



Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY

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11 November 2019

MEMORANDUM CIRCULAR NO. 02 S. 2019

**SUBJECT: GUIDELINES FOR APPLICATION FOR VERIFICATION OF THE
 REGLEMENTARY 12.50-METER ELEVATION OF AREAS WITHIN
 LAKESHORE BARANGAYS**

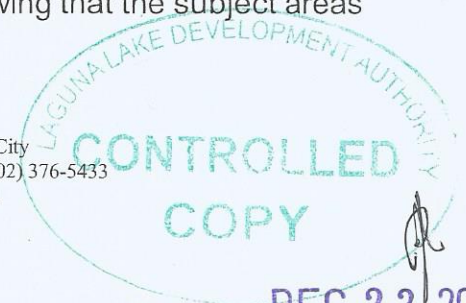
In the interest of service and to effectively determine areas lying at and below elevation 12.50 meters, as referred to a datum 10.00 meters below mean lower low water (M.L.L.W.) of Manila Bay, otherwise known as the Laguna Lake shoreland areas, the following shall serve as guidelines in applications for the verification of the reglementary 12.50-meter elevation of areas within Laguna Lakeshore barangays:

- I. **SCOPE AND COVERAGE.** These guidelines shall apply to all applications for verification of the reglementary 12.50-meter elevation filed by any person, natural or juridical, Local Government Units and other government agencies or instrumentalities concerning areas located in Laguna Lakeshore barangays, for whatever legal purpose intended.
- II. **REQUIREMENTS.** As a general rule, all applications must be submitted with complete documentary requirements as follows:
 - 1. Duly accomplished application form for land survey;
 - 2. Location plan with clear technical descriptions, signed and sealed by a licensed Geodetic Engineer;
 - 3. Vicinity map with coordinates. Print out of Google map is preferred;
 - 4. During submission of application and claiming of Letter and/or Certification, through a representative, the following requirements are needed:
 - a. Authorization letter from the authorizing signatory;
 - b. Photocopy of one (1) valid ID of the applicant who issued the authorization letter;
 - c. Photocopy of one (1) valid ID of the authorized representative.

Application form and its supporting documents shall be filed in **TWO (2) COPIES** in LONG WHITE FOLDERS.

- III. **SURVEY RESULTS.** The Shoreland Management Office (SMO) shall issue a location plan showing the result of the calculation and plotting on the demarcated 1967 BCGS topographic map duly executed by the Geodetic Engineer, together with a certification for results showing that the subject areas

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fall ABOVE the reglementary 12.50-meter elevation or a letter for those falling BELOW thereof.

- IV. **PROCESS.** The process for application for the verification of the 12.50-meter elevation shall be in accordance with the LLDA Citizen's Charter.
- V. **FEES AND CHARGES.** Pursuant to LLDA Board Resolution No. 329, Series of 2007, the rate of the survey fee is **Four Thousand Pesos (Php 4,000.00)**. This is without prejudice to any change in the rates of fees and charges that the LLDA Board of Directors may issue.
- VI. **REPEALING CLAUSE.** All existing circulars, orders, and other related issuances that are inconsistent with or contrary to the provisions of this Circular are hereby repealed, amended or modified accordingly.
- VII. **EFFECTIVITY.** This Memorandum Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation, posting in the LLDA official website and upon acknowledgment of receipt of a copy by the Office of the National Administrative Register (ONAR).

For strict compliance.



JAIME C. MEDINA
General Manager