tax cadastre called "Land Rent". The Village Head had to prepare list of owners of land who cultivate their lands in order to control payment of taxes. Then this expanded to the legal cadaster to give certainty to the ownership of land, its location, boundaries

and area and the name of the owner. And during the Japanese occupation the Japanese changed the name cadaster service into Land Registration Office.

Indonesia proclaimed its independence in 1945 and on September 24, 1960, the Basic Agrarian Law (Act No. 5/60) was passed by the Government. Under this law the dualistic system of registration was abolished (western & adat) and only one basic law called "Undang-Undang Pokok Agraria" abbreviated as BAL was promulgated to govern land registration in Indonesia.

Art. 19 of this law provides as follows:

"(1) In order to guarantee legal security the Government shall conduct land registration throughout the territory of the Republic of Indonesia according to provisions laid down by Government Regulation.

"(2) The registration mentioned in paragraph (1) of this article covers:

- a. The measuring, mapping and recording of land;
- b. The registration of the rights on land and transfer of these rights;
- c. The issue of certificates of rights on land, which will be valid as a strong evidence.

"(3) The registration of land shall be conducted, with due consideration to the condition of the State and the society, of the traffic and socio-economic needs as well as the possibility of its implementation according to the consideration of the Minister of Agrarian Affairs.

"(4) The expenses related to the registration meant in paragraph (1) mentioned above shall be regulated by Government Regulations, with the provision that those who are without meant shall be exempted from those expenses."

By way of implementation of the BAL, Government Regulation No. 10/1961 was introduced and took effect on March 23, 1961. However, it started to be enforced or implemented only on September 24, 1961 in the islands of Java, Madura and Bali and gradually to the other regions of Indonesia from March 24, 1962. This law provided for the procedures to be followed in all the activities involved in land registration, namely:

- (a) Surveying, Mapping and Recording of land;
- (b) Registration of rights on land and transfers of these rights; and
- (c) Issuance of certificate of rights on land.

These two laws are considered the modern land laws of Indonesia which can compare to the land registration laws of other countries of the world. Comparing it to that of the Philippines, we will find the following:

	Indonesia	Philippines
1. System	Negative (No absolute guarantee from Government.)	Positive (there is guarantee or compensation from Government)
2. Date introduced	September 24, 1960 (Act 5/60) (for State and Adat land)	February 1, 1903 (Act 496) February 11, 1913 (Act 2259) (Acts 496 & 2259 for private land) November 7, 1963 (C.A.141), as amended for public land).
3. Registry open to public	Yes	Yes
4. Certificate of title	Consists of certificate and plan	Consists of certificate only without plan but with technical description.
5. Procedure	Administrative	Administrative & Judicial.
6. Mapping & Surveying	(a) Terrestrial & photogrammetric (b) Executed only by government surveyors	(a) Terrestrial & photogrammetric (b) Executed by government and private surveyors
7. Agencies involved in Titling and Registration	(a) Ministry of Home Affairs only thru Directorate General of Agrarian Affairs (b) Governor involved in land registration proceedings (c) No political subdivision into Regions, only by Provinces	(a) Ministry of Justice (b) Ministry of Natural Resources (c) Ministry of Agrarian Reform. (d) Governor <u>not</u> involved because he belongs to Ministry of Local Government (e) Political subdivision into regions for purposes of land administration.

SECTION III - NATIONAL POLICY.

There is only one basic law which defines the national policy of the Government of Indonesia regarding land registration. This is Act No 5 passed in 1960 which is known as the Basic Agrarian Law of Indonesia which took effect of September 24, 1960.

Article 19 precisely mandated that all lands within the territorial jurisdiction of Indonesia should be registered in order to attain legal security of ownership. The Explanatory Memorandum of the law emphasized that land registration is an obligation of all Indonesians. And to show how the Government is really bent on making land registration a duty of its citizens, Act. 52 of the law imposes a criminal liability on those who deliberately violate certain provisions of the law.

This basic law was followed by Government Regulation No. 10 which took effect on March 23, 1961. This regulation spelled out the procedures in registering the different rights to land in order to make them secure and serve as strong evidence of such rights. Although the system is negative, the tendency of the regulations is positive. There are several periods of time provided in the regulation which compels claimants or landowners to act or assert their rights of ownership; otherwise the government will come in and consider the right to have been waived and the land will revert to the State.

SECTION IV: CONSTRAINTS TO LMTR.

The legal constraints to an accelerated system of land registration in Indonesia is the Basic Agrarian Law itself. Although Article 19 ordained and says the Government shall conduct land registration throughout the territory of the Republic of Indonesia, the implementation thereof thru a Government regulation is predicated on several conditions, namely:

1. "The issuance of certificates of rights on land will be valid as a strong evidence"

2. "The registration of land shall be conducted with due consideration to the condition of the State and the society, of the traffic and social-economic needs as well as the possibility of its implementation according to the consideration of the Minister of Agrarian Affairs".

Under No. 1 above the State/Government does not guarantee ownership of land as shown in the certificate of title. The certificate is considered only as a strong evidence of ownership. Under condition No. 2 (also above), the condition

of society has also to be ascertained. Not only this, the social and economic needs of the people have also to be determined. And finally, the implementation depends on the thinking or consideration of the Minister of Agrarian Affairs. This means his official as well as personal feeling about the subject matter.

It follows that the people's feelings', attitude and thinking have to be given much consideration because, under article 33, paragraph (3) of the Constitution, " the earth, water and air space, including the natural resources contained therein are in the highest instance controlled by the State being an Authoritative Organization of the whole people". (Art. 2 (1) of BAL).

This is followed by another basic principle which states:

"The authority based on the State's right of control mentioned in paragraph (2) of this article is exercised in order to, achieve the maximum prosperity of the people in the sense of happiness, welfare and freedom in the society and constitutional State of Indonesia which is independent, sovereign, just and prosperous". (Art 2 (3) of BAL).

This legal constraint, however, is understandable. This was the influence of the Dutch system and during the several hundred years of Dutch rule the people have been accustomed to the system and they have lived by it up to now. Another factor is the custom of the people which is hard to change in a relatively short period of time. Changes have to be taken gradually. What is assuring, nevertheless, is the fact that the Government is now leaning towards the positive system, and hopefully, by the passing of years and in their effort to modernize, Indonesia will finally find the necessity of adopting the positive system of land registration ten to twenty years from now.

Government Regulation No. 10/60 prescribing the procedures of land registration is considered sufficient and comprehensive. For purposes of accelerating land registration, however, there is need for further refinement thereof in several areas. This is embodied in Section VI (Recommendations) of this report. Policies imposed by the Minister of Home Affairs, the Directorate General of Agrarian Affairs and the Governors have in one way or another contributed to the retardation of land registration.

Currently before a person (who claims right of ownership) can receive land title, numerous requirements have to be complied with. The applicant must obtain an affidavit from the village head where the land is located stating that he is indeed the owner based on village records and land tax receipts for that particular parcel. Under the current LMTR system

there are about 21 documents which must be completed and approved before the applicant can receive title.

All costs of documenting, mapping, registering and the subsequent titling are borne by the applicant. The applicant must purchase the various land registration and titling forms and subsequently pay additional fees to have those forms witnessed by local officials. In many cases the small land-holder simply cannot afford the fees and/or the process is so cumbersome and complex that the small farmer cannot spare the time away from his source of livelihood.

The following are key problems affecting current land registration and titling in Indonesia.

- a) Forms and documents necessary to register and title land are too voluminous and redundant.
- b) Ownership determination is influenced by too many exogenous factors.
- c) Fees charged for forms, signatures, and stamps are prohibitively high in comparison to the average small farmers' annual income.
- d) LMTR system is too complex for applicants to understand or too cumbersome to facilitate timely processing of forms.
- e) Systems control of land registration and titling forms are inadequate.
- f) Insufficient management information is available for decision making.
- g) The authority and responsibilities of DGA and other GOI agencies for recognizing the landowner and/or land users are unclear and/or overlap at the local and regional levels.
- h) GOI agencies concerned with land matters have no single organized land tenure data base.

The following problems occur because small farmers lack proof of ownership and/or use rights to the land:

Credit - Small farmers lacking proof of land ownership and/or use rights are not able to obtain low-interest institutional loans and are subsequently forced to use other more costly sources of credit..

Production - The small farmer who lacks proof of ownership/use rights to the land has no lasting

incentive to make major improvements on his holding or participate in government programs for increasing long-term agricultural production because he is not secure in the knowledge that he will reap a fair share of the benefits.

Land Transfers - Because the official process for land transfer is so expensive and time consuming, land holders are circumventing the law by buying and selling land outside the system. Subsequently, abuses by land speculators, local officials and large landowners against small landholders and/or tenants can occur with impunity. Prosecuting violators of BAL proves exceedingly difficult if the injured party's ownership/use rights, and the exact location of the contested parcel, cannot be identified and/or verified.

Beneficiaries - Programs to aid the rural poor and/or small rural farmers cannot be adequately designed, implemented, and evaluated if the project benefits cannot be clearly linked with the target groups.

Tax Revenues - Because landowners and tenants cannot be identified it is difficult, if not impossible, for GOJ to collect land taxes in a fair and equitable manner.

SECTION V: IMPACT ON TARGET GROUPS

The Project Paper intended actual beneficiaries of some 15 thousand small land owners residing in the three pilot project sites located in Central Java, West Sumatra and South Sulawesi. They were suppose to receive title to their lands in a shorter period of time as a result of new procedures followed and new form designs tested in the pilot project. The potential beneficiaries were millions of farmers with landholdings of all sizes who would eventually be affected in the process of application of the new methods of land mapping, titling and registration.

The legal impact of the new methods which would have meant amendments to existing regulations, policies and introduction of new procedures and designs would have been demonstrated and felt by the beneficiaries if the activities embodied in the project had been performed and followed. Unfortunately however, the project's objectives and goals can not be attained. Hence, it cannot be said with certainty that the Target Groups will benefit, because no actual research, design and testing in the pilot areas actually took place.

The LMTR Evaluation Report found that the economic and social benefits of the rural population and the sector goal of

increasing access of the rural poor to land resources has little or no direct relationship between land mapping, titling and registration and the project's goals & objectives.

SECTION VI: RECOMMENDATIONS

The portion of the Basic Agrarian Law which deals with registration of land is: "Part II. The Registration of Land".

In article 19 it specifically states that 'registration' covers:

- "a. The measuring, mapping and recording of land;
- "b. The registration of the rights on land and the transfers of these rights;
- "c. The issue of certificates of rights on land which will be valid as a strong evidence.

According to the former Director General of Agrarian Affairs, Mr. Abdulrachman Setjowibowo in his paper "The Development of Cadastral Service in Indonesia" written in Jakarta, on June 20, 1974, he said on page 13 thereof that:

"The registration system in Indonesia has to be:

- a. simple in the execution.
- b. to be adjusted with the customary law as long as it is valid
- c. easy to be understood by the people.
- d. it will be executed gradually, in which the village is the smallest government unit".

Within the context of the Basic Agrarian Law and the policy enunciated by the former Director General of Agrarian Affairs, the following recommendations are divided into three categories which are offered for consideration:

A. Simple in Execution and Easy to Understand.

1. Redesign forms in order to reduce the number of papers to be accomplished by the applicant.
2. Consolidate several forms dealing with one subject to only one form to avoid overlapping and redundancy.
3. Eliminate some forms which are not very necessary or essential supporting papers to the application. In the Phillipines there are only 3 important papers to support a free patent grant from the State, namely:
 - a) the application, b) the affidavit of the applicant re: posting and c) the report of investigation of the Public Land Inspector. Presentation of tax receipt is not required before the issuance of patent. Tax payment is only required before the Patent is registered with the Register of Deeds.

- 4 Reorganize the statement of requirements to facilitate easy understanding of the instructions as to what the applicant should prepare and submit to support his application.

B. Less Expensive (Reduction of cost).

1. Review the fees and charges by reducing or eliminating some requirements.
2. Those without means should be exempted from payment of expenses. In the Philippines, a free patent grant or title is issued almost without any expense except the documentary stamp of 50 centavos (U.S.\$) and affidavit fee of 1.00 Peso.
3. Reduce the steps followed in the titling process. The number of officials presently involved in the processing of the application should be re-examined.
4. Reduce the period of posting of the "announcement of application for conversion or recognition" from two to three months to one to two months, respectively. In the Philippines posting of notice of application for public lands has been reduced from one month to fifteen (15) days.
5. Reduce the number of certifications to support the application, the signatures necessary to be affixed thereon and the number of witness to deeds of transfers or sale of land. The certification of the Village Chief with his signature affixed thereon is deemed sufficient. The Camat's signature may not add further strength to the certification and it should be eliminated. Also, the village chief as a witness to deeds of transfer prepared by the Camat as ex-official Land Deed Official is considered enough proof of showing ownership of the land applied for titling and registration.
6. Reduce the membership number of committee "A" & "B" to a minimum of one and maximum of three. This will reduce cost and time and increase effectiveness which is favorable to the applicant.

C. Fast and Expeditious (Mapping & Surveying)

1. The systematic approach which is done from village to village should be followed by a titling and registration system with a compulsory tendency. The Director General of Agrarian Affairs will issue a proclamation declaring the village with complete and legalized survey as a registration area. By this it

means that within a fixed period of say 6 months to one year the people will have to file an application for title of these land holdings; otherwise, their lands will be declared as an integral part of the State land.

2. Survey thru Private Contractors.

In the Philippines survey by private contractors has helped accelerate land registration. Attached hereto are xerox copies of the documents to be accomplished or prepared relating to contract survey by private contractors.

They are as follows:

- A. The Cadastral Survey Program, its background, objectives, target outputs, phases of work/activities etc. consisting of 10 pages.
- B. Outline of Steps/Procedures in Contracting Cadastral Survey Projects - 3 pages.
- C. Instruction to Bidders and Terms and conditions of Contract for Cadastral Survey Project (1982 Bidding) consisting of 16 pages.
- D. Pre-Qualification Statement (Individual) - 3 pages.
- E. Invitation to Bid - 2 pages
- F. Letter of the Chairman of the Committee on Award and Enforcement of Survey contracts to the prospective bidder that upon examination of his pre-qualification papers he is qualified to submit bids - 1 page.
- G-1. Form for Individual Bid.
- G-2. Form for Corporation/Partnership Bid.
- H. Abstract of Bids during bidding period - 2 pages.
- I. Abstract of the Bidding signed by the chairman of the Bidding Committee.
- J. Letter of the Committee on Award and Enforcement of Survey contracts to the Director of Lands informing of the winning bid and that the project be awarded to him.
- K. Letter of the Director of Lands to the winning Bidder to submit within 15 days the Performance Bond, plan of work including time table and utilization of resources.

- L. Cadastral Survey Contract - 4 pages.
 - M. Order: Approval of the Controls for the Establishment of Political Boundaries signed by the Director of Lands. Attached to the order is an Inspection Report on the survey control for the establishment of Political Boundaries as M-1 and the Certificate of Acceptability of Political Boundary signed by the District Land Officer as M-2.
 - N. Order: Approval of the Main and Subsidiary control signed for the Director of Lands.
 - N-1. Certificate of Acceptability of the Main and Subsidiary Controls by the District Land Officer.
 - N-2. Inspection Report of the Main and Subsidiary controls consisting of 3 pages.
 - O. Office Memorandum from Regional Director to the Director of Lands forwarding the General Voucher for approval and payment after deducting 5% retention; 5% withholding tax and 3% contractor's tax.
 - P. Report of Inspection on Lot sketching, monumenting and lot surveys - 2 pages.
 - Q. Report of Inspection for completion of all field and office work - 3 pages.
 - R. Report of the Approval of the Complete Survey Returns - 2 pages.
 - S. Acceptance of Survey Returns by the Regional Director - 2 pages.
 - S-1. Certificate of Acceptability of Submitted of Survey Returns signed by District Land Officer.
3. Delegation of Authority to Approve Plans and Issue Patent.

The Philippines is divided into 13 regions for purposes of administration. Each region is composed of several provinces. All survey of lands within the region is conducted by surveyors and the Regional Land Officer approves the survey plans. In each region are several District Land Offices, usually one for each district. A district is equivalent to one province.

The district Land Officers, by delegation, have powers to issue patents or titles for lands within their district for agricultural lands no more than five hectares in area.

The applicant will file his application with the District Land Office by accomplishing the application form in triplicate. The Public Land Inspector will go to the land and investigate whether the applicant is in actual occupation and cultivation of the land by himself and determine if the whole area has been fully cultivated; what are the existing improvements thereon and how long has he been in possession of the land which should be on or before June 12, 1945; and whether such possession has been continuous, adverse against the whole world and in the concept of owner. If the Public Lands Inspector is satisfied as to compliance with the above requirements he recommends the issuance of patent. The applicant posts the notice of application for 15 days on the land itself and in the Barangay Hall. If after 15 days nobody files claim or protest he accomplishes an affidavit that the actually posted the notice of application and that no one appeared to contest his application. After compliance with this he is given his free patent and will register it with the Office of the Register of Deeds in the Province. The Register of Deeds issues the corresponding original Certificate of Title to the applicant.

Section VII: OTHER FACTORS TO BE CONSIDERED.

I. Emphasize Priority for Transmigration.

The Ministry of Transmigration should survey and issue certificates of title to its beneficiaries.

Relative to transmigration which is equivalent to resettlement in the Philippines, the surveying of residential and farm lots in resettlement areas was originally done by the Bureau of Lands. After surveying, the people are brought to the resettlement area and their applications are filed with the Ministry of Agrarian Reform. This is processed in the Ministry and after the papers are found complete they are sent to the Bureau of Lands for the preparation and issuance of the Patent. The patent in turn will be sent to the Register of Deeds for registration under the provisions of the Torrens system. When the transmigration or resettlement increased in volume the Ministry of Agrarian Reform requested from the President the power to survey their own resettlement areas and prepare and issue the corresponding patent therefor. This was granted by the President of the Philippines in 1957 or 1958 and

this accelerated the issuance of certificates of title in favor of the transmigrants or settlers.

Since 1957 or 1958 the Ministry of Agrarian Reform insofar as transmigration or resettlement is concerned, survey and subdivide the transmigration areas and prepare and issue certificates of title to the transmigrants instead of the Bureau of Lands.

In Indonesia this practice may prove helpful to hasten land mapping, titling and registration in the transmigration areas.

II. The Positive System should start with the transmigration land.

Considering that the Indonesian registration system has a positive tendency it may be considered worthwhile for the Government to guarantee the security of the certificate of title issued to the transmigrants as against any third party who will assert an alleged superior claim to the land.

The rationale behind this is that under the BAL the "State has the power of control over all lands by the Authority of All the People". Since the State or Government is the owner of the land before it was selected as a transmigration area, no person or third party should be entertained to claim the land against the transmigrant to whom a title certificate had been previously issued by the Government. If this theory is adhered to then this will gradually start the adoption of a positive system whereby the state will guarantee ownership to the land.

III. Land Registration should be given strong support by the Government by including it in the next Repelita.

The Directorate General for Agrarian Affairs, who is charged with implementing land registration under the Basic Agrarian Law can do much to accelerate registration by preparing a program which will justify setting aside of resources by the DPR.

Section VIII: APPENDICES

SCOPE OF WORK

(per contract No. AID 492-0312-S-00-1209-00).

The Contractor, working with the Bureau of Land Management (BLM) Legal Analyst from the United States and with the assistance of the longterm BLM project team will deliver a study that adheres to the following format and that addresses questions included but not limited to the ones listed below. Jointly the advisors will investigate and analyze, within the limits of time and data availability, the legal factors contributing to or inhibiting the process of land mapping, titling and registration (LMTR) in Indonesia. In addition the Contractor will recommend/propose modifications where steps in the process of LMTR can be expedited or even eliminated without reducing the legality and/or guarantee of land title. If practical difficulties prevent adhering to this format, the Contractor will suggest changes in consultations with GOI and USAID/Indonesia.

Format

Executive Summary
Major Findings

Section I: Background

What is the history and purpose of the project and how does it relate to the purpose of this study?

Section II: Literate Review

What does the academic literature suggest about the legal relevance and appropriateness of regulations, procedures and processes affecting LMTR in Indonesia. Briefly compare/contrast systems of land law in support of LMTR in the Philippines and Indonesia.

Section III: National Policy

Define/explain Indonesian land laws that directly affect LMTR. How effectively have national development policies concerning LMTR has been translated into workable/implementable land laws, regulations and procedures.

Section IV: Constraints to LMTR

What are the legal constraints to an accelerated system of LMTR? How do current GOI regulations and processes assist/interfere with LMTR?

Section V: Impact on Target Groups

What is the legal impact actual or potential of this project

and the recommendations contained in this paper on project beneficiaries?

Recommendations

Provide a list of recommended implementations within the existing regulations that could be more responsive to LMTR program. Also provide a list of proposed steps that would provide clearer definition and would allow streamlining of the LMTR program to be more responsive.

Appendices

1. Scope of Work.
2. Methodology
3. Bibliography of literature reviewed for this report.

Procedures

In preparing this study, the Contractor together with the BLM legal analyst and the long-term BLM team, will:

- a. Discuss the purposes of this study with appropriate USAID and GOI personnel to identify additional questions that are pertinent to the policy and information needs of GOI and USAID.
- b. Prepare a draft of a program to study BAL and its subsequent regulations as they apply to LMTR program for approval by GOI and USAID.
- c. Submit one draft of the report to the Mission before presentation to the GOI.

Reporting

The BLM team will present a formal briefing to the Mission upon completion of a draft report. Upon completion of the final report 15 copies will be submitted to USAID/I and 10 copies to GOI.

Administration

The Contractor is responsible to the BLM Team Leader, will write the report in coordination with the BLM legal analyst, and will work with GOI and BLM personnel.

Relationship of Contractor or Participating Agency
to Cooperating Country and to AID

A. Relationship and Responsibilities.

The services will be provided under the policy guidance and technical direction of the office of Agriculture, USAID/Indonesia. The consultant will work with a legal analyst from the Bureau of Land Management, USAID personnel and GOI Counterparts.

B. Cooperating Country Liaison Official

Counterparts will be designated within the Director General of Agraria, Directorate of Land Registration to work with the consultant in performing the scope of work.

C. AID Liaison Officials

Walter C. Tappan, Chief, AGR
Kevin A. Rushing, Project Officer.

BIBLIOGRAPHY OF LITERATURE REVIEWED:

- Adat Law in Modern Indonesia by M.B. Hooker
- Act No. 5 of the year 1960 (BAL)
- A Program for land registration and land transfer in Indonesia by Charles Haar, Professor of Law, Harvard Law School.
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- Land deed Official Instructions (Guidance) for Camats/Chiefs of Kecamatans acting as Land Deed Officials (Publication No. 15) Department of Home Affairs, Directorate General of Agrarian Affairs.
- Land Law and Registration by S. Rowton Simpson.
- Land Mapping, Titling and Registration in Indonesia - System Description and Recommendations, August, 1982.
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- Letter of Decision of the Minister of Domestic Affairs No., SK. 3/DJA/1979, stipulated in Jakarta on January 29, 1979 by Daryono, Director General of Agraria for the Minister of Home Affairs.
- Modern Legal Studies-Registered Land by David J. Hayton, U.B., M.A. OF THE Inner Temple and Lincoln's Inn, Barrister Fellow of Jesus College, Cambridge.
- Prisma, The Indonesian Indicator, June, 1982.
- Problems connected with Land Use and Land Reform in Indonesia by Brig. General R. Soebiantoro, Director General for Transmigration Djakarta, January, 1970.
- Project Paper - Indonesia Land Mapping, Titling and Registration 497-0312

- Registration of Land Titles and Deeds by Narciso Pena, LL.B., LL.M, Member, Philippines Bar.
- Survey of Indonesian Economic Law Padjadjaran University Law School Agrarian Law Report by Sudargo Gautama, Professor of Law University of Indonesia and Padjadjaran University and Budi Harsono, Senior official, Directorate General of Agrarian Affairs, Department of Home Affairs.
- The Decision of the Minister of Home Affairs No. 72 of the year 1981 on Organization and Function of the Department of Home Affairs, published by the Bureau of Planning, Department of Home Affairs.
- The Development of Cadastral Service in Indonesia by Abdulrachman Setjowibowo, Director General of Agrarian Affairs, Jakarta, June 20, 1979.
- The Ministry of Home Affairs of the Republic of Indonesia (An Outline), Jakarta, January 7, 1980.

Major Thrusts of the Bureau of Lands
Plans and Programs

A - The Cadastral Survey Program

I - Background

Cadastral Surveys which is merely identified as an activity (Activity D) under Project 1.2 (Public and Private Land Surveys) of the Bureau's restructured program/projects as finalized and approved by the Budget Review Board in 1977, is a major activity not only in terms of the magnitude and financing requirements but also in terms of long range impact or benefit to the individual land owners, to the community at large and to the nation as a whole.

A cadastral survey is a survey of an entire municipality or a part thereof consisting of several or many parcels generally undertaken for purposes of land registration and title clearance. In view of the many development requirements of the government and various instrumentalities, the cadastral survey at present includes, in addition to the survey of lot claims and production of line maps, parcellary mapping of tenanted rice/corn lands to support the land reform program, land use inventory and mapping, tax mapping and the like. This is known as a multi-purpose cadastre.

The Bureau of Lands began the cadastral surveys of municipalities and cities in the Philippines as far back as the year 1903 and had been continuing yearly, except during the 2nd World War, until the present time. Yearly appropriations for the cadastral surveys are included in the Bureau's operating budget. The rapid growth of population which bring about greater demand for lands, the physical development requirements of government and the need for greater revenues from realty taxes indicate the very urgent need for early completion of the cadastral surveys of the country.

Of the 1533 cities and municipalities in the country, some 650 of them with an aggregate area of 9 million hectares were surveyed and/or undergoing cadastral surveys and another 517 municipalities were also wholly or partially surveyed under public land subdivision with an area of some 6.7 million hectares or a total of 15.7 million hectares.

There remain 654 municipalities and cities with an area of roughly 14 million hectares that will undergo cadastral surveys.

These are the targets of the accelerated cadastral survey programs started this year, CY 1978. In CY 1978 there were bidded 42 municipalities with a total funding of P35 million. This is far too short of our project targets. For CY 1979, there are lined up 94 projects to be funded from the P55 million under KBI for cadastral surveys.

The 94 projects listed may not all be covered by funds but nevertheless submitted because a large portion of the P55 million will be for contract projects which will be bid and therefore there should be projects on line for whatever money will be available after each bidding.

II - Objectives of a Cadastral Survey

1. To produce cadastral maps or line maps for land titling purposes.
2. To identify and segregate private land holdings from the mass of public lands.
3. To assist the municipality in the production of tax maps for assessment and land tax re-evaluation.
4. To identify conflict of claims and facilities settlement of land disputes.
5. To determine and provide maps for various land uses such as those for tourism development, infrastructure, etc.
6. To help expedite the land reform program.
7. To identify and facilitate settlement of political boundary disputes.

III - Target Outputs

1. Cadastral maps and technical description (numerical or graphical as the case maybe) of all lots within the cadastre.
2. Land Use Maps needed for development planning.
3. Political boundary maps.
4. Tax maps used in land tax collection.

IV - Phases of Work/Activities in a Cadastral Survey

- .) Reconnaissance and preparatory activities such as:
posting of notices of the cadastral survey; location of office quarters; dialogues with local officials; preliminary assessment of topography/terrain, climate and other local conditions; procurement/delivery of equipment and supplies.
- .) Monument construction
- .) Establishment of control lines and political boundaries and monumenting of control stations/political boundaries.
- .) Angling and chaining of control points/lines.
- .) Research work on survey references and data gathering.
- .) Sketching of land claims and monumenting of corners of lots
- .) Carding and individual notifications and posting of 30-day notices.
- .) Lot surveying.
- .) Computation work
- .) Drafting/cartography work

- .) Preparation of survey returns, final reports, list of claimants, white prints of plans, cost apportionment by lots, etc.
- .) Administrative work - This activity cuts across all other phases/activities of project execution and management.

V - Representative Project Model

Pinanunghahan, Cebu

A cadastral survey of an average size municipality with the following data and conditions:

- a) Estimated * Number of lots - 10,038 lots
- b) Estimated * Area - 11,110 hectares
- c) To be surveyed at a cost of P1,005,000.
- d) Duration --- 25 months
- e) See objectives and targets outputs in Items II and III
- f) This is a lump sum contract price which means, no reduction or increase in cost regardless of the actual resultant number of lots and area after final survey is completed.

Personal Requirements

Position/Working Title	Salaries	Salaries Per Month
1 Chief of Party	P1,500	P1,500
1 Asst. CCP (GE)	1,000 ⁰	1,000
4 Jr. G.D.'s	800 ⁰	3,200
4 Computers	600 ⁰	2,400
3 Cartographers	600 ⁰	1,800
8 Chainmen	500 ⁰	4,000
8 Rodmen	500 ⁰	4,000
3 Monument Construction Men	450 ⁰	1,350
2 Clerks	500 ⁰	1,000
2 Cardmen	500 ⁰	1,000
4 Transit Carriers	450 ⁰	1,800
2 Researchers	0	1,000
	T o t a l	<u>P24,050</u>

Remarks:

The salaries indicated above are comparatively a little higher than the OCPC rates of 1977 for the corresponding position indicated. The chairman, rodmen, cardmen and researchers are equivalent to the Surveyors and Survey Aides II. The monument construction men and transit carriers are similar to Survey Aides I.

VII - Equipment Requirements

- 1. Binocular
- 1 Theodolite
- 4 Transits (30" or 20" reading)
- 4 Chainbands (steel tape) 100m.
- 4 Chainbands 50 m.
- 2 Calculators manual
- 2 Calculators battery operated
- 1 Drafting Instrument
- 3 Sets Drawing Instruments
- 3 Typewriters
- 5 Triangles 45°-10", 5-30°-60°-12"
- 10 Scales (metric)
- 8 Range Poles
- 3 Shovels
- 3 Posthole diggers
- 25 Chairs
- 17 Tables (computing and drafting)
- 1 Motor Vehicles
- 2 Steel file cabinets
- 2 Straightedge;
- 3 Protractors plastic 10"
- 4 Pocket Compass
- 4 Leveling rod
- 4 Stadia rod
- 4 Thermometers
- 2 Spring balance
- 4 Mattocks
- 1 Saw
- 1 Hammer
- 1 Fliers
- 2 Kerosene lamps
- 4 Flashlights

VIII - Phases of Work/Activities of the Cadastral Survey Project

Description/Personnel Used	Duration	Total Cost
1. Reconnaissance and preliminary activities such as:		
- Posting of notices of cadastral survey		
- Dialogues with local officials		
- Choice/collection lease of office quarters		
- Preliminary assessment of project area, topography, source of material (water, sand and gravel) climate, community/environment/people		
Procurement/delivery of supplies and equipment to office quarters	1 month	:
Personnel used	Salaries	
1 Chief of Party	P 1,500/mo.	P 1,500
1 Asst. Chief of Party	1,000/mo.	1,000
1 Clerkg at P500 each per mo.		1,000
3 Cartographers at P600 each/mo.		1,800
4 Computers at P600 each per mo.		2,400
2 Researchers at P500 each/mo.		1,000
4 Jr. GE's at P800 each/mo.		3,200
8 Chairmen at P500 each/mo.		4,000
	Total Salaries	<u>P 16,800</u>
	Traveling Expenses 16 at P100 each	1,600
		<u>P 18,400</u>

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Description/Personnel Used	Duration	Total Cost
2. Construction of Monuments at construction plant sit 3 Laborers at P450 each P1,350 x 12 ½ months - - - - -	12 ½ months	P16,875
(Monument cost Estimates) 10,000 lots at 2.5 mon./lot gives 25,000 monuments. At 16 mo. per bag of cement, there will be needed 1560 bags; at P20/bag, (pick up) cost is P31,200 costings:		
 cement, 1560 bags x P20/bag - P31,200 Gravel 20 trucks at P200 each 4,000 Sand 110 trucks at P200 each - -2,000 Barbed wire 20 rolls at P240 - 4,800 each		
Total Cost	P42,000 - - - - -	P42,000
Total (mon. construction) - - - - -		P58,875

3. Reconnaissance, Preliminary traverses for establishment of Control lines and political boundaries and monumenting of control stations and political boundary corners-----2 months

Personnel Used -
4 teams of:

4 Jr. GE's at P800 each/mo. P 6,400
8 Chainmen at P500 each/mo 8,000
8 Rodmen at P500 each/mo. 8,000
3 monument const. mon. at
P450 each/mo. ----- 2,700

Salaries P25,100 ----- P25,100

Traveling Expenses 23 men at P100/mo. ----- 4,600

Total P29,700

(To be included: Cost of cement, sand and gravel and hauling of materials to the places to be monumented)

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4. Measurement of angles and distance of control points ----- Duration 4 months Total Cost

Personnel Used:

4 teams of:

4 Jr. GE's at P800 each/mo. = P12,800

8 Chainmen at P500 each/mo. = 16,000

8 Rodmen at P500 each/mo. = 16,000

4 Transit carrier at P450 each/
month = 7,200

Total Salaries P52,000 -----P 52,000
Traveling Expenses ----- 24 men at P50 each/mo. ---- 1,800
Total P 56,800

5. Research Work and Data Gatheries ---- 20 months
2 Researchers at P500 each/mo. ----- P 20,000
Traveling Expenses at P50 each/mo. P50 x 2 x 20 ----- 2,000
P 22,000

6. * Sketching and Monumenting of
lot claims ----- 18 months

Personnel Used:

4 Jr. GE's at P800 each/mo. P57,600

8 Chainmen at P500 each/mo. 72,000

8 Rodmen at P500 each/mo. 72,000

4 Transit carrier** at P450
each/mo. 32,400

3 Mon. const. mon at P450
each/mo. for 7.5 months 10,125

P244,125

40% corresponds to sketching and monumenting

P 97,650

60% corresponds to lot surveys ----- 146,475

* Sketching and monumenting of lots performed by the same group that undertake lot surveys.

** The transit carriers are utilized in monumenting

	Duration	Total Cost
7. Carding and Cardmen	18 months	
2 men at P500 each/mo. are used -----		P 18,000
Traveling Expenses 2 x 18 x P 500 each/mo. -----		1,800
	Total	<u>P 19,800</u>
8. Lot Surveys -----	18 months	146,475
(Performed by personnel used in VI above except those of the construction men)		
9. Computation*-----	26 months	
Personnel Used:		
4 Computers at P600 each/mo. -----	2,400 x 25	P 62,400
* Includes computation of old survey references, solar/stellar observations, traverse and lot data preparation and computation cadastral cost apportionment and similar activities. Computers are also utilized in parcellary mapping other surveying activities during slacktime.		
10. Drafting/Cartography -----	26 months	
3 Cartographers at P600 each/mo. x 26 mos. -----		P 46,800
Cartographers are needed immediately in basemap/progress map preparation, survey references, card sketches and parcellary mapping, etc.		
11. Project Management/ Administrative Activities		
Duration -----	25 months	
Personnel Used		
1 Chief of Party P1,500/mo. x 25 mo. -----		P 37,500
1 Asst. Chief of Party P1,000/mo. x 25 mo. -----		25,000
2 Clerks at P500 each/mo. (2 x P500 x 2) -----		25,000
	Total Salaries	<u>P 87,500</u>
Traveling Expense		
Chief of Party 25 x 200 -----		50,000
Asst. Chief of Party 25 x 1000 -----		25,000
	Traveling Expenses	<u>P 75,000</u>
	Total Expenses	<u>P 162,500</u>
12. Preparation of Complete		
survey returns -----	1 month	
4 Computers at P600 -----		2,400
3 Cartographers at P600 -----		1,800
4 Jr. GE's at P800 each -----		3,200
2 Reserachers at P50 each/mo. -----		1,000
	Total	<u>P8,400</u> --- P8,400
	Total	<u>P8,400</u> --- 8,400

	Duration	Total Cost
13. Miscellaneous Expenses -		
a) Communication Services -----		P 2,000
b) Transportation Services -----		26,000
c) Other Services -----		32,600
d) Supplies and Materials -----		26,000
. Representation/Allowance -----		26,000
. Reproduction of plans -----		5,000
. Carpentry -----		1,000
. Misc. Expense -----		1,000
e) Rent of building (P400/mo.) transits, theodolites, chainbands, furnitures etc. -----		65,000

Summary of Activities, Elements of Cost, Activity durations and Total

Activity	Personnel Used	Costings		Duration	Total Cost
		Salaries	Travel Expenses		
I	25	P 16,800	P 1,600	1 month	18,400
II	3	16,875	(P42,000)*	12.5 mo.	58,875
III	23	25,100	4,600	2 months	29,700
IV	24	52,000	4,800	4 months	56,800
V	2	20,000	2,000	20 mo.	22,000
VI	27(40%only)*	97,650	24,300	18 mo.	121,950
VII	27(60%only)	146,475	-	18 mo.	146,475
VIII	2	18,000	1,000	18 mo.	19,800
IX	4	62,400	-	26 mo.	62,400
X	3	46,800	-	26 mo.	46,800
XI	13	8,400	-	1 mo.	8,400
XII	4	87,500	75,000	25 mo.	162,500
		P 598,000	P 114,100		P712,100

Plus:

a) Communication services at P100/mo x 26 -----	2,600
b) Transportation services at P1000/mo/X26 -----	26,000
c) Other Services -----	32,600
d) Supplies and Materials at P1000/mo. for 26 mo. -----	26,000***
e) Rent of building, transits, theodolites, chainbands and other equipment -----	65,000

	P864,300
Plus 2% contingencies -----	17,286
	P881,586
Plus 14% Profit Margin -----	123,422
	P1,005,008

Unit cost per lot = P100.00

Unit cost per hectare = P90.40

* Cost of Materials used in monument construction, supplies for monumenting of political boundaries imputed in the cost of other supplies and materials under Item VIII.13.d

** Work on sketching and monumenting and lot surveys are done by the same group for a period of 18 months. A 40%-60% ratio is applied as the closest comparative costing of the two activities. The other items of expense may not necessarily be applied to each of the activities or spread over a period of time. At best it can be imputed as part of the administrative expense which will be reflected in the total project cost.

***Emergency food provisions are also included.

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Project Activity Time Frame
Cadastral Survey of the Municipality of Pitampugahan Province of Cebu

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1. Reconnaissance, etc.	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
2. Monument Construction	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
3. Establishment of Control lines	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
4. Angling and Chaining	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
5. Research Work	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
6. Sketching	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
7. Carding and individual notifications	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
8. Lot Surveying	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
9. Computation	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
10. Drafting	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
11. Final Preparation of Survey Returns*	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
12. Administrative Work	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:

Note * Actually, computation, Drafting and Carding and other clerical work form part of final preparation of survey returns. Usually, submittal of survey returns are done by cases or barangays. The last month is devoted to finishing touches for the entire project.

Project Data:
 Est. No. of lots = 10,638 lots
 Est. Area = 11,118 hectares

Certified Correct:

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Outline of Steps/Procedures in Contracting
Cadastral Survey Projects

I - Preparation for Bidding/Bidding Process/Reports

1. Project Identification/Prioritizing/Selection

There should be a list of municipalities that are totally unsurveyed and partially surveyed by province and by Region.

Identify municipalities to be selected based on the following criteria:

- a. Land Reform Area
- b. Within proposed or on-going River Basin Projects
- c. With on-going development projects other than those in b.
- d. Bay Areas (to identify foreshores, etc.)
- e. Muslim Mindanao
- f. Areas exposed to speculation
- g. Commitments of higher authorities
- h. Highly depressed areas and where no surveying activity was ever done so far
- i. Representations made by local officials

2. Gathering Data/Information on

- a. No. of lots
- b. Area of Alienable & Disposable Lands
- c. Area of Forest Lands
- d. Old projects (with no. of lots & area) within the municipality
- e. Adjoining approved or on-going projects

Sources of information:

- a. Assessors office/Treasurer's Office
- b. BFD (Central Office/Field Offices)
- c. B.L. Records (Central/Field Offices)

3. Preliminary Estimates of Project Costs for purposes of funding.

$$\text{Formula: } C = 28.05 P + 65.62 \sqrt{P \times S}.$$

Where C = Cost

P = No. of Parcels or lots

S = Area in hectares

$$T = .0000615 P + 0.0015284 \sqrt{P \times S} + 90$$

Where T = No. of months

P = Parcels or lots

S = Area in hectares

4. Request authority from the Office of the President to execute Cadastral Survey

5. Publication of Invitation to Bid in 2 widely circulated newspapers once a week for 2 consecutive weeks.

6. Prequalification of Bidders by the Committee on Awards and Enforcement of Survey Contracts
 - a. Submission of Cash deposits in the form of Managers or Cashiers check of at least 10% of the cost of project
 - b. Pledging of technical personnel and equipment to be used in the project. Prequalification forms are given to prospective bidders upon payment of certain fee.
7. Allocation of funds to bidding centers. (Optional. If centralized bidding there is no need to allocate)
8. Computation of cost estimates (initial government estimates) in the Regional Bidding Centers

The estimatozs are selected from among geodetic engineers experienced in Cadastral Surveys in the region where projects to be bidded are located. The estimator's integrity and performance is a key factor in the selection. The government estimates are done before bidding takes place and the bidding committee members and estimators are secluded from the public to avoid suspicions of collusion with prospective bidders. The estimators takes into account local conditions existing in project site, anything that will affect adversely or favorably the project execution are taken into account and reflected in the cost estimates and time frame.

9. Bidding at the designated Bidding center not less than 15 days after last day of publication.
10. Committee on Awards and Enforcement of Contracts report to the Director of Lands results of bidding and winning bidders.
11. Letters/notice of Awards of project to winning bidders
12. Submission of GSIS performance bond and program of work by winning bidder.
13. Certification of availability of funds by the Chief Accountant
14. Signing of Cadastral Survey Contracts by the Director of Lands and Contractor
15. Certification of availability of funds by the Commission on Audit (COA)
16. Submittal of Contract papers to the Minister of Natural Resources for approval.
17. Furnish COA with approved contract within 5 days upon receipt.
18. Contractor receives copy of contract from CAESC
19. Copies of Contract sent to Regional and district offices.

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II - Project Execution

1. Contractor establishes Office in project site
 - a. Brings in personnel, equipment and supplies
 - b. Conducts dialogue with local officials and landowners
 - c. Post notices, etc.
2. Inaugurates Project -

Presence of National/Local Officials and land claims very important
3. Conduct Field reconnaissance for establishment of control lines; establish and survey preliminary traverse lines for use in preparation of progress map and control map.
(Follow all the activities in attached work program under final completion)

INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS
OF CONTRACT FOR CADASTRAL SURVEY PROJECTS
(1982 BIDDING)

A. - QUALIFICATION OF BIDDERS:

- A.1 - Bidding for cadastral survey projects shall be opened to individuals, partnerships and corporations. When a corporation or a partnership offers a bid for any project, any member or partner therefor shall be disqualified to submit his individual bid for the same project. When husband and wife are both qualified geodetic engineers, only one (1) of them shall be allowed to bid for any one (1) project. Non-compliance with these provisions shall disqualify all such bids.
- A.2 - Any registered geodetic engineer who is a member in good standing of the Geodetic Engineers of the Philippines (GEP) accredited by the FRC in accordance with the instruction under LOI No. 1000 and disseminated by Lands General Circular No. 74 dated 20 May 1980 not possessing any of the disqualifications enumerated in A.2.1 with at least three (3) years experience in the practice of cadastral survey or who has completed the seminar for Chiefs of Parties recognized by the Director of Lands shall be qualified to bid. Provided, however, that individual contractors who were pre-qualified in previous biddings shall be allowed to bid.
- A.2.1 - The following are disqualified to bid as individuals:
- a. Any geodetic engineer who is employed in any survey project in progress;
 - b. Any geodetic engineer who has been declared as a contractor of not good standing by the Bureau of Lands, MAR, NIA and other government agencies contracting survey projects;
 - c. Any geodetic engineer whose survey or mapping contract had been abandoned, rescinded or terminated due to his fault or negligence. Abandonment in the context means failure to continue executing the project in accordance with the contract;
 - d. Any geodetic engineer who has refused or failed to complete correction work within the time limit required; however, if the geodetic engineer submits the corrected work beyond the time limit required and such correction work is approved by the Director of Lands before the date of bidding, then the said geodetic engineer may be allowed to bid;
 - e. Any geodetic engineer who is a partner of any partnership not qualified to bid in accordance with the provisions of A.3.1;
 - f. Any geodetic engineer who has already a project awarded and/or in progress with the Bureau of Lands and two (2) negotiated contracts. Survey projects already submitted and accepted for verification and approval by the Director of Lands or Regional Land Director shall be considered as projects no longer in progress;
 - g. Any geodetic engineer who is a member of the Board of Director of any corporation declared as a contractor of not good standing by the Bureau of Lands, MAR, NIA and other government agencies contracting survey projects;

h. Any geodetic engineer who is a partner of partnership or member of the Board of Directors of a corporation whose survey contract has been abandoned, rescinded or terminated due to fault or negligence of such partnership or corporation.

A.3 - Any partnership whose members are all geodetic engineers, qualified to bid as individual organized and authorized under existing laws and regulations of the Philippines to engage in land surveys which does not possess any of the disqualifications mentioned in A.3.1 is qualified to bid. Provided, however, that partnerships which were prequalified in previous biddings shall be allowed to bid.

A.3.1 - The following partnership are disqualified to bid:

a. Any partnership which has been declared as entity of not good standing by the Bureau of Lands, MAR, NIA and other government agencies contracting survey projects;

b. Any partnership which has already a project awarded and/or in progress with the Bureau of Lands and two (2) negotiated contracts. Survey projects already submitted and accepted for verification and approval by the Director of Lands or Regional Land Director shall be considered as projects no longer in progress;

c. Any partnership which has caused its survey contract to be abandoned, rescinded or terminated due to its fault and negligence. Abandonment in this context means failure to continue executing the project in accordance with the contract;

d. Any partnership which has refused or failed to complete the correction work within the limit required, however, if the partnership submits the corrected work beyond the time limit required and such correction work is approved by the Director of Lands before the date of bidding, the said partnership may be allowed to bid;

e. Any partnership which has a partner an individual contractor who has been declared as a contractor of not good standing by the Bureau of Lands, MAR, NIA and other government agencies contracting survey projects;

f. Any partnership which has as partner and/or a member of the Board of Director of a corporation that has been declared as a contractor of not good standing by the Bureau of Lands, MAR, NIA and other government agencies contracting survey projects;

g. Any partnership which has as partner and/or a member of the Board of Directors of a corporation, an individual contractor whose survey contract had been abandoned, rescinded or terminated due to his fault or negligence.

A.4 - Any corporation, the majority of the paid-up capital stock of which is owned by the incorporators who are duly licensed geodetic engineers qualified to bid as individual and with a paid-up capital of at least TWENTY THOUSAND (P20,000.00) PESOS organized and authorized under existing laws and regulations of the Philippines to engage in land surveys which does not possess any of the disqualification mentioned in A.4.1 is qualified to bid. Provided, however, that corporations which were prequalified in previous biddings shall be allowed to bid.

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A.4.1 - The following corporation are disqualified to bid:

- a. Any corporation which does not meet the requirement in A.4;
- b. Any corporation which has been declared as an entity of not good standing by the Bureau of Lands, M&R, NIA and other government agencies contracting survey projects;
- c. Any corporation which has a project awarded and/or in progress with the Bureau of Lands and two (2) negotiated contracts Survey projects already submitted and accepted for verification and approval by the Director of Lands or Regional Land Director shall be considered as projects no longer in progress;
- d. Any corporation which has caused its survey contract to be abandoned, rescinded or terminated due to its fault and negligence. Abandonment in this context means failure to continue executing the project in accordance with the contract.
- e. Any corporation which has refused or failed to complete the correction work within the time limit required. However, if the corporation submits the corrected work beyond the time limit required and such correction work is approved by the Director of Lands before the date of bidding the said corporation may be allowed to bid;
- f. Any corporation which has a member of its Board of Directors who is an individual contractor or member of partnership which has been declared as a contractor of not good standing in the Bureau of Lands, M&R, NIA and other government agencies contracting survey projects;
- g. Any corporation which has a member of its Board of Directors who is an individual contractor or a member of partnership whose survey contract had been abandoned, rescinded or terminated due to his fault or negligence.

B. - PRE-QUALIFICATION STATEMENT:

- B.1 - The prospective bidders should submit a Cashier's or Manager's Check payable to the Director of Lands or a passbook of a joint account of the bidder and the Director of Lands or any of his authorized representative with any government banks in Metro Manila in an amount equivalent to at least ten percent (10%) of the proposed bid.
- B.2 - Instruction to Bidders and Terms and Conditions of Contract for Cadastral Survey Projects, Pre-qualification Form and other related papers shall be available to prospective bidders at a fee of P50.00 not reimbursable per set, plus P3.00 per set of bid forms.
- B.3 - A pre-qualification statement in the prescribed forms shall be submitted by the prospective bidder in triplicate to the Director of Lands or to the Regional Land Director concerned not later than the time and date indicated in the Invitation to Bid.
- B.4 - The following documents shall be attached to the pre-qualification statements when submitted:

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B.4.1 -- For Individuals:

- a. Professional tax receipt, G.E. registration card and GEP card, current;
- b. Latest statement of assets and liabilities of bidder.

B.4.2 - For Partnership:

- a. Incorporation papers showing partnership to be duly registered and authorized to engage in land surveys;
- b. Professional tax receipt, G.E. registration card and GEP cards of G.E. partners, current;
- c. Letter of authority or an authorization (in triplicate) issued by the partnership for its representative to participate in the pre-qualification and submittal of bids of the partnership.

B.4.3 - For Corporation:

- a. Incorporation papers showing corporation to be duly registered and authorized to engage in land surveys;
- b. Latest statement of assets and liabilities of corporation;
- c. Professional tax receipt, G.E. registration card and GEP cards of G.E. members of the Board of Directors, current and TAI of non-GE members;
- d. Letter of authority or an authorization (in triplicate) issued by the Board of Directors of the Corporation for its representative to participate in the pre-qualification and submittal of bids of the corporation;
- e. Organization of the Management Staff composed of licensed geodetic engineers who shall be signatories to the contract.

B.4.4 - For All Bidders:

- a. Cashier's or Manager's Check or joint account passbook with the Director of Lands;
- b. Three (3) copies passport size picture;
- c. Contract of hire of Project Chief;
- d. Affidavit of past experience of Project Chief;
- e. Xerox copies of G.E. registration card, professional tax receipt and GEP card, current, of the Project Chief;
- f. Contract of hire of geodetic engineers and Jr. geodetic engineers, current
- g. Xerox copies of G.E. registration card professional tax receipt and GEP card, current, of geodetic engineers and Jr. geodetic engineers;
- h. Xerox copies of registration of transits;

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- i. Xerox copies of registration of tapes;
- j. Contract of lease of other equipment made available by the contractor for the project.

C. - EVALUATION AND QUALIFICATION:

- C.1 - Preliminary evaluation of pre-qualification statements submitted in the region shall be made by the Regional Land Director who shall forward the same to the Director of Lands. The final evaluation of all pre-qualification shall be made by the Director of Lands. If qualified, a letter of qualification shall be sent to the prospective bidders. Prospective bidders who fail to qualify will be informed by the Director of Lands in writing not later than two (2) days before the date of bidding of the reasons for their disqualification.
- C.2 - Upon presentation of the letter of qualification, the prospective bidder shall be issued bid forms in sufficient quantity.

D. - PREPARATION OF BID FORMS:

- D.1 - Bids shall be submitted in triplicate on forms prescribed by the Bureau of Lands and in strict compliance with the requirements of the advertisement, invitation to bid, instruction to bidders and terms and conditions of contract for cadastral survey projects. All data and information required in the bid form should be fully and clearly written.
- D.2 - Bidders are expected to read and understand the Instructions to Bidders and Terms and Conditions of Contract for Cadastral Survey Projects and bid forms. If no inquiries are made or questions raised in clarification of said Instruction to Bidders and Terms and Conditions of Contract for Cadastral Survey Projects and the bid forms or any part thereof before the submission of the bid, it shall be taken to mean that bidders have fully understood all the contents thereof, that they have therefor waived any right to be heard regarding any matter contained therein.
- D.3 - Each bid must give the full business address of the bidder.
- D.4 - Each bid shall specify the bid price in the Philippine Currency, and shall be written in words and figures. In case of any discrepancy between the written words and figures, the written words shall prevail.
- D.5 - No erasures or changes on the bids shall be made unless explained or noted over the signature or initial of the bidder or of the bidder's legally authorized representative.

E. - SUBMITTAL OF BIDS:

- E.1 - Bids shall be securely sealed in suitable envelopes, endorsed and addressed as required in the advertisements, and must be in the possession of the Regional Bidding Committee before the date and hour set for the opening of the bids. Bids may be dropped/submitted to the Regional Bidding Center by authorized representatives.
- E.2 - Bids by telegram, radiograms, cablegrams or through similar communications will not be accepted.

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E.3 - Each bid shall be accompanied with a bidder's bond in the form of cash or a surety bond issued by a reputable surety bonding company or Manager's or Cashier's check payable to the Director of Lands in the sum of at least five percent (5%) of the amount of bid. The bond shall stand as a guarantee that the bidder, if successful, shall enter into a contract with the Bureau of Lands within the period required by the Director of Lands.

E.4 - Cashier's or Manager's check of unsuccessful bidders shall be returned to them after the bidding upon written request.

E.5 - The bidder must attach the bidder's bond to his first bid within the series. In succeeding bids the bidder shall indicate to which project the bidder's bond was attached.

F. - CANVASSING OF BIDS:

F.1 - Canvassing of bids will be done immediately after the time for submitting bids has elapsed.

F.2 - The bids shall be sorted and counted according to project before they are opened. A bidder may withdraw his bid by communicating his purpose in writing or orally to the Director of Lands or the Chairman, Regional Bidding Committee during the counting of the number of bids offered for a project, and his bid shall be handed to him or to his authorized representative unopened.

F.3 - Negligence of any bidder in preparing his bid or any omission or error submitted by him confers no right for the withdrawal of his bid after the same has been opened.

F.4 - Where a qualified bidder submits two (2) or more bids for any one (1) project, all such bids shall be considered as null and void.

F.5 - After a bidder shall have submitted the most acceptable bid for a project, all his bids for the succeeding projects within a series of bidding shall no longer be opened and read. All such bids shall be returned to the bidder or his authorized representative.

F.6 - The most acceptable bid for a project shall be the lowest bid within the upper (ceiling) and lower (floor) limits of the final government estimate (FGE) computed as follows:

$$FGE = \frac{IGE + MB}{2} \quad \text{Where } IGE = \text{initial government estimate}$$
$$MB = \text{mean of the bids within } \pm 20\%$$

of the IGE

The initial government estimate (IGE) and the upper (ceiling) and lower (floor) limits shall be determined by a panel of reviewers to be appointed by the Director of Lands.

G. - ACCEPTANCE OF BID:

G.1 - The Bureau reserves the right to reject any or all bids for a project in the interest of public service.

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- G.2 - The Bureau reserves the right to require additional information on the capability of the winning bidder to execute satisfactorily the project within the prescribed period.
- G.3 - The Committee on Award and Enforcement of Survey Contracts shall deliberate on the report of the Auctioning Officer on the bidding and submits its recommendations to the Director of Lands.
- G.4 - Award will take place upon notice to the contractor by the Director of Lands that the bid offered is the lowest reasonable bid among those received therefor and the same has been accepted by the Bureau of Lands. The winning bidder shall be required to submit within fifteen (15) days the performance bond, acceptable plan of work including time table by Gantt Chart or PERT CPM and utilization of resources. A copy of the operational plan of work schedule shall be posted at the survey office for the guidance of the Chief of Party and project inspectors.

H. - PREPARATION OF CONTRACT:

- H.1 - Within fifteen (15) days from receipt of the requirements in the letter of award, the winning bidder should enter into a contract with the Director of Lands, Manila for the execution of the project. All supporting documents related thereto will be submitted in triplicate copies.
- H.2 - The performance bond to be filed by the winning bidder shall be a bond to be issued by the Government Service Insurance System (GSIS) and such bond shall be in an amount equal to at least twenty percent (20%) of the estimated contract price. Such bond shall continue to be effective until released by the Director of Lands or his authorized representative but not earlier than six (6) months after the date of approval of the entire project.

I. - EXECUTION OF CONTRACT:

- I.1 - The Director of Lands shall notify the contractor by telegram about the approval of the contract by the Minister of Natural Resources. At the same time a copy of the contract shall be transmitted to the contractor. The contractor shall begin field operation fifteen (15) days after such date. Before starting the field operation, the contractor shall inform the Regional Land Director, the District Land Officer and the District Forester concerned of the contract. He shall establish a survey office in the poblacion of the municipality to be surveyed in accordance with Paragraph 15 of Lands Administrative Order No. 22 (revised) dated October 3, 1956, and shall in collaboration with the District Land Officer, conduct an information drive in the municipal and barrio level. The office shall be maintained until the final inspection of field operations by the Director of Lands or his authorized representative. The said office shall not be closed without the written permission of the Regional Land Director concerned.
- I.2 - The Director of Lands or the Regional Land Director concerned shall have the right to require the contractor to increase the facilities and personnel engaged in the work in case it shall appear from the progress thereof that the work cannot be completed within the time stipulated.

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- I.3 - If, for any reason, the contractor should violate or fail to comply with any of the terms and conditions herein set or if the contractor delays, neglects or abandons the work to such an extent that in the opinion of the Director of Lands, the project may not be completed within the stipulated time, the Director of Lands shall fifteen (15) days after written notice to the contractor, have the right to cancel this contract and declare forfeit the performance bond and all sums of money that would otherwise accrue to the contractor. Upon cancellation of the contract as provided herein, the contractor hereby obligates himself to surrender all records of the project to the Director of Lands, all the monuments already set on the ground shall not be removed or destroyed, but shall be left intact and become property of the government.
- I.4 - Should the Director of Lands elect to demand the performance of obligation instead of cancellation of the contract, the contractor shall pay as penalty one-tenth of one percent (0.1%) of the total contract price for each day of delay.
- I.5 - The period of time stipulated in the contract shall be counted fifteen (15) days from the date the contractor was notified by telegram about the approval of the contract. Failure to comply with this schedule or to finish on time any correction work that may be required under the following paragraph shall subject the contractor to a fine equivalent to one-tenth of one percent (0.1%) of the contract price for each day of delay; Provided, that upon previous request in writing to the Director of Lands, the Director of Lands, may at his discretion and with the consent of the contractor's surety grant without penalty such extension of time in case the delay is due to force majeure, increase in the number of lots and area and other circumstances provided in Section 19 of Lands Administrative Order No. 22 (revised), dated October 3, 1956.
- I.6 - Any error or defect found in the survey or in the returns shall be corrected by the contractor at his expenses within such time as the Director of Lands or the Regional Land Director concerned may deem reasonable. The Regional Director shall notify by telegram the contractor to withdraw within thirty (30) days from date of notice the survey returns for correction, and failure of contractor to withdraw the defective survey returns shall subject him to a fine of one-tenth of one percent (0.1%) on the balance of the contract price for each day of delay until such time as contractor withdraws the survey returns. The Director of Lands or the Regional Director shall state in a letter the specific defects and correction work to be done and the specific period within which such correction work shall be completed. The corrected survey returns shall be re-submitted within the period specified by the Director of Lands or Regional Director and delay shall be subject to the foregoing fine also. After two (2) resubmittals and survey returns still have the same defects the Bureau of Lands shall cause the correction work and change expenses to the contractor and/or any balance due him. If said balance is not sufficient, additional amounts shall be required from the contractor to complete the correction work. Upon failure of the contractor to deposit the amount needed for correction work the Director of Lands shall institute proceedings for the forfeiture of the performance bond to be applied to the cost of correction work.
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- I.7 - Every parcel of land on which a claim of ownership is asserted, whether declared for tax purposes or not, including portions of lands covered by approved surveys but not yet decreed or patented, shall be surveyed as a separate lot. The contractor shall not charge or collect any fee from any claimant for the survey of any lot within the project.
- I.8 - Lot data computations shall be done by the EDPS of the Bureau of Lands except when the Bureau certifies that it cannot perform the computation work or the contractor chooses to prepare the lot data computations manually in the field office.
- I.9 In compliance with the Circular Letter dated June 10, 1974 of the Deputy Governor of the Central Bank of the Philippines, the contractor shall, in the execution of this survey project, make local purchase whenever possible, of locally available machinery made/or vehicles required in such project.
- J. - PROJECT REQUIREMENTS:
- J.1 - Technical Personnel:
- J.1.1 - For each cadastral project, there should be one (1) Project Chief and a sufficient number of geodetic engineers in accordance with the following schedule:
- CATEGORY "A" PROJECTS - A minimum of one (1) additional geodetic engineer
- CATEGORY "B" PROJECTS - A minimum of two (2) additional geodetic engineers
- CATEGORY "C" PROJECTS - A minimum of three (3) additional geodetic engineers
- J.1.2 - Category "A" projects are those consisting of not more than 5,000 Mills Unit; Category "B" projects, not more than 10,000 Mills Unit; and Category "C" more than 10,000 Mills Unit.
- The geodetic engineers and the technical equipment shall be those submitted in the pre-qualification statement or management plan. Authority to employ additional qualified geodetic engineers and use of technical equipment shall first be secured from the Director of Lands.
- J.1.3 - Project Chief must:
- a. Be a registered geodetic engineer of good standing not-employed in any government agency;
 1. Who had been a Chief of Party (Project Chief) or an assistant from beginning to end of a cadastral or public land subdivision or mapping project contracted with any government entity or;
 2. Who had qualified in the cadastral land surveyors examination previously given or;
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3. Who had held a position in the government service as a Chief of Party of a cadastral or public land or mapping project or a higher position in survey work or;
4. Geodetic engineer with at least five (5) years experience in the execution of cadastral or public land subdivision project provided that he had been connected from beginning to end in at least one project or;
5. An experienced geodetic engineer who has completed the seminar for Chief of Parties recognized by the Bureau of Lands;

- b. Have paid a professional tax for the current year; and
- c. Be physically and mentally fit to discharge the duties of a Project Chief.

J.1.4 - The geodetic engineers to be employed in any project should have paid his professional tax for the year.

J.1.5 - A Project Chief or a geodetic engineer can be authorized for one (1) project only at a time.

J.1.6 - Duly registered junior geodetic engineers with at least one (1) year field experience in geodetic engineering may be authorized in place of regular geodetic engineers. Provided, however, that there should be at least one (1) other regular geodetic engineer aside from the Project Chief in the project.

J.2 - EQUIPMENT REQUIREMENTS:

J.2.1 - The minimum equipment requirements for each cadastral survey project are as follows:

	CATEGORY "A"	CATEGORY "B"	CATEGORY "C"
1 Electronic Distance Meter (EDM)	1	1	1
1" Theodolite	1	1	1
Transit	2	3	4
Tapes *	3	4	5
Stadia Rods	6	8	10
Range Poles	3	4	5
Calculating Machine	4	6	8
Thermometers	2	2	2
Spring Balance	2	2	2
Drafting Instruments	2	3	3

*Minimum of two (2) 100-M tapes

J.2.2 - The bidder should be the registered owner of at least one (1) set of surveying instruments for categories A and B and at least two (2) sets for category C projects.

K. - PROJECT DESCRIPTION:

K.1 - Coverage:

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K.1.1 - The project shall cover the area stated in the survey contract.

K.2 - Scope of Work:

- a. Sketching by transit and stadia or any acceptable method of lots claimed as private or public lands;
- b. Project controls shall be primary precision;
- c. Monumenting of corners of lots claimed as private, government or public land;
- d. Mensural survey of all lots including parcels covered by Operation Land Transfer (OLT) whether or not previously subjected to H/S;
- e. Survey of foreshore areas as a strip indicating on the cadastral map areas covered by existing lease applications;
- f. Establishment of political boundary monuments and survey thereof by secondary control;
- g. Accomplishment of land use maps, questionnaire for land use inventory and land use summary report;
- h. Preparation and submittal of the complete survey returns of the cases submitted for verification and approval which shall include Barangay Boundary and Index Map in lieu of Boundary and Index Map and the Municipal or Project Boundary and Index Map in lieu of the final Progress Map and a consolidated map in convenient scale showing all the lots in the whole project/municipality. The lot corners on the consolidated map shall be indicated as intersections of the lot boundaries only and the corner numbers need not be indicated;
- i. Preparation of overlays in drafting film of CMs containing OLT areas and list of claimants thereof;

K.2.1 - The project shall be divided into cases and each case shall be coextensive with the boundaries of a barangay irrespective of the number of lots.

K.2.2 - Copies of sketch showing the names of the claimants shall be posted in bulletin board of barangay and shall remain posted until replaced by whiteprint copies of cadastral maps. Whiteprint copies of cadastral maps with the names of the claimants inscribed on the lots or on margins of the cadastral maps shall be posted in bulletin boards of barangays upon final completion of the maps but not later than the date of submittal of the survey returns and shall remain posted until three (3) months after approval of the corresponding survey returns.

K.2.3 - Land use, questionnaire for land use inventory and land use summary report shall be made in accordance with guidelines that may be hereafter issued by the Director of Lands.

K.2.4 - Lot corner monuments shall be numbered consecutively from A-1 to A-999, B-1 to B-999, etc., and such numbers shall appear in all pertinent survey records of the projects.

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- K.2.5 - Location monuments, political boundary monuments and lot corner monuments shall be constructed with first class mixture of 1:2:4 and in accordance with specification pursuant to Lands Administrative Order No. 4-12(j) dated 20 April 1977.
- K.2.6 - The work shall be done strictly in accordance with the pertinent provisions of the Philippine Land Surveyors Manual, except as herein specified and specifications contained in these instructions.
- K.3 - Time Schedule:
 - K.3.1 - The establishment of the main and subsidiary controls for the entire project and submittal of acceptable returns thereof to the Director of Lands shall be made within the period stated in the contract, the period to be computed fifteen (15) days from the date the contractor was notified by telegram about the approval of the contract.
 - K.3.2 - Land use maps, questionnaire for land use inventory and land use summary report shall be submitted to the Director of Lands or the Regional Land Director concerned who shall in turn transmit these to the District Land Officer concerned.
- K.3. - The complete and acceptable survey returns for the whole project shall be submitted to the Director of Lands or the Regional Land Director concerned within the period stipulated in the contract.
- K.4 - Information Requirements:
 - K.4.1 - Monthly narrative, statistical and graphical report including personnel and equipment shall be prepared by the contractor and submitted to the District Land Officer not later than the 5th day of the succeeding month, from the month the field operations commenced up to the month the complete and acceptable survey returns are submitted, copies furnished the Director of Lands and Regional Land Director concerned. The District Land Officer shall indicate the date of receipt and shall course the same with his comment and recommendation thereon to the Director of Lands thru the Regional Director.
 - K.4.2 - And up-to-date quarterly progress map of the project shall be prepared after the project's main and control have been approved, and shall be presented to the Director of Lands or Regional Land Director concerned every quarter not later than the 5th day of the beginning of the succeeding quarter. For each day of delay in the submittal of the required progress map and monthly report a fine shall be imposed in the amount of P50.00 a day to be paid in cash or deductible from the first bill of collection submitted after the violation.
 - K.4.3 - Misrepresentation discovered shall be subject to a fine in the amount of P200.00 for the first offense ; P400.00 for the second offense; P1,000.00 for the third offense and cancellation of the survey contract for the 4th offense.
 - K.4.4 - When the deadline for the submittal of the reports or the presentation of the progress map or the submittal of complete and

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acceptable survey returns falls on a Saturday, Sunday or a Holiday, the deadline shall be moved to the next following working day.

- K.4.5 - A final report on the project, in accordance with the provisions of the Philippine Land Surveyor's Manual, shall be submitted to the Director of Lands and a copy to the Regional Land Director upon submittal of the complete survey returns of the entire project.
- K.5. - Survey returns.
- K.5.1 - The complete survey returns as verified and checked in the field in addition to those prescribed in Sec. 507 of the Manual for Land Survey of the Philippines (MLSP) should consist of the following:
- a. One (1) set of cadastral maps in drafting film and 10 white print copies after approval thereof;
 - b. One (1) set of cadastral maps in tracing cloth;
 - c. One (1) set of Barangay Boundary and Index Maps in drafting film and ten (10) white print copies thereof after approval;
 - d. One (1) set of Barangay Boundary and Index Map in tracing cloth;
 - e. Municipal Boundary and Index Map or Project Boundary and Index Map (54cm X 54cm) in drafting film and ten (10) whiteprint copies thereof after approval;
 - f. Consolidated map of the whole municipality showing all the lots in drafting film and ten (10) whiteprint copies;
 - g. One (1) set of land use maps of the Barangay Boundary and Index Map (BBIM) in drafting film with three (3) whiteprint copies; one (1) set in three (3) copies of land use inventory; and one (1) set in three (3) copies of land use summary report;
 - h. Lot description in tracing cloth and ten (10) whiteprint copies;
 - i. Ten (10) copies of alphabetical list of claimants;
 - j. Ten (10) copies of numerical list of lots;
 - k. Ten (10) copies of barangay boundary technical descriptions;
 - l. Ten (10) copies of municipal boundary technical descriptions or project boundary technical description;
 - m. Overlay of OLT areas in drafting film and five (5) copies whiteprint thereof.

L. - CONTRACT PRICE:

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L.1 - Computations of Contract Price

L.1.1 - The contract price for a project shall be computed from the following formula:

$$\text{CONTRACT PRICE} = \text{SURVEY RATE} \times \text{NO. OF MILLS UNIT IN PROJECT}$$

L.1.2 - The survey rate to be used in the formula shall be the survey rate as awarded by the Bureau of Lands.

L.1.3 - The number of Mills Units in project shall be computed using the following formula:

$$\text{NO. OF MILLS UNITS} = \frac{F F_1}{0.25} \left[\frac{0.25 \sum S_1 + 0.5 \sum S_2}{\sum S_1 + \sum S_2} \right]$$

WHERE F_1 = Factor to be applied on the basis of local conditions that affect the project cost

F = Inflationary factor to be applied to all projects nation wide

F_1 = No. of parcels in group 1

F_2 = No. of parcels in group 2, etc.

S_1 = Aggregate area of lots in group 1

S_2 = Aggregate area of lots in group 2, etc.

<u>GROUP</u>	<u>RANGE</u>
1	1000 sq. m. or less
2	1,001 sq. m. to 10,000 sq. m.
3	10,001 sq. m. or more

Payment of the Contract Price

The contract price shall be paid to the contractor in accordance with the following schedules:

- a. 20% of the contract price after satisfactory proof of completion of the main and subsidiary controls and approval of the same by the Director of Lands;
- b. 10% of the contract price after satisfactory proof of completion of the establishment of political boundary, confirmed by the Barangay Captain, Municipal Mayor or Provincial Governor as the case may be, and approval of the same by the Director of Lands or the Regional Land Director;
- c. 15% of the contract price after satisfactory proof of completion of sketching and monumenting of all lots claimed as private or public lands;

Payment for sketching and monumenting shall not exceed 50% of the entire project computed in terms of cadastral cases. Additional payment in excess of 50% of the total cadastral cases in a project shall be allowed only for the equivalent number of cases submitted for verification and approval.

- d. 25% of the contract price after the survey of lots claimed as private or public land and satisfactory proof of completion of all field and office work and the submittal to the Director of Lands or the Regional Land Director concerned for verification and approval of acceptable survey returns and certification by the Barangay Captains to the effect that all listed claimants within his barrio received survey notification cards, and the required whiteprint copies of cadastral maps have been posted in the bulletin board of the barangay concerned;
- e. 10% of the contract price after submittal of the land use maps together with the required whiteprint copies, questionnaire for land use inventory and land use summary report;
- f. 20% of the contract price; or any balance due, after final approval of the complete survey returns and presentation of the required whiteprint thereof.

M.2.2 - Payment of items (c), (d), (e), and (f) of the above schedule may be paid in parts or cases. Payment due on the first case shall be computed according to the following formula:

$$\text{AMOUNT} = \frac{\text{TOTAL NO. OF MILLS UNITS IN FIRST CASE}}{\text{TOTAL NO. OF MILLS UNITS IN PROJECT}} \times \text{PROJECT COST} \\ \times \% \text{ OF PHASE COMPLETED}$$

M.2.3 - Payment on the succeeding cases for items (c), (d), (e) and (f) shall be computed according to the following formula:

$$\text{AMOUNT} = \frac{\text{TOTAL NO. OF MILLS UNITS FOR ALL CASES COMPLETED}}{\text{TOTAL NO. OF MILLS UNITS IN PROJECT}} \times \text{PROJECT COST} \\ \times \% \text{ OF PHASE COMPLETED} - \text{PREVIOUS PAYMENTS FOR PHASE OF WORK}$$

but in no case shall the total partial payments exceed the required percentage of the contract price for each phase of work computed.

M.2.4 - Five (5) percent of all partial payments shall be withheld to take care of contingencies. Such amount shall be paid to the contractor not earlier than six (6) months after the date of approval of the survey returns of the entire project, upon presentation of a certificate from the Regional Land Director that there are no valid complaints on record filed against the execution of the project.

M.2.5 - The Director of Lands shall have the right to withhold any payment due until the contractor has submitted a sworn statement and/or other proof satisfactory to the Director certifying that at the time payment is demanded, he has no pending obligations for labor and materials used in the project.

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N.

PROJECT INSPECTION:

N.1

The inspection deposits required for each project shall be computed in accordance with the following formula:

$$\text{INSPECTION DEPOSIT} = 6.25 T + 0.5 P + P1000$$

WHERE T = Contract period in days

AND P = Estimated number of parcels in the project subject to adjustment after the final survey on the basis of increase in the number of lots

N.2

Contractors are required to make deposits for inspection directly to the Regional Land Office in accordance with the following schedule:

20% of the deposit at the start of the contract;

20% of the deposit not later than the expiration of 20% of the original contract period;

20% of the deposit not later than the expiration of 40% of the original contract period;

20% of the deposit not later than the expiration of 60% of the original contract period;

20% of the deposit not later than the expiration of 80% of the original contract period.

N.3

Additional inspection deposit shall be charged against the contractor in case of extension of the contract period and/or increase in the number of lots. The additional deposit shall be computed by substituting the extension period and the increase in the number of lots in the inspection deposit formula (N.1).

N.4

The Director of Lands or his authorized representative shall have the full and unrestricted right to inspect and supervise the operations of the contractor within the area subject of this contract, and to issue instructions from time to time, as he may deem necessary for the proper execution of the project. The Director of Lands or his authorized representative shall have free access to the records of the contractor and shall be furnished free of charge by the contractor with sketches, maps and other data for use in the verification of the fieldwork and/or in the processing of public land applications and in the processing of land transfer operations by the Ministry of Agrarian Reform within the project. The Director of Lands reserves the right to require the contractor to increase the technical personnel, including GDS, if in his opinion the conditions of the project so warrant.

RAMON N. CASANCOVA, CESO II
Director of Lands
(Party of the First Part)

ACCEPTED :

GEODETIC ENGINEER
(Party of the Second Part)

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PRE-QUALIFICATION STATEMENT
(Individual)

Name of Project: _____

Date of Opening of Bids: _____

A F F I D A V I T

I, _____, of legal age, single/married/widower, with
(State Full Name)
residence and postal address at _____
No. Street Municipality/City
_____ after being duly sworn in accordance with law, hereby
Province

depose and say:

1. That I am a registered geodetic engineer with Certificate No. _____
dated _____, with office address at _____, Philippines;

2. That I hereby submit the following statements:

a. For financing this project, if awarded, I have ready and available
the amount of _____
(Amount in Words)
PESOS (P _____) as shown by Manager's Check, attached
hereto as Annex "A";

b. I own the following equipment to be used exclusively for this project;

ARTICLE	SERIAL NO.	DATE OF REGISTRATION

c. In addition to the foregoing, I submit hereunder the names of the
persons/entities who have agreed to lease/sell to me the following
equipment as shown by their respective contracts hereto attached:

NAME OF PERSON	ARTICLE	SERIAL NO.	DATE OF REGISTRATION

d. I submit hereunder the names of the following registered geodetic
engineers who have agreed to work on this project as shown by their
respective contract of hire of services:

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PRE-QUALIFICATION STATEMENT (Individual)

NAME OF GEODETIC ENGINEER	G.E. CERT. NO.	DATE OF ISSUE	P.T.R. NO.	PRESENT ADDRESS
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:

*e. I am presently the Contractor of the following on-going survey projects in the Bureau of Lands and other Government agencies and/or Municipalities.

NAME OF PROJECT	SURVEY NO.	PRIVATE/ GOVERNMENT	WORK PROGRESS % of Time Elapsed	% of Accomplish- ment	SCHEDULE DATE OF COMPLETION
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:

*f. Below is a list of registered geodetic engineers being employed in each of the above-mentioned projects:

PROJECT NO.	NAME OF G. E.	G.E. CERT. NO.	DATE OF ISSUE
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:

*g. Below is a list of the equipment being used on the above-mentioned projects:

PROJECT NO.	ARTICLE	SERIAL NO.	DATE OF REGISTRATION
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:

*h. The following are my projects Government or Private which are discontinued or stopped or suspended because of the reasons hereunder stated:

NAME OF PROJECT	SURVEY NO.	NAME OF OWNER	REASON FOR SUSPENSION OR STOPPAGE
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:

(Submit copy of communication or order for suspension or stoppage of survey)

* If space provided for is not enough, attach list in a separate sheet of paper.

1. Below are indicated Administrative or Judicial cases involving me or the geodetic engineers under my employ and the status of the same cases:

TITLE OF CASE	BEFORE WHOM FILED/TRIED	SUBJECT MATTER	STATUS

3. That the Chief of Party who is a registered geodetic engineer under Certificate No. _____ and who will handle and take charge of this project is _____
(Name of Geodetic Engineer)

a. Below are the projects which were completed by the Project Chief:

NAME OF PROJECT	SURVEY NO.	AREA	DATE COMPLETED

4. Attached hereto are copies of documents stated in item ^{B 4.1} R-3.1 and ^{B 4.4} P-3.4 of the Instructions to Bidders and Terms and Conditions of Contract for Cadastral Survey Projects.

5. That I hold myself responsible for the correctness of any statement hereinabove made and any such statement found false or incorrect shall be sufficient cause for disqualifying me from further participation in this and in any subsequent bidding of survey projects in the Bureau of Lands.

6. That I do not possess any of the disqualifications enumerated in the Instructions to Bidders and Terms and Conditions of Contract for Cadastral Survey Projects.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____, 19____, at _____, Philippines.

Affiant

REPUBLIC OF THE PHILIPPINES)
S.S.
PROVINCE/CITY OF _____)

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 19____, the affiant exhibiting to me his Residence Certificate No. _____, issued on _____, 19____, at _____, Philippines.

NOTARY PUBLIC
Until Dec. 31, 198____

Doc. No. _____
Page No. _____
Book No. _____
Series of 198____.

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Republic of the Philippines
Ministry of Natural Resources
BUREAU OF LANDS
Manila

INVITATION TO BID.

SEALED BIDS in triplicate copies, for the cadastral survey of the following municipalities will be received at the respective regional offices of the Bureau of Lands at or before the place, date and time indicated below:

Project No.	Location	Area	Category	Calendar Days to Finish Work	Place, date & Time Of Dropping of Bids
		Entire Municipality			Region V, Legaspi City
Cad-	Calubid, Masbate		A	458	December 9, 1982
Cad-	Talisay, Camarines Nte.*	-do-	A	340	8:00 A.M.-10:00 A.M.
Cad-	Salcedo, Ilocos Sur	-do-	B	508	-do-
Cad-	Dagupan, La Union	-do-	B	455	-do-
Cad-	Perez, Quezon	-do-	B	470	-do-
Cad-	Laurel, Batangas	-do-	B	480	-do-
Cad-	Magallanes, Sorsogon*	-do-	B	460	-do-
Cad-	Solsona, Ilocos Norte*	-do-	C	816	-do-
Cad-	Taysan, Batangas*	-do-	B	471	-do-
Cad-	Ocampo, Camarines Sur*	-do-	B	395	-do-
Cad-	Tayug, Pangasinan*	-do-	B	460	-do-
Cad/	Sta. Cruz, Marinduque*	-do-	C	511	-do-
Cad-	San Gabriel, La Union*	-do-	B	380	-do-
Cad-	Calbayog City	Portion	C	1500	Region VIII, Tacloban City
Cad-	Barbara, Antique	Entire Municipality	B	526	December 14, 1982
Cad-	Borbon, Cebu	Entire Municipality	B	524	8:00 A.M.-10:00 A.M.
Cad-	Kinoguitan, Mis. Oriental	-do-	A	413	-do-
Cad-	Pastrana, Leyte	-do-	B	512	-do-
Cad-	Tolosa, Leyte*	-do-	A	327	-do-
Cad-	Madalag, Aklan*	-do-	A	431	-do-
Cad-	San Miguel, Leyte*	-do-	B	388	-do-

*Conversion Surveys

Bids on the projects will be opened at 10:00 A.M. in the respective offices of the Bureau of Lands Regional Directors at Region V, Legaspi City and at Region VIII, Tacloban City as indicated above.

Complete pre-qualification papers in triplicate copies must be submitted to any of the Regional Land Offices of the Bureau of Lands or to the Committee on Award and Enforcement of Survey Contracts, 3rd Floor, Bureau of Lands, Plaza Cervantes, Binondo, Manila, not later than the close of office hours on December 3, 1982. Confidential statements, bid forms and other particulars may be obtained from the Executive Secretary of the said Committee.

Bidders who were previously qualified in the 1982 bidding and who have not subsequently won any project and have not withdrawn their pre-qualification papers are qualified to bid. They shall, however, submit the required Cashier's or Manager's Check payable to the Director of Lands and the Bidders Bond that should accompany their first bid in the series, and an EDM that is not pledged and/or committed to two awarded or ongoing projects.

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The opening of the sealed bids shall be in the order that they appear in the above list for as long as they may be adequately covered by funds allotted to the bidding center. The remaining sealed bids, if any, shall be returned unopened to the respective bidders.

Each bid shall be contained in a sealed envelope addressed to:

The Director of Lands
Thru the Regional Land Director

Bids submitted by _____ for _____
to be opened at _____ A.M. on _____.

(SGD.) RAMON W. CASANOVA, CESO II
Director of Lands

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Republic of the Philippines
MINISTRY OF NATURAL RESOURCES
Bureau of Lands
Manila

COMMITTEE ON AWARD & ENFORCEMENT OF SURVEY CONTRACTS

SUBJECT:
Pre-qualification papers

Upon examination of the papers submitted by you, this Committee finds and hereby declares that you are qualified to submit bids on any of the survey projects of the Bureau of Lands scheduled for public bidding on _____, subject to the condition that not more than one cadastral survey project may be awarded to you and subject further to the condition that the estimated total cost of the project in accordance with your bid shall not exceed ten (10) times your submitted manager's/cashier's check.

Very truly yours,

For the Director of Lands:

NARCISO V. VILLAPANDO, CESO III
Chairman

1001

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B I D
(Individual)

I, _____, hereby make proposal to bid for the Cadastral Survey of _____, _____ described in the INVITATION TO BID which is to be opened promptly after _____ on _____ with full knowledge of the kind of work to be done at _____ (In Words) _____ (In Figures) per Mills Unit.

Enclosed herewith is a bidders bond in the form of Surety Bond executed in favor of the Director of Lands, in the sum of _____ (PESOS, equivalent to five Per Centum (5%) of the estimated project cost at the bid price, which is to be returned if this proposal is rejected, or retained if accepted as security until the execution and delivery of a satisfactory performance bond in the sum equivalent to Twenty Per Centum (20%) of the estimated project cost for the full and faithful performance of the contract.

It is understood that I shall complete the work in accordance with the stipulations of the contract, which shall be executed within _____ calendar days from and after the date a copy of the survey contract duly approved by the Minister of Natural Resources is delivered and received by the contractor.

_____, 193____.

BIDDER

Address

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B I D
(Corporation/Partnership)

I, _____ for and in behalf of the
_____, a corporation/partnership authorized to make
land surveys, of which I am the President/manager/partner, hereby
make proposal to bid for the Cadastral Survey of _____,
_____ described in the INVITATION TO BID
which is to be opened promptly after _____
with full knowledge of the kind of work to be done at _____
(In Words)
_____ (P _____) per Mills Unit.
(In Figures)

Enclosed herewith is a bidders bond in the form of Surety Bond
executed in favor of the Director of Lands, in the sum of _____
(P _____) PESOS.
equivalent to Five Per Centum (5%) of the estimated project cost at
the bidden price, which is to be returned if this proposal is rejected,
or retained if accepted as security until the execution and delivery of
a satisfactory performance bond in the sum equivalent to Twenty Per
Centum (20%) of the estimated project cost for the full and faithful
performance of the contract.

It is understood that I shall complete the work in accordance
with the stipulations of the contract, which shall be executed within
_____ calendar days from and after the date a copy of the
survey contract duly approved by the Minister of Natural Resources is
delivered and received by the contractor.
_____, 198__.

BIDDER

Address

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Republic of the Philippines
Ministry of Natural Resources
BUREAU OF LANDS

A B S T R A C T O F B I D S

PUBLIC BIDDING ON _____
HELD ON _____, 19____, AT THE BUREAU OF LANDS,
REGIONAL LAND OFFICE NO. _____

CONDUCTED BY: _____
TIME OF OPENING OF BIDS: _____

P R E S E N T

Rep. of Auditor General: _____
Rep. of Committee on Award: _____
Recorder: _____

	<u>NAME OF BIDDERS</u>	<u>AMOUNT OF BID</u>	<u>AMOUNT OF BOND</u>	<u>WITNESSES</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____

Republika ng Pilipinas
KAGAWARAN NG LIKAS NA KAYAMANAN
(Department of Natural Resources)
KAWANIHAN NG LUPAIN
(Bureau of Lands)
Manila

SUBJECT:

Public bidding on _____

The Director of Lands
M a n i l a

S i r :

Your Committee on Award and Enforcement of Survey Contracts has the honor to report that the bids on _____ were received on _____ and opened at _____ as shown in the attached memorandum to the Director of Lands by the Chairman, Regional Bidding Committee, Region _____, _____. The final range of the government estimate for the project is _____ per Mills Unit to _____ per Mills Unit.

The most acceptable bid for the project within the range of the government estimate was offered by Engr. _____ in the amount of _____ per Mills Unit. The Committee, has therefore, declared _____ the successful bidder and respectfully recommends that the project be awarded to the same.

The bids on the project, subject of the present report and other related papers are hereto attached.

Very truly yours,

Chairman, Committee on Award and
Enforcement of Survey Contracts

Co-Chairman

Vice-Chairman

Member

Member

Member

SCAP Representative
Member

GEP Representative
Member

Member

Executive Secretary & Member

Republic of the Philippines
MINISTRY OF NATURAL RESOURCES
Bureau of Lands
Manila

SUBJECT:

S i r :

This is to advise you that your bid in the amount of ₱ _____ per Mills Unit for the cadastral survey of the above-noted project has been found to be the most acceptable bid among those received therefor and the same has been accepted by this Office.

In accordance with Paragraph G.4 of the Instructions to Bidders and Terms and Conditions of the Contract for Cadastral Survey Projects, you are required to submit within fifteen (15) days upon receipt hereof the Performance Bond issued by the GSIS, plan of work including timetable and utilization of resources.

Thereafter, we shall proceed to the signing of the Cadastral Survey Contract.

Very truly yours,

RAMON N. CASANOVA, CESO II
Director of Lands

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COPY FURNISHED:

The Sangguniang Bayan, _____
The Provincial Governor, _____
The Regional Director, RLO- _____
The District Land Officer, DLO- _____

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CADASTRAL SURVEY CONTRACT

This Agreement made and entered into this _____ day of _____ by and between

THE REPUBLIC OF THE PHILIPPINES

represented by RAMON N. CASANOVA in his capacity as Director of Lands, with principal office and place of business in the City of Manila, hereinafter referred to as PARTY OF THE FIRST PART, and

as PARTY OF THE SECOND PART.

W I T N E S S E T H :

That the PARTY OF THE SECOND PART hereby binds itself/himself to execute the cadastral survey of the entire Municipality of _____, Province of _____, Philippines, consisting of approximately _____ Mills Units at the rate of _____ (P _____) per Mills Unit, Philippine Currency, or for a total cost of _____, more or less; it being understood that the final total cost shall be based on the final total number of mills units resulting after completion of the entire project. The project shall cover the survey of all lands, including foreshore land, except previously approved contiguous Group Settlement Survey (GSS) with an aggregate area of 1,500 hectares and above, public land subdivision (PLS) projects and partial cadastral surveys and Friar Land Estates. However, political boundary survey, foreshore land survey, land use survey and data gathering shall cover all parcels within the entire

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municipality. The final project cost shall be determined in accordance with the formula embodied in the Instruction to Bidders using the factor FF_1 equal to _____. That the establishment of the main and subsidiary controls for the entire project and submittal of complete and acceptable survey returns to the Director of Lands shall be made within _____ calendar days. Survey returns for the subsidiary controls, may however, be submitted to the Regional Office concerned if such office already has the capability to verify the same. All fieldwork and office work involving all scopes of the work in the project shall be finished and their complete and acceptable survey returns shall be submitted to the Director of Lands or Regional Land Director concerned within _____ calendar days from the date of receipt of the approved contract. Date of receipt of the approved contract is hereby interpreted to mean either the date of acknowledgement of actual receipt thereof by the Party of the Second Part or the fifteenth (15th) day following the date of notice of such approval to the Party of the Second Part, whichever comes earlier. It is an essential condition of this contract that in all cases where the obligation falls due, demand is not necessary. That this Agreement is subject to the terms and conditions provided for by the PARTY OF THE FIRST PART, in the INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS OF THE CONTRACT FOR CADASTRAL SURVEY PROJECTS dated _____ copy of which is duly signed by the parties and attached to this Contract as an integral part hereof.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands at the City of Manila, Philippines, on this _____ day of _____ Anno Domini, 1982.

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A C K N O W L E D G E M E N T

REPUBLIC OF THE PHILIPPINES)
: S. S.
CITY OF MANILA)

On this ____ day of _____, 198__, personally appeared before me, RAMON K. CASANOVA, in his capacity as Director of Lands, and Ingt. _____

President/Manager
of _____
known to me and to me known to be the very same persons who executed the foregoing instrument and acknowledged that the same are their free act and deed. This document, each and every page of which is signed by the parties and sealed with my notarial seal, is a Project Control and Political Boundary Survey contract of the Municipality of _____, (Cad- _____), Province of _____, consisting of three (3) pages including this page on which the acknowledgement is written and the INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS OF THE CONTRACT AND ADDITIONAL INSTRUCTIONS FOR PROJECT CONTROL AND POLITICAL BOUNDARY SURVEY signed also by the parties and their witnesses on the left hand margin of every page and they exhibited to me their Residence Certificate Nos. _____, issued at _____, on _____; and _____, issued at _____, on _____, respectively.

NOTARY PUBLIC
Until December 31, 1982

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Series of _____

A P P R O V E D :

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cipality of _____, Province of
_____ consisting of four (4)
pages including this page on which the acknowledgement
is written and the INSTRUCTIONS TO BIDDERS AND TERMS
AND CONDITIONS OF THE CONTRACT signed also by the
parties and their witnesses on the left hand margin of
every page and they exhibited to me their Residence
Certificate Nos. _____ and _____,
issued at _____
on _____, 1982,
respectively.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 19__.

A P P R O V E D :

Ministry of Natural Resources

Republika ng Pilipinas
Ministri ng Likas Na Kayamanan
KAWANIHAN NG LUPAIN
(Bureau of Lands)
Maynila

SURVEY NUMBER :

LOCATION :

ENGINEER/
CONTRACTOR :

ORDER: APPROVAL OF THE CONTROLS FOR
THE ESTABLISHMENT OF POLITICAL
BOUNDARIES

In letter dated _____, _____, Engineer/Contractor of Cad. _____ submitted to this Office the complete survey returns of the controls for the establishment of Political Boundaries of the same project for verification and approval. The controls consist of S _____ to S _____ consisting of _____ stations, _____ BSM's and _____ MBM's and ability issued by Senior Geodetic Engineer _____ on _____.

After having been verified and found to have been executed in accordance with the pertinent provisions of Manual for Land Surveys in the Philippines and subsequent orders that were issued thereafter, the herein controls for the establishment of political boundary.

Wherefore, pursuant to Lands Office Circular No. 64 dated July 5, 1978, the survey returns of the above-mentioned controls for the establishment of political boundary should be as _____

HEREBY IT IS APPROVED.

SO ORDERED:
Manila Philippines
March 1982

RAMON N. CASANOVA, CESO II
Director of Lands

and/or

For the Director of Lands:

has not been previously inspected and certified as to acceptability.

I hereby attest to the satisfactory unsatisfactory completion of survey controls for the establishment of political boundary monuments of the above subject, and certify under oath that the above statements are true and correct.

(Name of Reporting Employee)

(Official Designation)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 19____, affiant exhibiting his Residence Certificate No. _____ issued on _____ at _____.

Regional Director

Attached: Certificate of Acceptability

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Republika ng Pilipinas
Ministri ng Likas Na Kayamanan
KAWANGALAN NG LUPAIN
(Department of Lands)
Manila

CERTIFICATE OF ACCEPTABILITY
(Political Boundary)

Date

TO WHOM IT MAY CONCERN:

This is to certify that the undersigned have thoroughly examined the survey returns of the survey controls for the establishment of the political boundary monuments of Cad. _____ and found them complete and properly accomplished. Likewise, it is hereby certified that all political boundary points required by existing survey regulations have been properly monumented. The field notes of angling and chaining have all been reviewed and initialed page by page by _____ who attests to the originality of the field data recorded. This certification is supported by the field inspection report dated _____ of Sr. Geodetic Engineer _____, and the respective certifications of the Provincial Governor, City/Municipal Mayors, and barangay Captains concerned.

In consideration of the contractors' satisfactory completion of all field and office operations for the establishment of political boundary monuments, the acceptance of the survey returns for verification, approval and subsequent payment thereof, is respectfully recommended to the Director of Lands.

DISTRICT LAND OFFICER

- Attached: 1) Inspection Report
2) Certification

Republika Ng Pilipinas
Ministri Ng Likas na Kayamanan
KAWANIHAN NG LUPAIN
(Bureau of Lands)
Manila

PROJECT NO.

LOCATION

ENGINEER/CONTRACTOR :

ORDER : APPROVAL OF THE MAIN AND SUBSIDIARY CONTROL

In a letter dated _____, Engineer _____ Contractor Cad/Pls _____ submitted to this Office the complete survey returns of the main and subsidiary controls for verification and approval. The controls consist of _____ to _____, S _____ to S _____, with BLLM's _____ and were supported by Inspection Report and Certificate of Acceptability issued by _____ on _____.

After verifying and finding the same to have been executed in accordance with the pertinent provisions of the Manual for Lands Surveys in the Philippines and subsequent orders that were issued thereafter, the herein project controls is hereby approved.

SO ORDERED.
Manila, Philippines
For the Director of Lands

Republika ng Pilipinas
Ministri Ng Likas Na Kayamanan
KAWANIHAN NG LUPAIN
(Bureau of Lands)
Maynila

CERTIFICATE OF ACCEPTABILITY
(Main and Subsidiary Controls)

Date:

TO WHOM IT MAY CONCERN:

This is to certify that the undersigned have thoroughly examined the survey returns for the main and subsidiary controls of Cad/Pis _____, _____ and found them complete and properly _____
_____ and found them complete and properly _____
published. It is further certified that the field notes of the primary and secondary traverses; the field notes for the angles, distances astronomical observations, have all been reviewed and initialed by _____, _____ who attests to the originality of the field data recorded. This certification is supported by field inspection report of Sr. Geodetic Engineer _____ dated _____, _____, subject of this certification by the undersigned.

Requirements duly complied therefor, the acceptance of the survey returns for verification, approval and subsequent payment thereof for the phase of work satisfactorily completed, is respectfully recommended to the Director of Lands.

DISTRICT LAND OFFICER

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Date:

Republika ng Pilipinas
Ministri ng Likas na Kayamanan
KAWANIHAN NG LUPAIN
(Bureau of Lands)
Maynila

REPORT ON CADASTRAL/PLS CONTRACT SURVEYS
(Main and Subsidiary Controls)

SUBJECT:

Inspection Report of the Main
and Subsidiary Controls;

Date

The Director of Lands
Thru the Regional Director (or Region OIC Director)
Region _____ Bureau of Lands

Sir :

I have the honor to submit and certify under oath a report of my findings on the above-subject contract after completion on the main and subsidiary controls, as follows:

1. The contractor [] has begun [] has not begun, the field operations within thirty (30) calendar days from the date of his receipt of a copy of the contract duly approved by the Secretary of Agriculture and Natural Resources.
2. The contractor [] has informed [] failed to inform, the Regional Land Director, the District Land Officer, and the District Forester concerned, before starting his field operations.
3. The contractor [] has established [] has not established, a survey office in the poblacion of the municipality to be surveyed in accordance with paragraph 15 of Lands Administrative Order No. 22 (Revised), dated October 3, 1956.
4. [] Transit work is being performed only by the qualified geodetic engineers named in the pre-qualification statement as submitted to the Director of Lands.

[] There are other qualified engineers who are employed and doing transit work other than those named in the pre-qualification statement. The substitution (has been, has not been) approved by the Director of Lands.

5. Officials and employees engaged in the work and their qualifications in relation to their jobs:

Name

Qualifications

6. An up-to-date progress Map of the project, after the main controls thereon have been approved have been presented have not been presented, to the Regional Land Officer for examination every three (3) months, within five (5) days from the beginning of every quarter.
-
7. All maps have been plotted with the use of the Philippine Plane Coordinate System of projection in accordance with the present regulations of the Bureau of Lands.
- Some maps were not plotted with the use of the Philippine Plane Coordinate System of projection in accordance with the present regulations of the Bureau of Lands.
8. Monthly reports of accomplishment on the project -
- have been submitted to the Regional Land Director on time, i.e. within (5) days after the end of every month, beginning with the month following that when the operations started.
- have not been submitted on time;
- have sometimes not been submitted on time.
9. No private claim within the classified or unclassified public forest has been surveyed as a separate lot.
- Private claim(s) within the classified or unclassified public forest has been surveyed as a separate lot.
10. Such survey was authorized by the Director of Forestry. Authority is hereto attached as "Annex B". Not applicable.
- was not authorized by the Director of Forestry.
11. The Contractor -
- didn't collect any fee from any claimant for the survey of any lot within the Project.
- collected fee (s) from the claimant (s) for the survey of lots within the project. Attached as Annex "c" is a separate list of the lot numbers, names of lot claimants, and the corresponding amount(s) charged or collected.
12. The Contractor -
- has furnished the Director of Lands or his representative in the field, free of charge, with sketches, maps and other survey data for use in the verification of the field work and/or in the processing of public land application within the project.
- has not furnished the Director of Lands or his representative in the field with the above survey data, free of charge, because
-

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13. Survey records of the project -

have been previously inspected in the field and certified as to acceptability by _____, before they are submitted for verification and approval. Certificate is hereto attached as Annex "D".

have not been inspected and certified as to acceptability for verification and approval.

14. Field work has been completed

has not been completed.

Office work has been completed

has not been completed

Survey returns for _____ have been submitted

have not been submitted to the Director of Lands (within, but _____ within) the stipulated period in the contract.

I hereby certify to the satisfactory unsatisfactory completion of all field office work and submittal of survey returns of the above subject, and do so under oath that the above statements are true and correct.

(Name)

(Official Designation)

Subscribed and sworn to before me this _____ day of _____, 19____, affiant exhibiting his Resident Certificate No. _____ Issued on _____ at _____.

(Name of Official Administering Oath)
(Official Designation)

Republika ng Pilipinas
Ministri Ng Likas Na Kayamanan
KAWANIHAN NG LUPAIN
(Bureau of Lands)

DATE :

OFFICE MEMORANDUM

FOR The Director of Lands
FROM The Regional Land Director
SUBJECT

Forwarded herewith is the General Voucher covering the above-cited claim, for your consideration and approval.

The estimated contract price for this Project is ₱ _____ based on the estimated _____ lots; and an effective area of _____ hectares and a unit cost of ₱ _____ per mills unit. Applying the formula as provided for in Paragraph _____ of the Instruction to Bidders and Terms and Conditions of the Contract for Cadastral Survey Projects, this Office recommends for payment of the voucher in the net amount of ₱ _____ (5% retention of ₱ _____, 5% withholding tax of ₱ _____ and 3% contractor's tax of ₱ _____ already deducted) corresponding to the amount due proportionate to the phase of work completed. Official receipt No. _____ in the amount of ₱ _____ was deposited fee. The monthly accomplishment reports on the project / / have been received in the District Office within five (5) days after the end of each month with no adverse comment on the progress thereon / / have not been submitted on time and subject to a penalty for _____ days in the amount of ₱ _____.

Papers attached to support the claim are: (1)

REGIONAL DIRECTOR

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Republic of the Philippines
Ministry of Lands and Natural Resources
KAWANIHAN NG LUPAIN
(Bureau of Lands)
Manila

REPORT ON CADASTRAL LOT/PLS CONTRACT SURVEYS
(Lot Sketching, Monumenting & Lot Surveys)

SUBJECT: Report of Inspection on Lot Sketching, Monumenting and Lot Surveys of

Date

The Director of Lands
Thru the Chairman, Committee on
Award and Enforcement of Survey
Contracts
Manila

Sir:

I have the honor to submit and certify under oath a report of my findings on the above subject contract after completion of sketching, monumenting and lot surveys, as follows:

1. Copies of public notices in the local dialect and in English have been posted. have not been posted in prominent and public places at the time of sketching of lot boundaries is commenced in each barrio.
2. Sketching was done by free hand method; plane table, telescope alidade and stadia terrestrial or serial photographs.
3. The kind of paper used in sketching _____.
4. Previously surveyed, patented, leased and decreed property have been sketched. have not been sketched.
5. Each lot has been has not been properly sketched in the sketch card; The sketch card has been has not been filled out with the information as required thereon; The sketch card has been has not been returned to the Survey Party Office with the complete sketch.
6. In this project/case:
 all the lots have been sketched.
 not all the lots have been sketched. There are only _____ lots sketched.
7. There are _____ sheets used in this case/project showing the sketched lots.
8. all lot corners not all lot corners have been marked on the ground with standard concrete monuments. Inspection was done by _____.

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9. Concrete monuments have been previously inspected as to size and strength before they were set on the ground defining lot corners. Inspection was done by _____.
10. Each lot claimant has been notified thru BL Form No. 1000 V-21 to appear at the premises of his land before final lot surveys were made.
- Claimants have been notified to appear not thru BL Form No. 1000-V21, but thru _____.
- Claimants were not notified at all.

11. Signature of lot claimants or their agents have been secured as shown in Form No. V-22.
- Not all lot claimants or their agents have signed.
- Signatures of lot claimants or their agents have not been secured at all.

12. Public Notices have been posted have not been posted, on conspicuous place throughout the locality and on the municipal building, advising all persons claiming land within each barrio who have not filed their claims to do so at the Office of the Cadastral Survey Party within 90 days from the date of such notice.

13. Lot surveys were done by:
- running tertiary traverses
- employing photogrammetric methods

14. There have been _____ lots surveyed in this case/project.

I hereby attest to the satisfactory unsatisfactory completion of the lot sketching, monumenting and lot surveys of the above project, and certify under oath that the above statements are true and correct.

(NAME) _____
 (Official Designation) _____

Subscribed and sworn to before me this _____ day of _____, 19____, affiant exhibiting his Residence Certificate NO. _____ issued on _____ at _____.

(Name of Official Administering Oath)
 (Official Designation)

*Explanatory statements

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Republika ng Pilipinas
MINISTRI NG LIKAS NA KAYAMANAN
KAWANIHAN NG LUPAIN
(Bureau of Lands)
Maynila

REPORT ON CADASTRAL ~~AND~~/PLS CONTRACT SURVEYS
(Completion of all field and Office Work and
Submittal of Survey Returns)

SUBJECT:

Report of inspection for completion
of all field and office work

Date:

The Director of Lands
Thru the Regional Director
.....
Bureau of Lands, Manila

S i r :

I have the honor to submit and certify under oath a report of my findings on the above subject contract after completion of all field and office work and submittal of survey returns, as follows:

1. The contractor has maintained wasn't able to maintain its survey office in the poblacion of the municipality to be surveyed until final inspection of the field operations by a representative of the Director of Lands.
2. The Regional Lands Director -
 gave a written permission (attached hereto as Annex A") before the office was closed.
 didn't grant permission for the office to be closed.
3. All lot data computations were prepared by the Surveyor-Contractor in his field office.
 Some lot data computations were not prepared by the Surveyor-Contractor in his field office.
*
4. All CM's have been prepared in the field office and made available to me until final inspection.
 Some CM's were not prepared in the field office but these were made available to me until final inspection.
5. Final inspection of lot data computations and Cadastral Maps was done by

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17. The geographic position of BLIM No.1 of the project was determined by _____

18. Astronomic Observations for azimuth have been made as follows, marked "X"

- at the primary stations common to the loops
- at the primary station on the boundary where two or more projects adjoin
- at the NW, NE, SE, and SW parts of the project.

19. The survey returns of the control of the project -

- a. have been verified by the undersigned. and/but have not been verified, and
- b. been countersigned on each and every page of the field notes noting the corrected date therein by the _____.
- have not been countersigned.
- c. were accompanied with a certificate of acceptability issued by _____.
- d. were not accompanied with a certificate of acceptability, before it was submitted to the Director of Lands.

20. The survey controls of the entire project have been completed and/but the returns thereof (have been, have not been), submitted within the stipulated period of the contract,

have not yet been completed.

* _____

I hereby attest to the satisfactory unsatisfactory completion of the main and subsidiary controls of the above projects, and certify under oath that the above statements are true and correct.

(Name and Signature of Attestee)
(Official Designation)

Subscribed and sworn to before me this _____ day of _____, 19____, affiant exhibiting his Residence Certificate No. _____ issued on _____ at _____.

(Name of Official Administering Oath)
(Official Designation)

P.S. In case the blanks provided for are not sufficient, additional sheets duly numbered shall be used for explanatory statements.

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- m. Lot data computation books (Orig/Dup) :
 - n. Numerical list of lots (10 copies/
sheet) :
 - o. Alphabetical Lists of Claimants (10
copies per sheet) :
 - p. Lot descriptions in tracing cloth :
 - q. Lot descriptions white print copies
(10 copies/sheet) :
 - r. Barangay boundary descriptions in
tracing cloth :
 - s. Barangay boundary descriptions in
white print copies (10 copies/sheet) :
 - t. Municipal Boundary description in
tracing cloth :
 - u. Municipal boundary description in
white print copies (10 copies) :
 - v. Overlay of OLT areas in drafting film :
 - w. White print copies of overlay of OLT
(5 copies) :
 - x. Total number of lots :
 - y. Total Aggregate area :
 - z. Total boundary area :
-

Regional Director

Certified correct:

Regional Chief Surveys Div.

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* Republika ng Pilipinas
 Ministri ng Likas na Kayamanan
 KAWANIHAN NG LUPAIN
 (Bureau of Lands)
 Maynila

Date

OFFICE MEMORANDUM

F O R : The Director of Lands
 FROM : The Regional Director
 SUBJECT : Acceptance of Survey Returns of Cases

Pursuant to standing instructions on the matter and in accordance with the terms and conditions of the contract for the execution of the above-noted project, please be informed that after preliminary verifications this Office has accepted the complete/partial survey returns thereof consisting of the following data/information and documents:

- | | | |
|---|---|---------------------------|
| 1. Survey Number - - - - - | : | |
| 2. Location - - - - - | : | |
| 3. Contractor - - - - - | : | |
| 4. Chief of Party - - - - - | : | |
| 5. Date Ordered- - - - - | : | |
| 6. Date Surveyed - - - - - | : | |
| 7. Date Submitted - - - - - | : | |
| | : | Quantity/Unit of Measure* |
| 8. Cadastral Maps | : | |
| 9. Barangay Boundary Index Maps | : | |
| 10. Field Notes with Field Cover | : | |
| 11. Traverse Computations (Orig./Dup.) | : | |
| 12. Lot Data Computations (Orig./Dup.) | : | |
| 13. Case Boundary Computations (Orig./Dup.) | : | |
| 14. Astronomic Computations (Orig./Dup.) | : | |
| 15. Old Survey Computations (Orig./Dup.) | : | |
| 16. Land Use Control Maps (LUXMs) in draftings:
film with 3 white prints | : | |
| 17. Questionnaire for Land Use Inventory in
triplicate | : | |
| 18. Land Use Summary report in triplicate | : | |
| 19. Alphabetical List of Claimants | : | |
| 20. Numerical List of Claimants | : | |
| 21. Sketch Sheets | : | |
| 22. Sketch maps used in field verification | : | |
| 23. Public Notices | : | |
| 24. 30 Days Notices | : | |
| 25. Certification of Barangay Captains | : | |
| 26. Sketch and Survey Record Cards (alphabetical,
numerical) | : | |
| 27. Total number of lots | : | |
| 28. Total Aggregate Areas | : | |
| 29. Total Boundary Areas | : | |

* Maps, books, sheets, etc.

	Quantity/Unit of Measure*
30. Monument description books covering triangulation stations, BLM's, Primary Control stations & Political Boundary Monuments	:
31. Final Progress Map	:
32. Final Report	:
33. Overlays of OIT Areas (in drafting film)	:

SUMMARY

Varangay	Case No.	No. of Lots	Aggregate Areas	Boundary Areas
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REGIONAL DIRECTOR

Actual receipt and preliminary verification of submitted survey returns acknowledged and formal acceptance thereof recommended by:

Chief, Regional Surveys Division

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Republika Ng Pilipinas
Ministri Ng Likas Na Kayamanan
LAWANIHAN NG LUPAIN
(Bureau of Lands)
Manila

CERTIFICATE OF ACCEPTABILITY
(Submittal of Survey Returns)

Date:

TO WHOM IT MAY CONCERN:

This is to certify that the undersigned, together with Senior Geodetic Engineer _____ conducted the inspection of the final lot surveys, completion of all field and office work and submittal of the complete survey returns of Cad/Pls _____.

It is further certified that all field and office work for cases _____ have been completed, that the field notes containing the field data have been examined and signed on the first page and initialed on each and every page by Sr. Geodetic Engineer _____. The field notes were likewise verified and found them complete in every detail and acceptable for verification and approval. That the contractor has satisfactorily complied to the terms and conditions of the regulations specified in the Manual for Land Survey in the Philippines and subsequent orders that were issued thereafter. This certification is supported by the field inspection report of _____ dated _____. It is therefore recommended that the survey returns of said cases be accepted for verification and approval and the contractor be paid the corresponding amount due proportionate to the phase of work completed.

DISTRICT LAND OFFICER

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