

**PHILIPPINES-AUSTRALIA LAND  
ADMINISTRATION AND MANAGEMENT  
PROJECT**

**PIO 1 - Output 2.2**

**MANAGEMENT MEETINGS AND  
OUTCOMES**

**Volume 2**

**September to December 2002**

**REPORT 31**



## *Output 2.2 PIO 1*

### **MANAGEMENT ISSUES FOR PIO 1 - Week Commencing 9 December 2002**

#### ***1. Special meeting of the LAG - 12 December***

The LAG requested a briefing on certain aspects, including a programme for the workshops in 2003. This workshop programme by PIO 1 needs to be developed. If the Minutes are available from the last meeting, it will help us to recall the other matters to be discussed at the next meeting.

#### ***2. Appointment of family members***

The Project needs to ask if the appointment of family and friends is acceptable within the Civil Service or whether it can bring the project into criticism. The project needs to be seen to be implementing policies of selection on the basis of merit.

#### ***3. Need to train Systematic Adjudication Team Leaders in management***

The workshop on 6 December again flagged the importance of management skills and motivations for the SAT Leaders, as most problems encountered in the process are management rather than technical. The Training Coordinator and the Systematic Registration Manager need to liaise to set up this programme.

Samples of management problems that remain issues are:

- ✓ The procurement of stores and setting up workable procedures - see below
- ✓ Setting weekly output programmes for adjudicators and enforcing them
- ✓ Setting start and finish dates for the work in barangays
- ✓ Setting up a workable programme for the use of the base camp car by CRS staff
- ✓ Liaison with the Cadastral Officer to ensure productivity is maintained.

#### ***4. Computer skills for base camp clerks***

The Workshop again flagged the need for development of the base camp clerks in the use of computer programmes so that they can undertake the encoding responsibilities required by Judicial Titling and Free Patent Titling. For future appointments, PIO 1 should ensure that computer skills are present before a base camp clerk is appointed.

#### ***5. Stores and equipment***

The workshop flagged the need to improve the liaison between SSU and the base camps for the procurement of equipment. After 18 months this aspect should be working smoothly. According to SSU there is no procurement problem and according to the base camps they have not had supplies of printer cartridges for 2 weeks. Also there are instances of the staff having to travel to Tacloban to buy their own paper. TA has provided base camps with photocopy toner and large envelopes for files. A meeting to resolve these minor issues is required.

The timely procurement of supplies has a major effect on the base camps. There are reports of the staff not arriving at the base camps until 9-11 am because the car first comes to the OSS to collect supplies but delays are encountered.

One possible solution is for SSU to procure the telephone links between the base camp and the OSS in an effort to improve communication. Although this has been requisitioned at the start of 2002 it has not been forthcoming.

### **6. Preparation for the World Bank visit and the absence of the Systematic Adjudication Team Leaders**

The SAT Leaders and the Systematic Registration Manager will be absent for 3 weeks of January and will return just before the scheduled arrival of the World Bank. Reports and costings need to be organised soon to ensure that the prototype manager can deliver an accurate report to the Bank.

It is noted that the costings for the Homestead Patent and judicial titling programmes have not yet been completed.

### **7. Pastrana and Santa Fe**

PIO 1 will soon have survey contractors available to start field work in Santa Fe and Pastrana. However no decision has been made on whether the land titling process will be Judicial Titling or Free Patent. Nor have adjudication staff been procured and trained for these locations. A meeting is required to determine:

- ✓ The titling method
- ✓ The start and finish dates
- ✓ How many barangays will be processed at one time - this impacts on how many staff the Systematic Registration Manager needs to procure
- ✓ The number of base camps, base camp clerks, Systematic Adjudication Team Leaders and adjudicators that should now be recruited and trained
- ✓ The impact on CIM
- ✓ The impact on the CRS programme

### **8. Integrated training programme for the adjudicators**

To date a piecemeal approach to the training of adjudicators has been set up. In the adviser's final report reference is made to taking the time early in 2003 to set up an integrated training course of say 3 weeks where all aspects relevant to theory and field training are presented. This will involve inputs from the Training Coordinator and the Systematic Registration Manager to identify training resources, to provide "Train the Trainer" instruction to presenters and to compile good quality material for presentation. In the past we have tried to do this at the same time as maintaining a heavy daily workload but to set up an effective programme may require the allocation of staff and time to do it properly.

### **9. Base camp to update the CIM database**

As we will soon have up-to-date data for the priority barangays in Dagami, PIO 1 needs to ensure that the new data is copied to the CIM database. A system needs to be set up to achieve this.

### **10. Adviser movements**

- ✓ The Land Registration Law adviser completed his inputs into PIO 1 and a draft report is expected soon.
- ✓ The International Land Parcel Mapping Adviser has completed his inputs for Activity 21 and a draft report has been circulated.
- ✓ The international Control Adviser has completed his assignment and has demobilised. A draft report is expected soon.
- ✓ The Administrative Titling Adviser visited Manila last week to carry out some additional research. His draft report will be circulated early this week. He will depart Tacloban on 12 December and return on 13 January 2003
- ✓ The Systematic Registration Adviser circulated a draft final report last week and a revised draft will be circulated Monday 9 December. He will depart Tacloban 12 December and will return on 13 January 2003.

A joint report to AusAID will be prepared and hopefully this can be circulated this week. It is proposed to furnish PIO 1 this week with a CD version of (i) the design of Output 2.2 (ii) Adviser final reports (iii) Adviser presentations at workshops (iv) the combined report to AusAID.

The year 2002 has proven to be very demanding on staff. The office is to be congratulated for continuing a busy programme and remaining motivated even though we are yet to issue titles. Hopefully we will see our first titles in February or March 2003. You should require the Systematic Registration Manager to show you her programme for achieving this. As the major impediments are management rather than technical, we should be able to resolve these quickly!

## Issues for Technical Meeting 8 November 2002

### Systematic registration

1. ***Pastrana and San Miguel*** – likely date the surveyors will be mobilised; what land titling system will be used – administrative or judicial; need to recruit more staff.

Plan additional staff recruitment and training

2. ***Equipment for base camps*** – including furniture and antennae for mobile phones
3. ***Inspection of base camp Palo Tuesday by participants of conference*** – preparation
4. ***Schedule of training of the new adjudicators and base camp clerks*** –
5. ***Need for new SAT Leader for Santa Fe***
6. ***Deputising the deputy public land inspectors*** – progress
7. ***Photocopier for LRA*** – progress
8. ***Logistical support for the cadastral officers*** – any issues such as transport; any issues stopping general default orders on 27 November 2002
9. ***Schedule future training /review dates***
  - ***Free Patent – 26/11/2002*** – orientation and planning day for base camp clerks and deputy public land inspectors
  - ***Judicial Field exposure for new adjudicators, November December***
    - Observe barangay assembly 1
    - Observe barangay assembly 2
    - Observe initial hearing Dagami MTC 27/11/02
    - Observe general default hearing 27/11/02
    - Observe Meeting of Cadastral Officer with claimants
    - Observe review by the Commissioner of the Court
  - ***Judicial Titling 28/11/02 Review day*** – (i) review the Training and Operations Manual (ii) Review Steve's Judicial Titling report (iii) Identify current issues for Judicial Titling

## Issues for Technical Meeting 8 November 2002

### 1. David McDowell

- ***need to organise interviews***
  - OSS Coordination [Brian Garcia] – vision, role of agencies, how the ROD fits into that structure. Interaction between the ROD and OSS
  - CIM [Bennie Sanico] – Database; how the Prototype interacts with the ROD to access information; outputs of CIM; plans for the integration of index maps and database into ROD records and practice
  - Notary and Bank – clients of the ROD
  - CRS and front counter [Wilma and Joy]
  - CENRO [Gilbert] – overview of role in OSS
  - PENRO [??] – overview of role and processes
  - SAT Leader – interaction between the base camp and the ROD
- **Plan for workshop –**

### 2. Nigel Thomson – Administrative Titling Adviser

- Schedule
- Objectives
- Counterpart
- Steve and Nigel need a separate workshop with LMO ROD etc say Monday 25 November. A TER will be developed.

### 3. GEP Workshop

- Presentation by counterparts
- 80 people to inspect Palo base camp Tuesday

### 4. Land Tenure Study – to list the data elements to be used for the land tenure data collection and GIS LIS development –

- 12-16 November 2002 – various meetings
- 13 November 8-10 am – PIO 1 orientation, CIM production database and reliability of existing records

### 5. Carlos workshop on CO-CD – tentative dates 27-29 November

### 6. Costing of pilots – we will need the costings of the Homestead and judicial pilots from Support Services soon.

### 7. Final design of Output 2.2 - circulated

*Output 2.2 PIO 1*

**MANAGEMENT ISSUES FOR PIO 1 - Week Commencing 28 October 2002**

**1. Movement of Technical Advisers**

*(a) David McDowell –.*

*Nigel Thomson –.*

*(b) Carlos Isles –*

- **Meeting 1** – with PIO 1 to review the assessment of CRS
- **Meeting 2** – with PIO 1 and LAG to review the findings in the first report

*(c) Jan van der Kevie –*

**2. Letter to Free Patent committee developing the Implementing Rules and Regulations –**

**3. Workshop design**

**4. Academe Workshop**

**5. Issues to raise with PIO 1**

- Need to cancel the Libertad survey
- PIO 1 may not be able to issue titles in 2002 – this should be referred to the Task Force

**6. Costing of the homestead and judicial pilots – we need to complete these soon**

**7. Pastrana pilots - we need to decide if the fieldwork is judicial titling or free patents. It wasn't included in our list of pilots for Output 2.2**

**8. TOR for systematic registration – note the end of inputs on judicial titling**

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### International Land Registration Law Advisor

First Assignment (October / November 2002)

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The Land Registration Law adviser will be assisted by a National Adviser and work closely with Project counterparts at each Project site.

The approach at all times will provide the Project with best practice, a safe working situation and be Gender sensitive. The adviser will cooperate with the members of the Quality Assurance Panel whose job it is to verify that TA outputs are of a suitable standard and completeness. To this end, the adviser shall maintain an up to date work plan and have regular review meetings with counterparts on progress, issues and changes to the plan. A monthly report will be submitted to the team leader.

The International Land Registration Law adviser will be responsible for completing the following work no later than 30 November 2002 (reference is the PDD and the work to be completed is described as Deliverables 21 and 22 in the AusAid – AMC contract):

1. The overall task is to identify major deficiencies in the operation of the title register and registration of land documents in the Register of Deeds. Reference is to be made to the existing legal and institutional framework and the draft policy study reports. The findings from the two prototypes will be examined. Reference to other overseas jurisdictions as exemplary systems.
2. The aims are to identify initiatives that would strengthen the operation of the ROD's to meet their service requirements, as well as assist in existing and future support to the LAMP accelerated titling and title validation and records improvement activities. The problem of fake and spurious titles should be studied.
3. Suggested changes to procedures to the approach and procedures of the prototypes to accessing ROD information and records should be highlighted.
4. The existing implementation in the LRA of the BOO computerisation project under LARES will be reviewed from the point of view of operational and service delivery improvement. Since it will take many years to fully computerise every ROD in the country, recommendation for short and medium term development of RODs ahead of the computerisation, should be made.
5. Initial recommendations on the interface between the OSS (pilot One Stop Shops) and the ROD should be made although further study will be undertaken at the second assignment when OSS operations are well underway.
6. Conduct workshops on the results and recommendations.

End

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**SYSTEMATIC REGISTRATION ADVISER**  
 Second Part of Long Term Assignment (2001/2002)
 

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The **Purpose** of the TA program is *to assist the GOP to establish structures and operating procedures for a long term program to reform the land administration system in the Philippines.*

The Systematic Registration adviser to the LAMP Project will be based in PIO1 at the new One Stop Shop building at Candehog. He will report to the TA Project Director. He will assist the APD to coordinate TA work in Leyte. The Systematic Registration Adviser will work closely with the PIO 1 systematic registration counterparts and prototype managers.

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An additional requirement of the output that was introduced at contract amendment one, is to develop procedures for the free patent titling and develop and implement suitable training of staff for the first testing of free patent titling in the prototype area. Evaluation and lessons learned workshops are to be held and the results documented to guide the design of LAMP 2.

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3. Describe better mass titling approaches that could be implemented under the existing laws. Present at workshop and report.
4. Assist the PIO1 to fully appreciate other approaches to mass land titling that are used in other countries. Input to the research study. (Note that this is the main responsibility of the Administrative Titling adviser).
5. Make a final report on free patent titling progress and lessons, judicial evaluation and lessons, potential improvement under the existing laws.
6. Coordinate the compilation of an executive summary of all inputs of TA into this deliverable, by end third week January 2003.
7. Assist the Australian Project Director in the co-ordination of activities in Leyte and the interaction with PIO1.

End

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2. Present the results at a training workshop for PIO1 staff.
3. Make a report on all findings.
4. Assist PIO1 on training for the administrative titling by free patent implementation.

**ORIENTATION OF NEW ADVISER IN NOVEMBER 2002****Nigel Thomson**

| <b>Day</b> | <b>Activity</b>  |
|------------|--|
| Day 1      | <p>Meeting Prototype Manager, Planning and Coordination Unit Manager and Systematic Registration Coordinator - review of terms of reference. Clarify expected outputs and programme</p> <p>Meeting with Systematic Adjudication Team Leaders and Systematic Registration Coordinator – briefing on the progress in LAMP in land titling methods</p> <p>Meeting with CRS Officer for a briefing on the CRS role and processes</p> |
| Day 2      | Visit 2 base camps and meet base camp personnel and CRS Assistants – briefing on functions and field processes   |
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***Resources:***

- Steve's Bridging report - emailed
- Steve's Activity 11 report - emailed
- Policy Studies Outcomes - emailed
- Training and Operations Manuals –
- Laws from Roel
- Manual on the management of systematic registration – from Juliet

*Output 2.2 PIO 1*

**MANAGEMENT ISSUES FOR PIO 1 - Week Commencing 21 October 2002**

**9. Movement of Technical Advisers**

*(d) David McDowell* – commencement has been deferred until 4 November. TOR attached. We have requested a letter from LRA to ROD authorizing the role. Ina Lloyd is arranging for an LRA representative to travel to Leyte with David to set up the processes.

*(e) Nigel Thomson* – commences 4 November in Manila. We expect him in Leyte from 5 November. His revised TOR is attached. He will spend 6 weeks here conducting the review of the international laws. This will seek to identify ways in which the land titling process may be simplified in LAMP II by concepts from abroad. He will return in mid-January for 8 weeks to conduct an assessment of the identified options.

An orientation programme for Nigel is attached.

To assist in evaluating Nigel's TOR, a copy of the first draft TOR for Steve is attached.

*(f) Carlos Isles* – he is expanding his report on the evaluation of CRS and should return to present reports in early November. When the report is drafted then it can be presented to PIO 1 for review. Two meetings are anticipated:

- *Meeting 1* – with PIO 1 to review the assessment of CRS
- *Meeting 2* – with PIO 1 and LAG to review the findings in the first report

*(g) Jan van der Kevie* – in Leyte from 13-22 November. He will return briefly in the first of December to present a workshop on his findings and recommendations [if this differs from the options identified at the LAMP II Visions workshop.

**10. Letter to Free Patent committee developing the Implementing Rules and Regulations** – at the recent Free Patent workshop PIO 1 indicated it would draft a letter containing various recommendations for the committee drafting the implementing rules and regulations. We need to check the progress of this activity.

**11. Workshop design**

We are progressing the design of a workshop where the PIOs present to regional managers a summary of progress in the various activities of LAMP 1. The opportunity will be taken by advisers to present their options for Phase II and to receive feedback from the regions.

We would like to invite the counterparts to present a summary of progress, issues and problems arising.

The draft programme will be provided today by Ellen for comment.

**12. Academe Workshop**

We need to clarify TA participation. What input is expected? Will TA attend every session or will there be time during the workshop to work on adviser reports.

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- Manual on the management of systematic registration – from Juliet

## MANAGEMENT ISSUES FOR PIO 1

### Week Commencing 23 September 2002

1. **Terms of reference for additional CRS inputs** – can Wilma and Carlos develop the draft. Then it can be reviewed by Rae during her visit this week.
2. **Terms of reference for Output 2.2** – the revised document – Version 11 – will be circulated and comments invited. The draft TOR for all advisers will be circulated this week
3. **Terms of reference for counterparts** – can counterparts meet with advisers for 30 minutes and prepare terms of reference for the counterparts
4. **Pilot profiles** – the design of Output 2.2 will be complete when the profiles for the pilots are completed. The design can then be referred to QAP for approval
5. **Mobilisation of the Cadastral Officer and the Commissioner of the Court** – the key activity for the Systematic Registration Coordinator is to assist the SAT Leader for Dagami to set priorities for the activities of the Cadastral Officer and the Commissioners of the Court.

The aim is to have a schedule along the following lines so CRS can arrange the necessary interviews.

#### 1. Table 1: Interview with Cadastral Officer

| Date | Lots | Claimant | Location | Time |
|------|------|----------|----------|------|
|      |      |          |          |      |
|      |      |          |          |      |
|      |      |          |          |      |
|      |      |          |          |      |

#### 2. Table 2: Interview with Commissioner of the Court

| Date | Lots | Claimant | Location | Time |
|------|------|----------|----------|------|
|      |      |          |          |      |
|      |      |          |          |      |
|      |      |          |          |      |
|      |      |          |          |      |

The Systematic Registration Coordinator and the Dagami Systematic Adjudication Team Leader should meet with the Cadastral Officer and Commissioner as soon as possible, to determine their availability for training and meetings with claimants. As soon as their availability has been determined we can schedule the visit by Felino Cortez.

6. **Mid-term review of systematic registration** - we need SSU to develop the programme for the mid-term review. I suggest the Systematic Registration Coordinator meet with the Training Officer to organise the location and programme. Invitations should issues soon. I suggest the Systematic Adjudication Team Leaders report in the attached format.
7. **Visitors to PIO 1 this week** – as I understand it, the following visitors will join us this week

7.1 Monday – Wednesday – **Arman Digol**

- Monday pm – ½ day workshop – GIS /LIS concepts
- Tue, Wed – 2 day workshop

7.2 Tuesday – Friday – **Rae Porter** to review the CRS progress by Carlos

7.2 Thursday Friday – **Henry Pacis, Barry Dick, Philip** – attend OSS workshop

- 8 ***Pre-hearing conferences*** – the Systematic Registration Coordinator and Legal Assistant need to establish pre-hearing conferences to set a strategy for the Bolirao and Hinulogan court hearings. For Bolirao we will receive the general default order so all Answers should be filed as soon as possible. The Systematic Adjudication Team Leader should have groups of lots scheduled for hearings [say 30 lots per day] with all lots in each barangay listed in sequence from the best Answers to the inadequate claims. The aim is to focus on the better claims initially so the Cadastral Officers and Commissioners have a smooth introduction to the process. We need to request the court to list hearings of 30 lots per day, with 1-2 hearing days per week. It will be essential for the Commissioner's recommended order to be available to the court before the hearing date so the judge can simply endorse the Commissioner's draft orders.
- 9 ***Programme for the Free Patent Workshop*** – this needs to be distributed and invitations issued. Facilitators and presenters need to be contacted
- 10 ***Workshop for Palo Expansion*** – the programme needs to be circulated, invitations sent and presenters contacted.
- 11 ***Recruitment of staff*** – the following staff need to be approved by PIO 1 and recruited by the first week of October –
  - 5 adjudicators
  - 7 base camp clerks
  - barangay representatives

For the contract staff the Systematic Registration Coordinator needs to draft Job description forms and selection criteria. It is important that the best staff possible are recruited and so *PIO 1 needs to set up an appropriate selection strategy.*

12. ***Support staff for Systematic Registration Coordinator*** – the Coordinator has a request for a Secretary and a Clerk / researcher. Again Task Descriptions need to be prepared and a selection process approved
13. ***Visit by PIO 1 officials to Manila*** – the following special meetings need to be conducted in Manila by PIO 1 staff
  - *Meet with LRA to set up the title production processes* – to ensure there are no impediments to the production of titles. The new photocopier needs to be delivered. The process for eliminating the technical description needs to be developed in the joint discussions
  - *Meet with the Solicitor General* to collect the Macalpi-ay Petition and to review ways of avoiding delays in future. We also need a general deputisation of the local lawyer.
14. ***Recruitment of PIO 1 lawyer*** – inputs are urgently required in the refinement of Answers and in smoothing the processes with the Cadastral Officer and Commissioners.
15. ***Needed - Coordinator of the One Stop Shop development*** – PIO 1 is sponsoring a workshop on the development of the One Stop Shop. The workshop would be more profitable

if the development of the One Stop Shop were the responsibility of on particular officer. If that responsibility were given it would assist in the following –

- There would be a sponsor in PIO 1 who would drive the development of the One Stop Shop
- That officer would provide leadership on the planning of the One Stop Shop workshop
- The officer would have a prominent role at the workshop and would participate in 100% of the market. This would be manifest by attending all sessions, ensuring outcomes are recorded, preparing an outcome report etc.

There seems to have been a lack of a PIO 1 champion for this activity. Essentially the development of the workshop has fallen on TA and that is not sustainable. The maximum benefit will be derived by PIO 1 if this responsibility is clarified.

**TERMS OF REFERENCE FOR OUTPUT 2.2****Version 11****July 2002 – March 2004****Introduction**

Output 2.2 commenced in July 2002 and continues until March 2004. The Annual Plan 2001-2002 contains a guide to the activities in Output 2.2. The terms require the advisers, in consultation with PIO 1 and government and non-government stakeholders, to identify and evaluate all methods that have potential for the effective and efficient conduct of land titling in the Philippines. As a result, the advisers are to recommend improved methods that are more effective, more efficient, affordable and sustainable.

Activities include:

- To identify, in addition to methods covered by the present laws and regulations, all methods that have potential application in survey control, cadastral mapping and land titling in the Philippines.
- To assist PIO 1 to develop a set of objective criteria for evaluating and comparing the identified methods. These may include but need not be limited to time, budget, equipment, human resources and skills, cost, affordability, agency capacity and capability, community involvement, community understanding and support, transparency, regulatory changes required before adopting, suitability and sustainability.
- Where possible, to conduct a pilot of this activity which will permit an evaluation of the methods.
- To assist PIO 1 to conduct an evaluation of the options. This should also identify opportunities and examine constraints that would need to be overcome in order to implement the options.

The development and evaluation of methods for an expanded land titling project should occur in direct consultation with customers and the wider community.

**The Objective:**

The objective of Output 2.2 is thus to develop suitable survey control, mapping and land titling methodologies for application during Phase II of LAMP. The methodologies should draw on the outputs from the bridging technical assistance, Activity 11, the policy studies and practice in other countries. Inputs, in the nature of feedback and evaluation of raw proposals, will be required from professional groups and members of the public. The advisers will support field tests and evaluations of the options. Where this is not possible [for example because the option is not yet supported by law], evaluation should be undertaken by other means. The advisers will provide a basis for evaluation and assist PIO 1 to undertake the evaluation. The intention is that the outputs will provide useful data in the development of the design for an expanded land titling programme to be implemented in Phase II.

**Activities:**

Output 2.2 is linked to the output from Deliverable 11 under Output 2.1 and to the series of community participation strategies under Output 2.3 (Deliverables 12, 26, 35 and 39). The design strategy that underpins Output 2.2 is the initial development and testing of land titling procedures, the scaling up of these procedures and the testing of alternative survey/mapping technologies, the assessment of methodologies that are not possible under the existing legal framework, and finally the documentation of this experience into a form that can be used to scale up PA-LAMP activity.

This design strategy has been and is being impacted by:

- The change in the World Bank programme for the design of Phase II of the project. Instead of commencing this in March 2003, this is now expected to be commenced in September 2002. The impact of this change is to impose tighter time constraints on the production of evaluations by advisers of the options for Phase II.
- The decision in early 2002 to stop administrative titling using homestead patent and the shift in emphasis to judicial titling. Since that time the judicial titling methodology has been designed and is being tested, and weaknesses are being identified.
- The decision to extend the Free Patent Law, which will permit a second effort to develop and test administrative titling activity for agricultural land. It is expected that, of all the land titling options capable of implementation under the existing law, the use of free patents will provide the greatest flexibility in a mass land titling programme. For that reason, the development and testing of a field methodology should be seen as a priority activity by Technical Assistance.
- Pilots of judicial titling processes commenced during Activity 11 of Output 2.1 but have not been completed. An evaluation of these pilots will occur during Output 2.2. The additional demands on international advisers to support this and additional systematic adjudication activities has resulted in a request to AusAID for additional resources. These will be considered under the inputs below.
- Delays in the procurement of orthophoto maps and satellite imagery. The development and testing of these alternate methods will lay a sound foundation for mapping processes in Phase II. These delays may affect the timetable for the delivery of TA inputs.
- Delays in the procurement of survey contractors in PIO 1 to conduct cadastral surveying activities in support of systematic registration activities. Problems are being addressed and the next procurement process is about to commence.
- Inability to locate a suitable national Geodetic Survey Adviser
- A request from PIO 1 for additional inputs from the international survey control adviser, especially to accommodate additional training.

These developments will place an increased burden on the technical assistance team required to support PIO 1. They affect the inputs required to support the Output. It has necessitated a restructuring of the technical assistance inputs and these are described below.

## The Deliverables

Output 2.2 is composed of the following Deliverables:

- ***Deliverable 21 – identification of all survey control, mapping and land titling options*** – this activity continues the support for judicial titling fieldwork and commences support for the development of a methodology for free patent field activities. It will investigate some of the methodologies not supported under the current law (including the use of photomaps, the introduction of a simplified administrative titling method and the use of provisional titles). It should result in the development of a set of control, CIM production and mapping and land titling procedures for implementation during the next phase of the project. It will also draw on the experience from other international projects and jurisdictions to identify options that would enhance an expanded land titling programme in Phase II.
- ***Deliverable 25 – evaluation of all control, mapping and land titling options; develop staffing options for an expanded programme*** – the field test of land titling activities (judicial and administrative) will continue to be supported. In addition a detailed analysis of all tests of alternatives for use in Phase II will be carried out. As part of the review of the

gearing up necessitated by an expanded land titling programme, the project will field test the use of maximum contract staff, identify costs and benefits and develop recommendations for an appropriate strategy for staffing an expanded programme.

- **Deliverable 34 – continued evaluation and implementation of the strategy for expansion** - expansion of the existing land titling options will continue to be supported. A compiled report of all land titling options presently permitted under the law will be completed, together with a strategy for the gearing up of these methods into full production in existing and new locations. As the design and programme for Phase II will be available, this activity is seen as a strategic link between Phase I and Phase II, in which the momentum developed in Phase I of LAMP is maintained. In addition to permitting a phased gearing up of fieldwork to prepare for Phase II, this time will be key for an expanded training programme that will permit resources required at the start of Phase II to be developed in the closing stages of Phase I. It will also permit an awareness-building programme among the officials of areas impacted early in Phase II.
- **Deliverable 34A - the development and testing of procedures for the One-Stop-Shop.** This will entail an examination of ways in which the operation of the One Stop Shop could be enhanced to increase customer service and user satisfaction. TA support will also be given to PIO 1 at a series of One Stop planning meetings and workshops throughout 2002.

The overall strategy for Output 2.2 is set out in Table 1, noting that this strategy is flexible as it needs to anticipate changes in project circumstances – delays in photomaps, approval of laws etc. The design anticipates close links between Outputs 2.2 and 2.3, with recommendations from the evaluation of the community mobilisation reviews being incorporated into the design of future Output 2.2 field activities.

## Methodology

### Methodology for Activity 21

One of the constraints identified in the PIO 1 activities to date is the lack of capacity to develop the control network, particularly if the demands of an expanded programme are imposed on already stretched resources. The project will review standards for control and will identify potential for reduced standards of control in an expanded titling programme. The cost and benefit of options will be developed.

The project will also review the methods for producing cadastral index maps and conducting cadastral surveying. Alternatives will be tested in the field including the use of GPS to produce survey maps, the use of orthophoto maps and the use of satellite imagery. It is expected that the Prototype will test in parallel the traditional surveying process against the alternative technology, so that the respective benefits and disadvantages may be identified.

The project will complete the test of existing land titling options. In addition to supporting the development of the free patent fieldwork, TA will continue to support the review of the existing judicial titling pilots. In addition the project will develop additional pilot activities, including the test of the use of judicial titling exclusively in residential areas.

The project will during Activity 21 support an analysis of the judicial titling pilots established during Activity 11 and continued during Activity 21. The aim is to obtain community feedback on the pilots and to identify ways in which the processes may be streamlined.

In addition the advisers will conduct a review of land titling methods permitted in the laws of other countries, so that potential land titling techniques that may be utilised in Phase II can be evaluated.

After conducting the review, the project will assess options that may be implemented in an expanded land titling programme in the Philippines if appropriate enabling legislation can be

implemented. In particular the project will review the potential for a simplified administrative titling approach that is not dependent on free patents. Also the potential for a simplified free patent methodology will be developed. In addition the project will develop options for the use of provisional titles to simplify the title issue processes, particularly where the period of possession has not been established or where boundaries of parcels have not been fully defined.

### **Methodology for Activity 25**

Field tests of land titling options will continue to be supported. In addition all field tests will be reviewed in consultation with the community and stakeholders. Areas in which the titling options permitted under the existing legislation can be improved by administrative or legislative action will be identified. The project will develop a strategy for the expansion of these methods.

In addition a site visit will be arranged to some of the countries whose laws and processes have been evaluated during Activity 21, so that staff in PIO 1 in the key disciplines can evaluate first-hand the potential application of methodologies in the existing field activities and in Phase II.

The land titling options developed reviewed and inspected during Activity 21 will be tested in workshops with industry groups, so that the options are evaluated with inputs from the community. A strategy for implementation will be developed.

As part of the design process for an expanded land titling programme, it is expected that during Activity 25 a pilot will be conducted in which all CRS, mapping and adjudication processes are conducted by the maximum use of contract staff. The aim of this test will be to develop an effective staffing structure for an expanded land titling programme so that it can be geared up in new locations into an effective production process. This is important in ensuring that the major expansion of field activities required by the next phase can be achieved without a substantial increase in the size of the host agency or the secondment of staff from that agency.

### **Methodology for Activity 34**

Field tests of land titling options will continue to be supported.

An integrated report of all land titling options and lessons learned from the pilot activities will be compiled. In relation to land titling methods permitted under existing legislation, the report will include a strategy on how to staff and expanded production process in Phase II.

It is expected that this activity will provide an effective transition from the design and evaluation processes of LAMP 1 and the expanded production processes of LAMP II. This activity will permit the concepts to be explained to officials in the initial target areas of LAMP II and will also permit the development of a recruitment and training programme to provide a platform of skilled staff on which LAMP II can be built.

### **Methodology for Activity 34A**

Inputs will be provided as follows:

- TA participation in One Stop Shop workshops and planning meetings. These will aim at assisting the One Stop Shop participants to extract the maximum benefits from the potential of the One Stop Shop without enabling legislation, including a streamlined client service focus that encourages transparency
- Assistance in integrating completed Cadastral Index Maps into the existing processes of the Registry of Deeds and guidance generally in records management procedures.
- Support for the design of the community education campaign on the role of the One Stop Shop
- Support in the design of surveys of clients of the One Stop Shop in order to assess their satisfaction with service. This will review the cost to the client of attending the One Stop Shop and their satisfaction with the service.

- Inputs from other advisers will be presented to the One Stop Shop, including inputs from the International Land Registration Law Adviser on initiatives to strengthen the operations of the Registry of Deeds, the national land records management strategy and the automated mapping process.

### Inputs

The original design provided the following resources for Output 2.2:

**Table: Resources originally allocated to Output 2.2**

| <b>Activity</b> | <b>Resource</b>   |
|-----------------|---|
| Activity 21     | <p><b>International</b><br/>           Systematic Registration - 4.5 months<br/>           CIM – 3 months<br/>           Survey Control – 3 months<br/>           Orthophoto Mapping – 2 months<br/>           Land Registration Law – 1 month</p> <p><b>National</b><br/>           Geodetic Survey – 3 months<br/>           Cadastral Survey – 6 months<br/>           Land Registration Law – 1 month</p> |
| Activity 25     | <p><b>International</b><br/>           Systematic registration – 5 months<br/>           Orthophoto Mapping – 1 month<br/>           Land Registration Law – 1 month</p> <p><b>National</b><br/>           Geodetic survey – 3 months<br/>           Cadastral Survey – 6 months<br/>           Land Registration Law – 1 month</p>   |
| Activity 34     | <p><b>International</b><br/>           Systematic Registration – 5.5 months<br/>           Land Registration Law – 1 month</p> <p><b>National</b><br/>           Land Registration Law – 1 month</p>  |
| Activity 34A    | Unallocated national resources  |

The changing priorities and factors mentioned above indicate that the following resources should now be allocated:

**Table: Resources proposed for Output 2.2**

| <b>Activity</b> | <b>Resource</b>   |
|-----------------|---|
| Activity 21     | <p><b>International</b><br/>           Systematic Registration - 4.5 months<br/>           CIM – 2 months<br/>           Survey Control – 4 months<br/>           Land Registration Law – 1 month<br/>           Administrative Titling Adviser – 2 months</p> <p><b>National</b><br/>           Cadastral Survey – 6 months<br/>           Land Registration Law – 1 month<br/>           Automated Mapping Adviser – 2 months??</p> |
| Activity 25     | <p><b>International</b><br/>           Systematic registration – 5 months<br/>           CIM – 1 month<br/>           Orthophoto Mapping – 3 months<br/>           Land Registration Law – 1 month</p>  |

|              |  |
|--------------|--|
|              | Administrative Titling Adviser – 1.5 months<br><b>National</b><br>Geodetic survey – 3 months<br>Cadastral Survey – 6 months<br>Land Registration Law – 1 month<br>Automated Mapping Adviser - ??? months |
| Activity 34  | <b>International</b><br>Systematic Registration – 5.5 months<br>Land Registration Law – 1 month<br><b>National</b><br>Land Registration Law – 1 month  |
| Activity 34A | Inputs using unallocated national resources  |

**Table 1 – Strategic Approach to Output 2.2**

| <b>Activity</b>   | <b>Deliverable 21</b>  | <b>Deliverable 25</b>  | <b>Deliverable 34</b>   | <b>Deliverable 34A</b>   |
|---|--|--|---|--|
| <b>Description</b>  | <b><i>Preliminary set of land titling procedures developed</i></b>   | <b><i>Implement Land Titling Procedures and prepare a report evaluating the methods including phase 2 recommendations</i></b>  | <b><i>Implement Land Titling Procedures and prepare a report evaluating the methods</i></b>   | <b><i>Support for the development and testing of the One-Stop-Shop</i></b>   |
| <b>Planned Completion</b>   | December 2002  | June 2003  | March 2004  | December 2002  |
| a) Identification of all methods (including methods not covered by the current regulatory regime) that have potential application for effective and efficient land titling; | Support for judicial titling pilot<br><br>Design and implementation of free patents<br><br>Report on land titling options permitted under the existing law<br><br>Digital CIM production<br><br>GPS/ Survey comparison | Support ongoing land titling activities<br><br>Pilot to evaluate CIM production using Orthophoto and satellite images<br><br>Report on enhancing the existing titling methods by legislative reform and strategy to implement<br><br>Pilot to evaluate survey/ Orthophoto/ satellite imagery | Support ongoing land titling activities<br><br>Transition to expanded programme – familiarization of officials in new locations; training programme for teams involved in the expansion | Workshops to design rules of engagement to maximize benefits<br><br>Recommendations for strengthening the role of the Registry of Deeds<br><br>Inputs from Social Dynamics adviser<br><br>National land records management strategy<br>Integration of CIM into ROD |

| Activity   | Deliverable 21   | Deliverable 25  | Deliverable 34  | Deliverable 34A  |
|--|--|---|---|--|
|  | Evaluation of other jurisdictions for options to enhance survey control, CIM production, cadastral mapping and land titling methods in Phase II. | Field test using maximum contract staff as preparation for expanded programme       |   | Network for monitoring the progress of file processing |
| b) Technical assistance with the development of a range of objective criteria  | Develop objective assessment criteria  | Test using the objective criteria<br><br>Evaluation of options                      |   |  |
| c) Obtaining all necessary material, including the results from Output 2.1, and the provision of assistance with the conduct of an evaluation, including identification of opportunities and constraints that would need to be overcome before the methods can be adopted; | Literature search<br><br>Evaluation of GPS, Digital CIM and judicial titling   | Evaluation of free patents<br><br>Evaluation of CIM and cadastral surveying options |   |  |
| d) Assistance with the conduct of workshops on the results and the facilitation of consensus for improvements;   | Workshop on titling options and criteria for evaluation  | Evaluation workshops  | Workshops on gearing up options for expansion in Phase II |  |

| Activity   | Deliverable 21                                  | Deliverable 25                                  | Deliverable 34                                  | Deliverable 34A                                 |
|--|---|---|---|---|
| e) Assistance with the presentation of results through the PMO, to the IATWG and IACC; and | Report will highlight issues requiring referral | Report will highlight issues requiring referral | Report will highlight issues requiring referral | Report will highlight issues requiring referral |
| f) Documenting methods selected for use and future application in the LAM Program.         | All options to be documented                    | All options to be documented                    | All options to be documented                    | All options to be documented                    |

**Deliverable to AusAID**

The following reports are to be provided to AusAID via the Quality Assessment Panel during Output 2.2:

| <b>Milestone Report</b>           | <b>Deliverable to AusAID</b>   |
|-----------------------------------|--|
| <b>Activity 21 Summary Report</b> | By 31 December 2002, a <b>combined report</b> summarizing progress in the development of a preliminary set of control, CIM production, cadastral mapping and land titling procedures recommended for Phase II.   |
| <b>Activity 25 Summary Report</b> | By 30 June 2003 a <b>combined report</b> summarizing progress in the evaluation of control, CIM production, cadastral mapping and land titling procedures recommended for Phase II.  |
| <b>Activity 34 Summary Report</b> | This report will be compiled by the Systematic Registration Adviser and will attach contributions from other advisers participating in PIO 1 activities in the period 1 July 2003 to 31 March 2004. It will summarise the recent experience in the field activities, lessons, impact on Phase II and recommendations. It should also contain a strategy for the gearing up of the land titling options into full production. |

# Prototype 1 – Output 2.2

## MANAGEMENT ISSUES FOR PIO 1 - Monday 9 September

### 1. Adviser monthly reports

Have the relevant managers/ counterparts seen and accepted the monthly reports of advisers? Should we extract from the reports a list of issues that are relevant for PMO and put them in a memo from the prototype manager to the PMO? Examples:

- Follow up Solicitor General re (i) Macalpi-ay Petition and (ii) honorarium
- Inputs into the IRR for free patents
- Getting a copy of the IRR and free patent law before the Free Patent brainstorming session on Wednesday 11 September
- Procuring the LRA photocopier
- Getting LRA to cancel the technical description circular
- Inputs into the next Task Force Meeting – cancellation of the technical description circular; getting the transitional provisions from the Solicitor General; getting the task force to direct that instructions concerning the non-collection of taxes before the issue of OCTs be sent to LRA etc

### 2. Planning for the Palo expansion

| <b>3. Barangay</b> | <b>Lots</b> | <b>Index map available</b> | <b>List of claimants</b> | <b>Database available</b> | <b>Commence CRS</b> |
|--------------------|-------------|----------------------------|--------------------------|---------------------------|---------------------|
| Cavite East        |             | ✓                          |                          |                           |                     |
| Cavite West        |             | ✓                          |                          |                           |                     |
| Buri               |             | ✓                          |                          |                           |                     |
| Sta Cruz           |             | ✓                          |                          |                           |                     |
| Luntad             |             | ✓                          |                          |                           |                     |
| St Michael         |             | ✓                          |                          |                           |                     |
| Totals             | 1119        |                            |                          |                           |                     |

- New base camp required.
- New base camp clerk to be selected and trained. Need to specify skill in use of computers. Training in the software used by the project is required [Ellen?]
- Possibly four new adjudicators to be recruited and trained. This could be partially achieved by the transfer of two adjudicators from Macalpi-ay to Palo. However new adjudicators will then be required for San Miguel. Recruitment of adjudicators should be scheduled so that training can commence
- Training of the adjudicators can be both classroom and on-the-job.
- Motor cycle needed
- Computer – can be transferred from Libertad – Libertad computer not yet delivered
- Plan for pilots required

### 3. Planning for the Palo Expansion workshop –September 19 and 20 - Coordinator: Juliet and Patrick?

- **Dates:** 19, 20 September

Output 2.2 Terms of Reference

- **Participants:** Consider whether the following should participate: Local Government staff, representatives of the 6 barangays, municipal assessors, local government staff to participate in the CRS, banks likely to have mortgages, court representatives?, RoD representative, BIR representative, CENRO [re any pending applications?]
- **Objectives:**
  - o explain the process
  - o Plan the pilots with the local representatives
  - o set the timetable
  - o initiate the community mobilisation process
  - o Ensure the process for collection of records from the ROD is clarified
  - o ensure the process for obtaining tax declarations is simplified
  - o ensure that all roads are adequately defined – how the SAT can liaise with the appropriate authority
  - o explain how the CRS will be undertaken by LGU – discuss the staff they should provide, when they should be selected, the training to be provided, the role of PIO 1 in the oversight of CRS
  - o how PIO 1 will assess the way in which CRS is conducted and compare it with CRS by PIO 1 – set an objective method by which CRS will be evaluated. This will also be used to assess CRS by the NGO in Activity 25
  - o explain how systematic adjudication will work – the role of the adjudicator and the role of the barangay representative
- Possible Programme

| # | Session  | Presenter                                      | Preparation                    |
|---|--|--|--------------------------------|
| 1 | <b>Overview of LAMP</b>  | RSU?   |                                |
| 2 | <b>Overview of the systematic registration programme</b>   | Steve/<br>Juliet?                              |                                |
| 3 | <b>Overview of the judicial titling process</b> <ul style="list-style-type: none"> <li>• Process</li> <li>• Timetable</li> <li>• Role of the barangay</li> <li>• The evidence required</li> <li>• The tax evidence</li> <li>• Supporting evidence from the barangay and knowledgeable neighbours</li> <li>•</li> </ul>   | Juliet/<br>Steve?                              |                                |
| 4 | <b>Review Pilot Objectives, methods</b>  | Steve  | Present Pilot Profile          |
| 5 | <b>Barangay profiles</b> <ul style="list-style-type: none"> <li>• using consolidated barangay index maps and Barangay Profile information, examine the barangays where judicial titling will take place</li> <li>• In workshop mode, update the information in the barangay profile – no. of lots, % owner-occupied and tenant-occupied, % mortgaged, etc</li> <li>• Review the status and definition of roads and indicate this on the Index Map</li> <li>• Informal land market</li> </ul> | Patrick re<br>profiles<br><br>Bennie re<br>CIM | Use consolidated Index<br>Maps |

| #  | <i>Session</i>   | <i>Presenter</i>   | <i>Preparation</i>   |
|----|--|--------------------|--|
|    | <ul style="list-style-type: none"> <li>• Discuss other information that CIM needs to collect to compile the database e.g. plans from LRA?</li> </ul>   |                    |  |
| 6  | <p><b><i>Survey issues</i></b></p> <ul style="list-style-type: none"> <li>• Evaluate the survey and discuss if an evaluation survey is required</li> <li>• If an evaluation is required, discuss how this will be organised, who will undertake it, how long it will take and impact on the start of the pilot.</li> <li>• Has there been any subdivision activity that has not been registered</li> <li>• definition of roads</li> <li>• Rights of access over the land of another person</li> </ul>  | Noemi,<br>Pedro    |  |
| 7  | <p><b><i>CRS</i></b></p> <ul style="list-style-type: none"> <li>• Overview of the process</li> <li>• Overview of the material to be used</li> <li>• Timetable – including validation of claimants and adjoining owners</li> <li>• Role of LGU and role of PIO 1 – the CRS Assistant</li> <li>• Staff to be recruited, qualifications, process and timetable</li> <li>• Training to be provided</li> <li>• How the effectiveness of CRS will be evaluated</li> <li>• Over view of the barangay assemblies – number, timing and agenda for presentation</li> <li>• Explain the number of visits to the households and the reason for the visits</li> </ul> | Wilma,<br>Wayne    | Manual of Procedures for CRS   |
| 8  | <p><b><i>Systematic registration issues</i></b></p> <ul style="list-style-type: none"> <li>• Selection of base camp</li> <li>• Selection of base camp clerk - conditions</li> <li>• Duration of the programme</li> <li>• Provide a likely timetable</li> <li>• Confirm nomination of the barangay representatives and when training will be given</li> </ul>   | Patrick            | Display the Index maps from CIM<br><br>Provide a completed Pilot Profile Sheet |
| 9  | <p><b><i>Finance, equipment issues</i></b></p> <ul style="list-style-type: none"> <li>• Allowances</li> <li>• Equipment required to support LGU role</li> <li>• Procurement timetable</li> </ul>   | Alde               |  |
| 10 | <p><b><i>Collecting evidence to support applications</i></b></p> <ul style="list-style-type: none"> <li>• Overview of the evidence to be required</li> <li>• The length of proof and documents to be provided</li> <li>• Notaries who may have documents</li> <li>• Tax declarations - process</li> </ul>  | Juliet/<br>Patrick |  |

| #  | Session  | Presenter | Preparation                     |
|----|--|-----------|---------------------------------|
|    | <ul style="list-style-type: none"> <li>Community tax certificates – process</li> <li>Records from ROD</li> <li>Mortgages and leases</li> <li>Where deeds are not available, corroborative evidence from the community</li> </ul>   |           |                                 |
| 11 | <b>Review of the timetable</b> <ul style="list-style-type: none"> <li>Select base camp clerk</li> <li>Select CRS staff</li> <li>Selection of base camp</li> <li>Base camp operational</li> <li>Training</li> <li>Barangay assemblies</li> </ul> Validation of claimants and adjoining owners | Brian?    | Hand our Pilot Planning Profile |

#### 4. Planning for the Free Patent Brainstorming Workshop – Wednesday September 11 - Coordinator: Juliet, Steve, SAT Leader

##### **Preparation:**

- CIM – copy consolidated barangay index maps and colour code the barangays; recommend possible barangay
- Circulate the guidelines
- Legal Assistant – get the new law and draft IRR from Manila
- SSU – develop and attendance list and confirm with Coordinator
- Prototype Manager - Identify the SAT Leader
- Decide on where the pilot will be conducted – select the barangay
- SSU – send invitations – attach draft programme

| # | Session   | Presenter                             | Preparation                               |
|---|---|---------------------------------------|---|
| 1 | <b>Overview</b> of the workshop activities  | Juliet                                | Hand out programme attached to Invitation |
| 2 | <b>The circulated Guidelines</b> – review the completeness of the material circulated. Identify any others  | Steve                                 |   |
| 3 | <b>Update on the law and the draft IRR guidelines</b>   | Roel                                  | Obtain copies from Manila                 |
| 4 | <b>Pilot Objectives and methodology</b>   | Steve                                 | Present Pilot Profile                     |
| 5 | <b>Update on progress in organising the pilot</b> <ul style="list-style-type: none"> <li>(a) law - legal</li> <li>(b) CIM preparation - Bennie</li> <li>(c) CRS preparation - Wilma</li> <li>(d) SAT preparation – base camp location; selection of base camp clerk – SAT Leader</li> </ul> | Roel<br>Bennie<br>Wilma<br>SAT Leader | Plan as much as possible                  |

| # | <i>Session</i>  | <i>Presenter</i>          | <i>Preparation</i>  |
|---|---|---------------------------|---|
|   |   | and report to the meeting |   |
| 6 | <b><i>The Flowchart of processes</i></b><br>Existing processes<br>Brainstorming session - proposed processes – identify new processes to streamline methods   | Steve                     | Existing flowchart – hand out<br><br>Whiteboard – the revised flowchart |
| 7 | <b><i>Main item – identify all issues for each part of the flowchart –</i></b><br>Group discussion  | Juliet and Steve          | Whiteboard; group discussion  |
| 8 | <b><i>Planning the programme for the next workshop – 26, 27 September</i></b> <ul style="list-style-type: none"> <li>• Identify work to be completed before the workshop</li> <li>• List all presenters</li> <li>• Confirm all attenders</li> </ul> | Steve                     | Hand out the draft programme and possible lost of participants          |
| 9 | <b><i>Planning the programme between now and the workshop</i></b>   | Juliet                    | Group discussion  |

#### 5. Planning for the Pre-hearing conference – 19 or 20 September 2002 – Coordinator: Roel

- Organise meeting
- Organise all participants
- Evidence of service of notices
- Daily progress report for Hinulogan to be prepared
- Draft of SAT Leader's report to the court to be available
- Adjudicators to be available to answer questions
- Programme of groups of 30 Answers to be available from the best Answers to the incomplete Answers – this will be the daily schedule for the
- List of best 30 applications to be available so the Judge can set the next hearing date for default and for hearings
- SAT Leader to compile a request to assessors to issue latest tax declarations [use the list of claimants from CIM] and send it to Assessor
- SAT Leader to get land use planning map for barangay

#### 6. Planning for the free patent planning workshop – 24, 25 September – Coordinator: SAT Leader

| # | <i>Session</i>   | <i>Presenter</i> | <i>Preparation</i>                              |
|---|--|------------------|---|
| 1 | <b><i>Overview of the Workshop</i></b>   |                  |   |
| 2 | <b><i>Update on the content of the law and the draft IRR</i></b>   | Ramon?           |   |
| 3 | <b><i>Summary of outcomes from the Brainstorming workshop</i></b> – review the outcomes and review the action plan items to be | Steve            | Steve - Summarise outcomes and action plan from |

| # | Session   | Presenter          | Preparation  |
|---|---|--------------------|--|
|   | completed before this workshop  |                    | Brainstorming workshop and distribute before the workshop  |
| 4 | <b>Workshop</b> - Possible Group discussion to address incomplete matters   | Alde - Steve       |  |
| 5 | <b>Pilot objectives and methods</b>   | Steve              | Present Pilot Profile  |
| 6 | <b>Progress reports</b>   |                    |  |
|   | <b>CIM preparation</b> – present consolidated index map for selected barangay; present CIM sheets for barangay; present completed database; details of pending applications   | Bennie             |  |
|   | <b>Survey issues</b> – results of evaluation of survey – is a new survey required? If so should we select a new barangay? If no the pilot can't commence until 2003   | Noemi?             |  |
|   | <b>CRS preparation</b> – translation of forms into dialect; present copies of information leaflets and posters; progress in selection of local CRS; update on training of CRS staff; programme for barangay assemblies                          | Wilma?             |  |
|   | <b>Systematic registration</b> – base camp location – arrangements for mobilisation; identity of base camp clerk; action taken on procuring adjudicators – date they will be available; schedule of training programme and overview of contents | SAT Leader         |  |
|   | <b>CENRO</b> – identification of pending applications; allocation of inspectors – names and availability; acceptance of role of adjudicators  | ??                 |  |
|   | <b>Assessors</b> – progress in gathering all tax declarations   | ??                 |  |
| 7 | <b>Workshop discussions -</b><br><ul style="list-style-type: none"> <li>Forms – review and update wording if possible – is it possible to simplify the language or does this require a regulation?</li> </ul>                                   | ?? SAT Leader      | Copy of all forms used in the free patent process to be provided   |
|   | <ul style="list-style-type: none"> <li>clarify the role of the contract adjudicators and the CENRO inspectors –</li> </ul>  | ??                 |  |
|   | <ul style="list-style-type: none"> <li>Evidence to support an application – summarise the judicial titling evidence and examine the usual evidence required for a free patent application</li> </ul>  | Steve              | Present a Table of the different land types to be encountered in the field; also the different types of owners |
| 8 | <b>Review –</b><br>Timetable  | Juliet/ SAT Leader |  |

| # | <i>Session</i>                  | <i>Presenter</i> | <i>Preparation</i> |
|---|---------------------------------|------------------|--------------------|
|   | Action that should now be taken |                  |                    |

**7. Planning for the One Stop Shop workshop, 26, 27 September 2002 – Coordinator: Aldes, Brian**

The objectives of the workshop are to:

- Define how the organisations that make up the One Stop Shop work together
- Review the functions of the OSS from the perspective of client service – whom we serve and how. Later we can review (i) what information material we need in order to achieve that goal (ii) how to evaluate the effectiveness of the services we provide (iii) how to improve the services
- To set standard operating procedures
- To set up the referral system. Set up the front desk operations. Agree on the procedure for receiving all visitors to the One Stop Shop. Guidelines for transparency.
- To set up the file tracking system and management reporting systems so that the progress of all work can be monitored
- To organise a general orientation of all OSS staff to the LAMP project.
- Agree on uniform notices to be displayed in the office – fees, average processing time, complaints, process if complaint not addressed in 2 weeks.
- Set up a complaints system
- Review the community education programme concerning the OSS operations.
- Review the server requirements
- Review the integration of records and land records management.

**Planning:**

4. List of participants
5. Review and improve the draft programme below – have it typed in official format
6. Identify the various sections in the OSS that should present an overview of services
7. Invite each organisation to present an overview. The overview should be presented in the form of Sheet ?? below
8. Invite PIO 1 section/unit heads to present an overview in the same format
9. Decide if an external facilitator should be used

| # | <i>Session</i>                           | <i>Presenter</i> | <i>Preparation</i> |
|---|--|------------------|--------------------|
|   | <b>Overview of the workshop</b>          | Brian/ Aldes     |                    |
|   | <b>Purpose, rationale and objectives</b> | RSU              |                    |

| # | Session   | Presenter | Preparation                   |
|---|---|-----------|-------------------------------|
|   | of LAMP and the OSS   |           |                               |
|   | <b>The potential benefits offered by the OSS structure</b> and how to realise them  |           |                               |
|   | <b>Briefings by all sections – services and clients</b>   |           |                               |
|   | • PIO 1 management  |           | Prepare standard summary form |
|   | • M & E   |           | Prepare standard summary form |
|   | • Support Services  |           | Prepare standard summary form |
|   | • Planning and Coordination   |           | Prepare standard summary form |
|   | • CIM   |           | Prepare standard summary form |
|   | • Survey  |           | Prepare standard summary form |
|   | • CRS   |           | Prepare standard summary form |
|   | • Systematic Registration   |           | Prepare standard summary form |
|   | • Front counter   |           | Prepare standard summary form |
|   | • CIM Sections  |           | Prepare standard summary form |
|   | • ROD sections  |           | Prepare standard summary form |
|   | • DAR   |           | Prepare standard summary form |
|   | • BIR   |           | Prepare standard summary form |
|   | <b>Workshop – clients served</b> – based on the tables presented by each section, prepare an overview of the clients of the OSS and sections that serve them<br><br>Review the explanatory material available and set a programme to review and reissue the material  | ??        |                               |
|   | <b>Rules of engagement for the One Stop Shop</b><br><ul style="list-style-type: none"> <li>• How to welcome clients</li> <li>• Role and operation of the front counter</li> <li>• The referral system</li> <li>• The complaints process</li> <li>• Measures to ensure transparency</li> <li>• Common signs – fees, average processing time, complaints</li> <li>• Action for PIO 1 to monitor that processing times are not excessive</li> <li>• Action where staff act improperly such as accepting facilitation fee</li> <li>• Need for an official Urgency function</li> </ul> | Brian     |                               |
|   | <b>Review the community education programme</b>   |           |                               |
|   | <b>Management reports</b> – using the Tables prepared by each section review the management reports and opportunities for efficiencies  |           |                               |

| # | Session  | Presenter | Preparation |
|---|--|-----------|-------------|
|   | <i>Server issues</i>                             |           |             |
|   | <i>Database</i>                                  |           |             |
|   | <i>Integration of records</i>                    |           |             |
|   | <i>Plan the orientation programmes for staff</i> |           |             |
|   | <i>Organise visit from PIO 2 OSS</i>             |           |             |

**8. Planning for the OSS staff briefing sessions – Coordinator; Training Coordinator**

**Dates:**

| # | Session | Presenter | Preparation |
|---|---------|-----------|-------------|
|   |         |           |             |
|   |         |           |             |
|   |         |           |             |
|   |         |           |             |
|   |         |           |             |
|   |         |           |             |

**9. Planning for the Mid-term Review of systematic registration**

**Date:** 30 September 2002

**Objectives:**

- Review progress in all pilot activities
- Determine if progress is satisfactory to PIO 1
- Review and address all issues, lessons and problems
- Develop capacity of SAT Leaders to prepare and present an adequate summary of the position of the pilots they manage
- Review the management of each pilot by the SAT leader
- Review and address all issues that impact on the delivery of titles by December
- Develop a strategy for issuing titles by December 2002
- Evaluation of daily outputs by each adjudicator
- Systematic Registration Coordinator to report on a strategy for the personal development of each SAT Leader
- Review plans for the expansion of the pilots and address roadblocks

**Methodology:** Each SAT Leader to present on their management of the pilot. This will include a report in the standard form and an effective summary of the latest position of the pilots

**Facilitator: Juliet, Steve?**

**Participants:**

- Prototype Managers
- Heads SSU, M&E, Planning and Coordination
- Systematic Registration Coordinator and Systematic Adjudication Team Leaders
- Legal Assistant and Training Coordinator
- CIM, Survey, CRS
- CRS Assistant
- Possibly adjudicators

**Workbook contents:**

**Preparation:**

- Systematic Registration Coordinator prepares summary report and personnel development strategy for SAT Leaders
- SAT Leaders prepare Status report in the standard form, Daily Progress Report, Monthly Report and updated Barangay Profile

| # | Session   | Presenter | Preparation   |
|---|---|-----------|---|
| 1 | Overview of the workshop  | Juliet    |   |
| 2 | CRS Status report   | Wilma?    |   |
| 3 | Systematic Registration Coordinator's Overview Report                     |           |   |
| 4 | Systematic Adjudication Team Leaders reports – the existing pilots        |           |   |
| 5 | Dagami  | Danny     | Status report in the standard form<br>Daily Progress Report<br>Monthly Report<br>Updated Barangay Profile |
| 6 | Pastrana  | Bimboy    | Status report in the standard form<br>Daily Progress Report<br>Monthly Report<br>Updated Barangay Profile |
| 7 | Palo  | Patrick   | Status report in the standard form<br>Daily Progress Report<br>Monthly Report<br>Updated Barangay Profile |
| 8 | Systematic Adjudication Team Leaders reports – Planning for future pilots |           |   |
| 9 | Dagami  | Danny     | Status report in the standard form  |

| <b>#</b> | <b>Session</b>          | <b>Presenter</b> | <b>Preparation</b>                 |
|----------|-------------------------|------------------|------------------------------------|
| 10       | San Miguel              | Bimboy           | Status report in the standard form |
| 11       | Palo                    | Patrick          | Status report in the standard form |
| 12       | Alang-alang             | SAT Leader       | Status report in the standard form |
| 13       | Summary and action plan |                  |                                    |

## **10. Preparation of Systematic Registration Adviser report on land titling options**

The Systematic Registration Adviser has three reports to prepare [subject to Terms of reference]:

- Review of judicial titling
- Options for land titling under the existing law
- Lessons from other jurisdictions.

Included in the reports will be the following research outcomes:

- Results on costing of Homestead Patents - Alde
- Results of costing Judicial titling - Alde
- New research of the ROD - Juliet
- New research of the Court records - Roel

## **11. Preparation for visit by Project Director**

- Advisers have yet to draft TOR for counterparts [still waiting for their own TOR]
- We need a profile for Output 2.2
- Agendas for meetings attached
- Programme
  - Thursday morning 8 a.m. meet advisers – Steve to facilitate
  - Thursday 10 a.m. Meet Prototype Manager
  - Thursday 1:30 p.m. meet Prototype Manager and Section heads – Ramon to facilitate?
  - Thursday 4 p.m. – TA Administrator
  - Friday morning – visit base camp and CRS operations – Danny and Wilma to coordinate
- After the visit we hope to be able to compile a design booklet for Output 2.2 containing:
  - Overview of Output 2.2
  - TOR for advisers – new and proposed
  - TOR for counterparts – new and proposed
  - Table of Pilots to be conducted in Output 2.2
  - Pilot profile for each pilot
  - International review required for Output 2.2
  - Workplans for advisers and counterparts
  - Plan for mid-term review of adviser activities
  - List of milestone reports

## **12. Approval of the Pilot Profiles**

TA are still preparing the pilot profiles for review by PIO 1. The aim of the profiles is to summarise the aims and objectives, the methodology, the timetable and the method of assessment. This process is an attempt to get a degree of leveling off on the desired outcomes from the pilots and to ensure that upfront we are in agreement on the direction.

**Standard forms**

**1. Reports by each section/ agency participating in the One Stop Shop**

| Name of One Stop Shop section or unit |  |                  |   |   |
|---------------------------------------|--|------------------|---|---|
| Service provided                      | Client served [ internal or external, government, private sector, community] | Staff in section | Management reports provided and purpose of report | Leaflets or explanatory material provided [submit copies] |
|                                       |  |                  |   |   |
|                                       |  |                  |   |   |
|                                       |  |                  |   |   |
|                                       |  |                  |   |   |

**2. Report on current activities by Systematic Adjudication Team Leaders**

- Management actions
- Meetings
- QA
- Monitoring statistics
- Status of Daily Progress Report
- Status of monthly reports
- Daily work rate of each adjudicator – relevant factors impacting
- Daily journals

**3. Report on planning for the expansion**

## Prototype 1 - Output 2.2

### ***VISIT BY PROJECT DIRECTOR***

Note - Brian, Alde and Ellen will not be in Leyte

#### **1. Possible issues for meeting with TA**

- Andrew – discuss extension; what pilots to be completed and evaluated before demobilisation. What reports are expected? What international review?
- Jan – confirm dates of his consultancy – will he visit PIO 1 in 2003? What pilots to be completed and evaluated before demobilisation. What reports are expected? When? What international review?
- Steve – is there a proposal to shorten his term? Role in Activities 21, 25 and 34. Confirm pilots to be undertaken and international review.
- Schedule of arrivals of new TA
- Terms of reference
  - Existing advisers
  - Land lawyer – role, timing, length
  - National land lawyer – to be mobilised? Brian asks for clarification of how his role will be different to (a) policy studies lawyer (b) new lawyer Nigel
  - Additional Adviser – Nigel – timing, role, impact on Steve's role
  - Automated mapping adviser
- Pilots to be undertaken in Activity 21

Examine the list of pilots and note the start dates and evaluation dates  
Does this impact on the TOR?  
Evaluation will occur in Activity 25 – impact on TOR and terms of advisers
- TOR for Output 2.2 - During the meeting, we should be getting close to having something to present to PIO 1 and QAP
- Timing of visits by QAP
- Timing of the week-long workshop in Manila
- International review – discuss what each adviser should review and any assistance in gathering the material
- Timing of social dynamics adviser – so we can determine impact on limited desk space for advisers

- Adviser accommodation – we have 5 desks to juggle 8 possible advisers – Pedro, Jan, Andrew, Steve, David and his national adviser, Nigel, Carlos. Possible screened desk in TA office.

## 2. Programme for Meeting with PIO 1

**2.1 Structure of the TA team for Activities 21, 25 and 34** – demobilisation dates for Andrew, Jan and Steve; arrival and departure dates of all other advisers;

**2.2 Role of the new land law adviser and national** – review; availability *of TOR*;

**2.3 Role of Nigel and relationship with Steve's role**

**2.4 Need for additional PIO 1 counterparts for the new advisers** – two international and one national;

**2.5 Signoff on TOR for activity 11** – review latest draft;

**2.6 Signoff on TOR for individual advisers** – review latest draft;

**2.7 Timing of visits by QAP** – who and when;

**2.8 Acceptance of role and TOR for Social Dynamics Adviser**; Counterpart and role; what happens after this short-term role is completed;

**2.9 Terms of reference for short-term CRS adviser Irma Tan from UP** – referred recently to LEI;

**2.10 Review communication between PIO 1 and LEI Manila** – has it been satisfactory? Can it improve?

**2.11 Frequency of visits by Project Director in Output 2.2** – fortnightly?

**2.12 Timing of mid-term review of TA performance** – if and when

**2.13 Timing of study tour to Thailand** – February? October?

**2.14 Potential visitors from TA to PIO 1 in Activity 21** - when

**2.15 Policy Studies** – impact on PIO 1; what's next

**2.16 Accommodation for TA in the OSS** – 8 advisers and 5 desks

**2.17 Audit of unallocated national TA**

- Review TA inputs into the OSS and potential increased use of the unallocated; attendance of Barry

- Balance available and possible use

**2.18** *Timing of one-week workshop in Manila* – late October? Objectives? Who  
**2.19** should attend? Who should present?

## Prototype 1 - Output 2.2

**OUTCOMES OF MANAGEMENT MEETING 2 SEPTEMBER 2002****1. Design and scheduling of pilots in Output 2.2**

The following table reflects the current level of planning in PIO 1 for pilots during Output 2.2:

| <b>Activity</b> | <b>Pilot</b>                                  | <b>Location</b>                                       | <b>Aspect to investigate<br/>Issues</b>  | <b>Timing</b>  |
|-----------------|---|---|--|--|
| <b>21</b>       | Ongoing judicial titling pilots               | 7 locations<br>Dagami [4]<br>Pastrana [1]<br>Palo [3] | Finalise procedures<br><br>Convert Dagami into a training base camp to support the Palo expansion.<br><br><b>Priority to complete</b><br><br><b>Review in November</b> | October 2002<br>Completer 2003<br><br>Evaluate November 2002 |
|                 | CIM production                                |   | Continue production process  | Complete and evaluate in 2002                                |
|                 | Digital CIM                                   |   | Generate CIM in digital form   | Complete and evaluate in 2002?                               |
|                 | Expanded judicial titling programme           | 10 barangays in Dagami, 6 in San Miguel               | Already surveyed<br><br>Capacity to expand and streamline<br><br>PIO 1 decided to continue with the judicial titling activities rather than convert to free patent     | Commence October 2002<br><br>Evaluate June 2003              |
|                 | Judicial Titling in totally residential areas | 7 barangays in Palo                                   | Test process in a purely residential area. Develop streamlined procedures.<br><br>This is a key to the design of phase II.<br><br>Generate procedural regulation.      | Start September 2002<br><br>Complete 2003                    |

Output 2.2 Terms of Reference

| Activity  | Pilot  | Location    | Aspect to investigate Issues   | Timing  |
|-----------|--|-------------|--|---|
|           | CRS conducted by Local government unit [link to Palo residential judicial titling pilot] |             | Test new approach in CRS delivery.<br><br>This will evaluate (a) LGU capacity to conduct CRS (b) PIO 1 CRS manual of procedures – capacity of PIO 1 to develop contractors to undertake this activity.   | Start September 2002<br><br>Complete 2003     |
|           | Sporadic judicial titling  | Alang Alang | Develop and test streamlined procedures.<br><br><b><i>It has been decided to cancel this activity.</i></b>   |   |
|           | Free Patents for surveyed land   | Alang Alang | Develop and test streamlined procedures. All participants to accept process. Generate procedural regulation. Key to design of Phase II.<br><br>Issue is that the survey is so old it may need to be done again. An alternative is to conduct this in Dagami. | Start October 2002<br><br>Complete April 2003 |
|           | Comparing field survey and GPS   | Pastrana    | Comparison and costing. Key for design of Phase II.<br><br>Evaluation should occur before the demobilisation of the Survey Control Adviser.  | October 2002<br>Evaluate 2002                 |
| <b>25</b> | CIM by orthophoto  |             | Comparison and costing. Key for design of Phase II.<br><br><b><i>Photomaps not available until 2003.</i></b>   | 2003  |
|           | Free patents for unsurveyed land   | Santa Fe    | Test the use of private survey contractors in a free patent pilot activity.<br><br><b><i>The procurement process may take 4 months and so the pilot may not commence until 2003.</i></b>   | Commence 2003                                 |
|           | CIM by satellite imagery   |             | Comparison and costing. Key for design of Phase II.<br><br><b><i>Images not available until 2003.</i></b>  | 2003  |
|           | Comparing ground survey with satellite imagery   |             | Comparison and costing. Key for design of Phase II.<br><br><b><i>Images not available until 2003.</i></b>  | 2003  |

| Activity  | Pilot  | Location | Aspect to investigate<br>Issues  | Timing |
|-----------|--|----------|--|--------|
|           | Comparing survey with orthophoto mapping   |          | Comparison and costing. Key for design of Phase II.<br><br><b>Photomaps not available until 2003.</b>  | 2003   |
|           | Free Patent with CRS conducted by NGO  |          | Test new approach in CRS delivery  | 2003   |
|           | Sporadic free patent   |          | Design method. Generate regulation   | 2003   |
|           | Free patents using maximum contract staff for all field activities   |          | Develop expansion model and staffing model.  | 2003   |
|           | Investigate the ROD and dealings driven conversion of titles – issuing a provisional title   |          | An examination of a possible method for compulsorily converting unregistered land to registered land by issuing provisional titles for registered deeds. | 2003   |
| <b>34</b> | Gearing up of production processes   |          | Test the expansion model and staffing model  | 2003   |
|           | Free Patent training   |          | Set up Alang Alang as a training base to give on-the-job training in support of the expansion programme.   | 2003   |
|           | Training to provide staffing platform for gearing up – identification of all procurement, staffing, training and mobilisation issues |          | Use existing pilots to train staff from other locations to prepare for the expansion of the project.   | 2003   |

**Issues:**

- Need to procure survey contractors
- CRS material for judicial titling needs to be packaged for local government unit so the methodology can be presented as a set of instructions for the LGU. The Manual of Procedures is required.

**2. One Stop Shop Workshop**

This was rescheduled for 26, 27 September 2002. The workshop will be organised by Support Services. The facilitator will be Alde Bureros supported by Brian Garcia. The meeting developed an outline of the programme to assist SSU.

Initially a decision-making workshop will be conducted on 26, 27 September with unit heads. This will be followed by two general reporting-back workshops, one for office staff and one for field staff.

The objectives of the workshop are to:

- Define how the organisations that make up the One Stop Shop work together
- To set standard operating procedures

- To set up the referral system. Set up the front desk operations. Agree on the procedure for receiving all visitors to the One Stop Shop. Guidelines for transparency.
- To set up the file tracking system and management reporting systems so that the progress of all work can be monitored
- To organise a general orientation of all OSS staff to the LAMP project.
- Agree on uniform notices
- Set up a complaints system
- Review the community education programme concerning the OSS operations.
- Review the server requirements
- Review the integration of records and land records management.

The programme will address the above issues. It will commence with the following presentations:

- The purpose, rationale, objectives of LAMP 1 and the OSS - RSU
- Administrative briefings by all unit heads – this will focus on defining (i) the service provided (ii) the client served.
- Presentation by all organisations participating in OSS. This will focus on the services provided and clients served.

### **3. Visit by the PIO 2 OSS Group**

13 visitors from PIO 2 are expected to visit Leyte to review progress in the operationalising of the OSS. PIO 1 requests that the visit be deferred until mid October.

### **4. Visit by Project Director**

Ian Lloyd will visit the prototype on 12, 13 September. He has requested the following meetings (i) TA re TOR (ii) Prototype Manager (iii) Prototype 1 section heads (iv) base camp visit to review base camp and CRS operations

### **5. LAG workshop 4, 5 September**

- The presentation of the research results by Carlos Isles will not proceed
- PIO 1 is inviting Danny Antonio to deliver a presentation on the outcomes of the policy review

### **6. Policy Study Outcomes**

Brian Garcia presented the outcomes using PowerPoint

The following were noted:

- The task force has agreed to set up a single land administration body
- It was decided to abolish the judicial titling method and to focus on one simplified administrative titling approach.

- The use of technical descriptions on certificates of title is not required by legislation. PIO 1 will endeavour to eliminate these in the tiles issued for the judicial titling pilots. It is expected the titles will be prepared in October and November

## 7. Impact of decision to abolish judicial titling

PIO 1 revisited its plans for judicial tiling pilots and confirmed as follows:

| <b>Pilot</b>  | <b>Outcome</b>   | <b>Likely Evaluation Date</b>   |
|---|--|---|
| <b><i>Ongoing judicial titling</i></b> pilots in 7 barangays in Dagami, Pastrana and Palo             | Continue the pilots and complete them.   | <b><i>December 2002</i></b>   |
| <b><i>Expansion of judicial titling</i></b> into 10 barangays in Dagami and 6 barangays in San Miguel | The value of initiating new pilots in rural areas has been questioned. However a final decision has not been reached. One option is to continue with the pilots. Another is to switch these to free patent pilots<br><br><b><i>Continue as planned</i></b> | If free patent pilots are established in Mid October, they can be evaluated in <b><i>April 2002</i></b> . |
| <b><i>Establish new judicial titling pilots in residential areas</i></b> in 6 barangays in Palo       | Initiate this pilot as it has potential application during LAMP 2. The reason for this is that free patents cannot be applied in residential areas.  | <b><i>July 2003</i></b>   |
| <b><i>Test the community mobilisation by a Local Government Unit</i></b>                              | This will be tested as part of the Palo judicial residential pilot   | <b><i>July 2003</i></b>   |
| <b><i>Sporadic judicial titling pilot</i></b>   | Cancel   | N/A   |

Issue: The pilots will not be completed during 2002/ Activity 21.

## 8. Progress of the free patent design

The following commitments were made:

- Roel and Oscar will complete the compilation of all guidelines rules laws and regulations by Friday 6 September
- The compilation will be printed and bound over the weekend and circulated Monday 9 September
- SSU will convene an issues [brainstorming] workshop for 11 September. Facilitators will be Juliet and Steve
- The main planning workshop will be conducted 24, 25 September 2002. The facilitator has not been selected. Steve will revise the draft programme.

- DENR has drafted the implementing regulations already and may not consult PIO 1. The regulation apparently retains the additional step of issuing an "allocation certificate" and retains the centralized approval process.

## **9. Need for an understanding with LRA concerning the production of titles**

LRA Circular 371 dated 17 March 1980 imposed the technical description process. LAMP now needs LRA to issue an updated circular repealing that requirement. This should be undertaken by October so that new titles issued by LAMP can be in a simpler format. One view is that we can rely on the Task force to follow up this repeal at its September meeting. Another view is that PMO should approach LRA direct to draft the circular.

Apparently the Department of Justice has been directed by the Task Force to prepare transitional guidelines and PIO 1 will follow this up at the next Task Force meeting.

## **10. Outcomes of the Court Administrator's meeting with the judges [some aspects clarified after the meeting]**

The Court Administrator visited the Executive Judge Palo and confirmed his power to appoint Clerks of the Court as Cadastral Officers and Commissioners of the Court. Even non-lawyer clerks of the court can be appointed as Commissioners. PIO 1 is following up with the judge to have the appointments made urgently but the judge requires a letter confirming the advice. This is being drafted by Felino Cortez.

## **11. Waiting for the Solicitor General**

*The Macalpi-ay petition has been with the Solicitor General for 2 months. It* appears that staff are requesting confirmation that they will be paid an honorarium. PIO 1 is following up on this issue.

The Solicitor General has issued a deputation for the Hinulogan initial hearing and a pre-hearing conference is being organised by Roel for 19 or 20 September.

Roel will furnish the Solicitor General details of the initial hearing dates for Bayabas and Cabariwan so deputations can issue also for these cases.

## **12. Planning the residential judicial titling pilots for Palo**

A date for the LGU – Pilot Design Workshop has been set for 19, 20 September.

Issues:

- Since a major component of the design is for CRS to be conducted by the LGU, a procedure for training the LGU staff is required. A Manual of Procedures would be useful, perhaps vital.
- The Systematic Registration Coordinator needs to assist the SAT leader to decide on new base camp locations, the number of new adjudicators required and to prepare a requisition for equipment
- CIM data and maps are required
- Dagami base camp can be used for training

### **13. Further research required**

- Juliet will request the ROD to issue data on the % of OCTS issuing from administrative titling and judicial titling approaches
- Roel will research the courts for a % of all cases that are land-related and the issue.

### **14. Colour brochure for PIO 1 and OSS operations to be prepared**

There is valuable information available now in PowerPoint presentations explaining the functions and structure of the PIO 1 and OSS. There is potential to amalgamate this into an explanatory leaflet. This will now be assembled.

### **15. Study Tours**

There is confusion over the timing of the study tour to Thailand. One view is it will occur in October 2002. Another is that it has been deferred until February 2003. PIO 1 will clarify this with PMO.

## **MANAGEMENT ISSUES FOR WEEK COMMENCING MONDAY 2 SEPTEMBER 2002**

### ***1. Design and scheduling of the pilots for Output 2.2 – see attached Tables***

- Timing of the pilots
- Allocate responsibility for planning
- Set priorities for CIM production

### ***2. Policy Study Outcomes and role of the prototypes***

### ***3. Design of the One Stop Shop Workshop***

### ***4. Confirmation of appointment of Counterparts – see attached Table***

### ***5. Impact of decision by the Task Force to repeal judicial titling – need to have priorities in the judicial and free patent pilots confirmed by PMO***

### ***6. Progress of Free Patent design –***

- Progress in collating the guidelines
- Timetable for circulating them
- Brainstorming workshop 11 September?
- Facilitator on 11 September?
- Who will organise programme for 24, 25 September? Should the workshop proceed on that date

- Need to clarify with PMO the use of certificates of allocation
- Need to request repeal of the order March 2002 requiring all patents to be approved in Manila
- Drafting of the Implementing Rules and Regulations is commencing. Need for PIO 1 committee to have involvement.

**7. Need to get a Memo of Understanding from LRA on the production of titles**

- Decision by the Task Force that the technical description is unnecessary – how do we get this confirmed and introduced into practice – role of the PMO?
- LRA request for a photocopier – who will procure – PMO or PIO 1? What liaison with PMO is required?

**8. Clarify outcomes from Court Administrator's meetings with the judges**

9. **Solicitor General** – get PMO to clarify why the Petition for Pastrana has not yet been released

**10. Need for a mid-term review of judicial titling** – suggest 12 September

**11. Major TA workshop for one week** - late October

**12. Planning for the residential judicial titling pilots in Palo**

- Timing of the workshop – responsibility to plan the workshop
- Need to recruit adjudicators
- Need to set up Dagami as a training location
- Select base camps
- Delivery of CIM
- CRS recruitment and commencement

**13. Additional research required**

- ROD – what % of OCT are from court cases and what are from administrative titling
- Courts - % of cases related to land, categorized according to issues

**14. Colour publication on PIO 1**

**15. Cross visit by the PIO 2 One Stop Shop Committee**

**16. Timing of study tours** – February 2003

**17. PMO Train the Trainer** – scheduled for November 2002

**Table 1: Issues raised by advisers**

| <i>Pilot activity</i>   | <i>Who</i>  | <i>Issue</i>   | <i>When</i> |
|---|---|--|-------------|
| <p><b>Test of GPS as an option for cadastral survey</b></p> <p><b>Method:</b> survey contractor will use traditional survey techniques. PIO 1 party will use GPS. Pilot will generate cost and time comparison etc and reasoned recommendation for Phase 2</p> <p>Decision: <a href="#">Link to a completed survey such as Pastrana</a></p> <p>Complete in 2002</p> | <ul style="list-style-type: none"> <li>Survey contractor</li> <li>Andrew Dyson</li> <li>Jan van der Kevie</li> <li>Steve McFadzean</li> <li>Survey party provided by PIO 1</li> </ul>             | <ul style="list-style-type: none"> <li>Andrew is busy all September with Training.</li> <li>Better to link this to Free Patent rather than judicial titling</li> <li>No equipment procurement necessary</li> <li>If the procurement of the survey contractor follows WB procedures it will take 4 months and the pilot will commence January 2003</li> <li>If the procurement adopts local purchase procedures it will take 2 months and will commence November 2002</li> <li>Alternative is to test GPS against a survey completed in Pastrana under Bridging. This can commence early October</li> <li>Evaluation of results: If the pilot concludes after 7 November [mid December] A Dyson will not be available to assess. Jan finishes in Leyte in December</li> </ul> |             |
| <i>CIM preparation</i>  | Jan van der Kevie   |  |             |
| <i>CIM by Orthophoto</i>  | Jan van der Kevie   |  | 2003?       |
| <i>CIM by satellite</i>   | Jan van der Kevie   |  | 2003?       |
| <i>Survey by private sector</i>   | ?   |  | 2003        |
| <p><b>Test the use of Orthophotos as an alternative to survey</b></p> <p><b>Method:</b> survey contractor will use traditional survey techniques. PIO 1 party will use Orthophoto.</p> <p><b>Option 1-</b> use photomap in the field</p> <p><b>Option 2:</b> Use digital image on laptop in the field and immediately prepare digital image.</p>                    | <ul style="list-style-type: none"> <li>Survey contractor</li> <li>Andrew Dyson</li> <li>Orthophoto adviser [4 months]</li> <li>Steve McFadzean</li> <li>Survey party provided by PIO 1</li> </ul> | <ul style="list-style-type: none"> <li>Link this to a free patent pilot rather than a judicial pilot.</li> <li>NAMRIA is working on orthophotos of Alang Alang as the first priority. Alang Alang was surveyed in 1930 so a new survey will be required</li> <li>Orthophotos MAY arrive December 2002</li> </ul>   |             |

| <i>Pilot activity</i>  | <i>Who</i>  | <i>Issue</i>  | <i>When</i> |
|--|---|---|-------------|
| Pilot will generate cost and time comparison etc and reasoned recommendation for Phase 2   |   |   |             |
| <p><b>Test the use of satellite imagery as an alternative to survey.</b></p> <p><b>Method:</b> survey contractor will use traditional survey techniques. PIO 1 party will use satellite images. Pilot will generate cost and time comparison etc and reasoned recommendation for Phase 2</p> | <ul style="list-style-type: none"> <li>• Survey contractor</li> <li>• Andrew Dyson</li> <li>• Imagery adviser [1 month]</li> <li>• Steve McFadzean</li> <li>• Survey party provided by PIO 1</li> </ul> | <p>Procurement of images. When can this occur?</p> <p>There is limited input from the international adviser. Term to commence with the arrival of the images?</p>   |             |
| <p>Judicial – existing pilots</p> <p>Decision: Complete</p>  | Systematic adjudication   | <p>Continue these</p> <p>It is essential to (i) generate titles by December 2002 (ii) conduct a thorough evaluation of the process. This will generate a time and cost analysis for comparison with free patents</p> <p>However, part of the review process is to develop a streamlined methodology and to generate consensus on the process. Given the imminent repeal of the judicial titling method, this task adds no value to the project.</p> |             |
| <p>Judicial expansion into Dagami and San Miguel</p> <p>PMO: Convert to free patent</p>  | Systematic adjudication   | The Task Force has resolved to repeal the judicial titling process. Of what value is it to gear up this production process in 2002 if the project has decided to abolish it? A better approach is to cancel all plans for expansion and finalise the existing pilots  |             |
| <p>Judicial – new pilot in residential areas of Palo</p> <p>Decision: Commence and complete</p>  | Systematic adjudication   | This pilot is the one that holds the most potential for the first months of Phase 2 as the present law prevents the use of free patents in residential areas. However the decision to scrap judicial titling means this has a limited future.   |             |

Output 2.2 Terms of Reference

|  |                         |  |  |
|--|-------------------------|--|--|
| Judicial – new pilot of sporadic procedures<br><br>Decision: Abandon | Systematic adjudication | Decided to abolish this immediately. It has no future. WE can base our analysis on the statistics set out in the Policy Study report for land law. |  |
|--|-------------------------|--|--|

10. Table 2: Output 2.2 Pilots - Current thinking

| Activity   | Pilot  | Location                                | Aspect to investigate Issues  | Timing  |
|--|--|---|---|---|
| <b>21</b>  | Ongoing judicial titling pilots  | 7 locations                             | Finalise procedures<br><br>Convert Dagami into a training base camp to support the Palo expansion.  | October 2002<br>Completer December 2003<br><br>Evaluate December 2002 |
|  | CIM production<br>Expanded judicial titling programme<br><br>Possibly convert into Free Patent pilots? | 10 barangays in Dagami, 6 in San Miguel | Already surveyed<br><br>Capacity to expand and streamline   | October 2002  |
|  | Judicial Titling in totally residential areas  | 7 barangays in Palo                     | Test process in a purely residential area. Develop streamlined procedures.<br><br>This is a key to the design of phase II.<br><br>Generate procedural regulation. | Start September 2002<br><br>Complete 2003                             |
|  | CRS conducted by Local government unit   |   | Test new approach in CRS delivery   | Start September 2002<br><br>Complete 2003                             |
|  | Sporadic judicial titling<br><b>Cancel</b>   | Alang Alang                             | Develop and test streamlined procedures.  |   |
|  | Free Patents   | Alang Alang                             | Develop and test streamlined procedures. All participants to accept process.<br>Generate procedural regulation.<br>Key to design of Phase II.                     | Start October 2002<br><br>Complete April 2003                         |
|  | Comparing field survey and GPS   | Pastrana                                | Comparison and costing. Key for design of Phase II.   | October 2002<br>Evaluate 2002   |
|  | <b>25</b>  | CIM by orthophoto                       |   | Comparison and costing. Key for design of Phase II.                   |
| CIM by satellite imagery   |  |   | Comparison and costing. Key for design of Phase II.   |   |
| Comparing ground survey with satellite imagery                     |  |   | Comparison and costing. Key for design of Phase II.   |   |
| Comparing survey with orthophoto mapping                           |  |   | Comparison and costing. Key for design of Phase II.   |   |
| Free Patent with CRS conducted by NGO                              |  |   | Test new approach in CRS delivery   |   |
| Sporadic free patent   |  |   | Design method. Generate regulation  |   |
| Free patents using maximum contract staff for all field activities |  |   | Develop expansion model and staffing model.   |   |

Output 2.2 Terms of Reference

| Activity  | Pilot  | Location | Aspect to investigate Issues   | Timing |
|-----------|--|----------|--|--------|
|           | Investigate the ROD and dealings driven conversion of titles – issuing a provisional title   |          | An examination of a possible method for compulsorily converting unregistered land to registered land by issuing provisional titles for registered deeds. |        |
| <b>34</b> | Gearing up of production processes   |          | Test the expansion model and staffing model  |        |
|           | Free Patent training   |          | Set up Alang Alang as a training base to give on-the-job training in support of the expansion programme.   |        |
|           | Training to provide staffing platform for gearing up – identification of all procurement, staffing, training and mobilisation issues |          | Use existing pilots to train staff from other locations to prepare for the expansion of the project.   |        |

| #  | Position                             | TA position                                  | Nominee            | TOR available |
|----|--------------------------------------|--|--------------------|---------------|
| 1  | CIM production                       | Jan van der Kevie                            | Bennie Sanico      |               |
| 2  | Orthophoto Mapping Satellite imagery | ?  |                    |               |
| 3  | Cadastral Mapping                    | Jan van der Kevie                            |                    |               |
| 4  | Registry of Deeds Records Management | Jan van der Kevie                            |                    |               |
| 5  | Systematic Registration Coordinator  | Steve McFadzean                              | Juliet Asuar       | Yes           |
| 6  | Land Titling                         |  |                    |               |
| 7  | Land Law                             | Steve McFadzean<br>National land law adviser |                    |               |
| 8  | Planning and Coordination            | Coordinator                                  | Brian Garcia       |               |
| 9  | Training Coordinator                 |  | Chito KatangKatang |               |
| 10 | Survey Control                       | Andrew Dyson                                 | Noemi Ponfferada   |               |

**PROFILE OF PILOT ACTIVITY 1**

| <b>Issue</b>  | <b>Detail</b>  |
|---|--|
| <b>Title</b>  | <b>Ongoing Judicial titling pilots in Dagami, Palo, Pastrana</b> |
| <b>Location</b>   |  |
| <b>Duration</b>   |  |
| <b>Surveyed/ not surveyed</b>                                     |  |
| <b>Commencing</b>   | In Activity 21, commencing until                                 |
| <b>Titling method</b>   |  |
| <b>Aims of the pilot</b>  |  |
| <b>Pilot Methodology</b>  |  |
| <b>TA involved</b>  |  |
| <b>Counterparts</b>   |  |
| <b>SAT Leader</b>   |  |
| <b>CRS Assistant</b>  |  |
| <b>PIO 1 resources required</b>                                   |  |
| <b>Contract resources required</b>                                |  |
| <b>Equipment required</b>   |  |
| <b>Procurement required</b>                                       |  |
| <b>CIM required</b>   |  |
| <b>CRS Method</b>   |  |
| <b>Base Camp required</b>   |  |
| <b>Date to commence field activities</b>                          |  |
| <b>Process for Evaluation</b>                                     |  |
| <b>Cost</b>   |  |
| <b>Time</b>   |  |
| <b>Date of Evaluation</b>   |  |
| <b>Evaluation by</b>  |  |
| <b>Issues expected to be encountered in nationwide gearing up</b> |  |