



Republic of the Philippines  
**DEPARTMENT of AGRARIAN REFORM**

MEMORANDUM CIRCULAR)  
NO. 02 )  
Series of 2002 )

SUBJECT : *Guidelines for the Processing of Land Use Conversion Applications Pursuant to Administrative Order No. 1, Series of 2002 Entitled "2002 Comprehensive Rules on Land Use Conversion"*

To fully implement DAR Administrative Order No. 1, Series of 2002, the following guidelines for the processing of land use conversion applications are hereby promulgated:

Section 1.0 Filing of Application

- 1.1 An applicant can secure one complete set of Land Use Conversion (LUC) Application and Certification forms together with a checklist of requirements from any of the following DAR offices:
  - (a) DAR Central Office - Center for Land Use Policy, Planning and Implementation (CLUPPI)
  - (b) DAR Regional Office - Regional CLUPPI (RCLUPPI)
  - (c) DAR Provincial Agrarian Reform Office
- 1.2 All applications filed and received after the effectivity of AO No. 1, Series of 2002, shall use the new set of application/certification forms (LUC Form No. 1 to 9) attached to this Memorandum Circular. The CLUPPI/RCLUPPI shall likewise use the new set of internal forms (LUC Form A to K also attached), for processing of applications.
- 1.3 Following the instructions that accompany the application, the applicant shall install the public notice billboards. The applicant shall post, in a conspicuous place(s) within the subject property, a public notice contained in a billboard made of strong weather-resistant material such as plywood, galvanized iron, tin, panaflex, or other similar durable material, measuring 1.22 meters by 2.44 meters (4 feet by 8 feet). If the landholding has an area of more than twenty (20) hectares, the applicant shall erect one (1) billboard for every twenty (20) hectares, on strategic and visible points in the landholding, preferably along a road. The billboard shall be written in the local dialect and shall display all the information mentioned below, to wit:

1. Statement that the applicant is proposing to convert the subject landholding from agricultural to non-agricultural use (specify the proposed use of the subject landholding);
  2. Complete name of the landowner(s) and applicant(s) and developer(s);
  3. Total area and exact location(s) of the property(ies) applied for conversion;
  4. Filing date of application for conversion (the date when the CLUPPI/RCLUPPI received the application);
  5. Date of posting of billboard;
  6. Schedule of ocular inspection;
  7. Deadline for filing protest (not later than thirty days from posting of the billboard or not later than fifteen days from conduct of ocular inspection);
  8. Address of the CLUPPI and RCLUPPI and PARO where oppositors may formally file their protest;
  9. Address of the approving authority; and
  10. Date of approval or denial of the application (which shall be left blank, and which the applicant shall fill up upon approval or denial of the application).
- 1.4 After securing the application forms and posting of billboard, the applicant shall submit to the MARO two (2) folders of which the first folder contains therein the clear photocopies of the following:
- 1.4.1. Duly accomplished Application Form (LUC Form No. 1);
  - 1.4.2. True copy of OCT/TCT of the subject land certified by the Register of Deeds not earlier than thirty days prior to application filing date. In case of untitled lands, Certification from the DENR Community Environment and Natural Resources (CENRO) that the landholding has been classified as alienable and disposable and Certification from the DENR-CENRO/Clerk of Court that the titling process has commenced and that there are no adverse claimants;
  - 1.4.3. True copy of OCT/TCT as of 15 June 1988 and all successor Titles until the present Title(s) of the subject landholding(s);
  - 1.4.4. Directional Sketch Map;

1.4.5. MARO Certification or LUC Form No. 3 (to be filled-up by the MARO);

1.4.6. Notice of Land Use Conversion or LUC Form No. 4 (to be filled-up and posted by the MARO); and

1.4.7. A photograph of the front view of the billboard(s).

The second folder shall contain those specified from 1.4.1 up to 1.4.4 hereof.

1.5 The MARO shall keep the first folder for himself and transmit the second folder to the PARO within five (5) days from receipt hereof.

1.6 Within two (2) days from receipt of the folders, the MARO shall post the Notice of Land Use Conversion (LUC) or LUC Form No. 4 in a conspicuous place in the Municipal Hall and in the barangay hall covering the subject land. Two (2) notices shall be posted by the MARO: one written in the English language and the other, written in the local dialect.

1.7 The MARO shall issue a Certification (LUC Form No. 3) within twenty (20) days (or within ten [10] days for housing projects) from receipt of the abovementioned folder.

1.8 Upon completion of the documentary requirements, including the MARO Certification, the applicant shall submit four (4) land use conversion folders (one [1] original set and three [3] photocopy sets) containing the accomplished application form and all applicable documents to the following offices:

(a) RCLUPPI - applications involving lands with an area less than or equal to five (5) hectares, or a fraction above five (5) hectares;

(b) CLUPPI-1 - applications involving lands with an area larger than five (5) hectares.

1.9 For housing projects, Certifications from the HLURB, DA and DENR, may be submitted by the applicant at a later time.

## Section 2.0 Receipt of Application

2.1 The CLUPPI/RCLUPPI shall designate a receiving officer who shall be assisted by a technical staff and perform the following functions:

(a) Receive the application (in four [4] folders, including the original set) and immediately review the same for completeness;

- (b) Accomplish the pre-evaluation sheet or **LUC Form A**;
- (c) Return the application to the applicant or his/its representative if incomplete/insufficient.

**Section 3.0 Assessment of Filing Fee, Inspection Cost and Bond**

3.1 If application is found complete and sufficient, the receiving officer shall issue an assessment for the filing fee using **LUC Form B** to the applicant.

3.2 The filing fee and inspection cost shall be as follows:

Area Applied	Filing Fee	Inspection Cost
Five (5) Hectares and Below	P 1,000.00	P 10,000.00 - if the subject landholding is within the same island as that of the Office of the Regional Director;
	- do -	P 15,000.00 - if the subject landholding is not within the same island as that of the Office of the Regional Director;
More than Five (5) Hectares	P 2,000.00	P 10,000.00 - if the subject landholding is within the main island of Luzon (except Bicol peninsula);
	- do -	P 15,000.00 - if the subject landholding is within Regions I to IV but is not located within the main island of Luzon;
	- do -	P 15,000.00 - if the subject landholding is in Bicol Peninsula or Visayas group of islands; or
	- do -	P 20,000.00 - if the subject landholding is in the Mindanao group of islands.

3.3 The receiving officer shall likewise issue an assessment for the bond to guarantee against premature conversion using **LUC Form C** to the applicant.

- (a) The cash bond shall be computed at two and 5/10 percent (2.5%) of the zonal value of the land as per latest issuance

of the Bureau of Internal Revenue in the form of cash or manager's/cashier check.

(b) In lieu of a cash bond, the applicant may post a surety bond issued by the GSIS equivalent to at least fifteen percent (15%) of the total zonal value of the land per latest issuance of the Bureau of Internal Revenue, indicating the following conditions at the minimum that:

- b.1 the bond is callable on demand;
- b.2 the DAR shall forfeit the bond in favor of the Agrarian Reform Fund when it finds the applicant carrying out any premature conversion activity; and
- b.3 the validity of the bond shall be for a period of one (1) year, but renewable on a year to year basis, if necessary.

(c) Upon submission by the applicant of the map of the development plan reviewed by the HLURB, and an appropriate certification from HLURB (LUC Form No. 7) or NHA or NHMFC, the following projects shall be exempted from posting a "bond to guarantee against premature conversion."

- c.1 Socialized Housing projects as certified by the HLURB;
- c.2 Resettlement projects for families displaced by development of government projects as certified as such by the National Housing Authority (NHA); and
- c.3 Community Mortgage Program (CMP) projects as certified as such by the National Home Mortgage Finance Corporation (NHMFC).

When the application involves a mixed use of socialized and non-socialized housing projects, the application shall not enjoy any bond exemption for socialized housing unless at least eighty (80) percent of the land applied for conversion shall be used directly and exclusively for socialized housing.

3.4 Upon issuance of the assessment for filing fee, inspection cost and bond, the applicant shall proceed to the Accounting Division of the DAR Regional/Central Office for issuance of Order of Payment. Payment shall be made to the Cashier of said office.

3.5 The cash bond shall be held in trust in accordance with accounting and auditing rules and regulations and shall be refundable upon issuance of the order of conversion, or convertible into performance bond at the applicant's option. The original copy of the GSIS surety bond shall be submitted to the Cashier Division of the DAR Central Office and the Office of the DAR Regional Director concerned for safekeeping and shall be returned to the

applicant upon issuance of the order of conversion. The refund of cash bond or return of surety bond shall be subject to verification that premature development has not been undertaken. A clear photocopy of the GSIS surety bond shall remain attached to LUC Form No. 2.

- 3.6 The amount paid, number and date of the Official Receipt (OR), together with the application number, must be written on the application form (LUC Form No. 1) in all four (4) sets of the LUC folder by the CLUPPI/RCLUPPI receiving officer. *Provided*, That only applications with the required OR number shall be marked officially received and processed accordingly. Acceptance date of the folders shall be the "Filing Date" of the application.
- 3.7 The distribution of the four (4) folders shall be as follows: The RCLUPPI/CLUPPI shall keep a folder containing the originals and a folder containing photocopies. The original set of land use conversion folder (LUCF) must be rubberstamped "ORIGINAL" by the CLUPPI/RCLUPPI receiving officer.
- 3.8 At the same time, the RCLUPPI/CLUPPI Secretariat shall transmit the remaining two (2) LUCFs to the PARO and MARO, respectively. Immediate transmittal of said LUCF is important because the PARO shall utilize the information therein when acting upon any protest against the application, or when issuing any comment that he may wish to submit to the RCLUPPI/CLUPPI in connection with the application.

#### Section 4.0 Evaluation of Application

- 4.1 CLUPPI/RCLUPPI technical staff shall evaluate the application as to its completeness and sufficiency and prepare the briefer (LUC Form D) which shall serve as reference material in the conduct of field investigation.
- 4.2 The CLUPPI/RCLUPPI, through official communication, shall immediately inform the applicant of any issues that have to be clarified including, among others, inconsistent and/or insufficient information provided for in the documents submitted.
- 4.3 The evaluation/processing of the application for land use conversion shall follow the periods prescribed under DAR AO No. 1, S. 2002. However, the filing of any protest shall interrupt the running of the period for processing applications for conversion, and shall suspend the deadline for approving or disapproving the application.
- 4.4 Any protest or opposition filed against the conversion shall be disposed of simultaneously with the application. Whenever necessary, the approving authority may, *motu proprio* or upon motion by any oppositor, issue a Cease and Desist Order.

However, if the protest or opposition requires the action of another entity such as DAR Adjudication Board or any other agency, prejudicial to the application, the latter shall be held in abeyance until the protest/opposition is finally resolved.

Section 5.0 Field Investigation

- 5.1 Within ten (10) days from Filing Date, the RCLUPPI/CLUPPI shall issue to the applicant a Notice of Conduct of Ocular Inspection (LUC Form E), indicating the date thereof.
- 5.2 The applicant shall transmit said Notice to the MARO and indicate the ocular inspection date on the billboard(s) at least five (5) days before conduct of ocular inspection. On or before ocular inspection date, the applicant shall submit to the RCLUPPI/CLUPPI proof that the MARO was able to receive a copy of said Notice.
- 5.3 The CLUPPI/RCLUPPI shall also inform the MARO by any fastest means of communication of the date of ocular inspection with instruction to ensure dissemination of the Notice to all farmers, agricultural lessees, share tenants, farmworkers, actual tillers, or occupants in the subject landholding.
- 5.4 The ocular inspection shall be held not later than twenty (20) days from date of issuance of the Notice of Conduct of Ocular Inspection or not later than fifteen (15) days for priority development areas and projects, or ten (10) days for housing projects from date of issuance of the Notice of Conduct of Ocular Inspection.
- 5.5 The CLUPPI/RCLUPPI Chairperson shall designate the members of the ocular inspection team who shall conduct field investigation and dialogues with the farmers, agricultural lessees, share tenants, farmworkers, actual tillers, or occupants found in the subject landholdings to ascertain the information necessary for the in-depth evaluation of the application using as guide the Ocular Inspection Report (LUC Form F).
- 5.6 The CLUPPI/RCLUPPI ocular inspection team shall proceed first to the MARO before going to the site to be inspected.
- 5.7 The MARO shall request the tenants, farmworkers or bona fide occupants, if any, to be present at the site during the ocular inspection.
- 5.8 The ocular inspection team shall prepare an Ocular Inspection Report (LUC Form F) within five (5) days from the date of inspection.

Section 6 Deliberation and Resolution of Application

- 6.1 After completion of the inspection, the CLUPPI/RCLUPPI shall deliberate on the merits of the application and recommend appropriate action thereon. The body deliberating on the application may call the applicant and/or the oppositors, if any, for clarificatory questioning in order to judiciously resolve the application for conversion.

The RCLUPPI may invite the PARO in the deliberations. In his discretion, the PARO may submit a written comment to the RCLUPPI/CLUPPI.

- 6.2 The RCLUPPI/CLUPPI shall forward its recommendation together with the records to the approving authority not later than eighty (80) days from Filing Date or not later than sixty (60) days for priority development areas/projects or not later than thirty (30) days for housing projects from Filing Date.

- 6.3 Except for housing projects, applications involving a total area larger than five (5) hectares and which involve area(s) which is/are highly restricted from conversion, or those, in the opinion of the Secretary, require inter-agency inputs that are crucial for its judicious disposition, shall be endorsed by the CLUPPI/RCLUPPI to the PARC Land Use Technical Committee (PLUTC) for further review/evaluation within ten (10) days from receipt thereof.

- 6.4 Within ten (10) days from the date of deliberation, the CLUPPI/RCLUPPI shall prepare/draft an Order of Approval or Denial.

- 6.5 The first page of the Conversion Order (or its denial) shall contain the following information:

1. Conversion case number;
2. OCT/TCT numbers and corresponding lot numbers and area in hectare per title. In case of untitled lands, the lot numbers and corresponding survey plan numbers;
3. Names of all registered landowners for each parcel of land;
4. Name of applicant or representative, if the applicant is not the landowner;
5. Name of the Developer;
6. Proposed use of the land; and
7. Total area applied for conversion.

- 6.6 The dispositive portion of the Conversion Order (or its denial) shall contain the following information:

1. Name of applicant or representative, if the applicant is not the landowner;



2. OCT/TCT numbers and corresponding lot numbers and area in hectare per title. In case of untitled lands, the lot numbers and corresponding survey plan numbers;
3. Approved use of the land or proposed use in case of denial;
4. Total area approved or disapproved for conversion;
5. Grounds for approval/denial; and
6. Date of approval or denial of the Order.

6.7 Within thirty (30) days from submission of the recommendation, the approving authority shall resolve the application.

#### Section 7.0 Conditions of Conversion Order

The following conditions shall form part of the Order of Conversion approving the application and shall also be set forth in the dispositive portion thereof:

- 7.1 Within five (5) days from receipt of the Conversion Order, the landowner shall post a performance bond in accordance with Sections 26 of DAR AO No. 1, S. 2002. Failure to develop the area within the stipulated period in the Order shall result in the forfeiture of the performance bond in favor of the DAR and the cancellation of the Order.
- 7.2 Within thirty (30) days from receipt of the Conversion Order, the landowner shall request the Register of Deeds to annotate on the property's title the land use allowed under the Conversion Order.
- 7.3 Within sixty (60) days from receipt of the Conversion Order, the landowner/applicant shall submit to the CLUPPI or RCLUPPI a certified true copy of the title that already contains the annotation indicating the land use allowed under the Conversion Order.
- 7.4 Within sixty (60) days from receipt of the Conversion Order, the landowner, solidarily with his co-owner(s) and developer(s), shall pay disturbance compensation to the affected farmers, agricultural lessees, share tenants, farmworkers, actual tillers, or occupants, in such amounts or kinds as the parties may mutually agree upon, subject to the approval of the DAR.
- 7.5 Within one (1) year from receipt of the Conversion Order, the landowner and/or developer shall commence development on the property approved for conversion, and shall complete development not later than the deadline(s) set forth in its site development plan schedule, but in no case shall development extend beyond five (5) years from receipt of the Conversion Order.
- 7.6 The applicant shall not undertake any development until all the applicable permits and clearances from other concerned government agencies have been granted.

- 7.7 For housing projects, the landowner shall secure an ECC, if applicable, prior to undertaking any development therein.
- 7.8 The landowner and his representatives shall allow DAR officials free and unhampered access into the property approved for conversion for the purpose of monitoring compliance with the terms and conditions thereof.
- 7.9 The landowner and future landowner(s) of the property approved for conversion shall not change its use to another use not authorized under the Conversion Order without prior consent from the DAR. This prohibition extends to changes in housing standards, changes in selling schemes, changes from social housing to open market housing or vice-versa, and all other similar changes.
- 7.10 The landowner and/or developer shall submit quarterly reports on the status of development to the MARO, PARO and DAR Regional Office covering the subject property with the proper tribunal.
- 7.11 The grant of a Conversion Order alone shall not be a ground for eviction of any occupant in the subject properties. Any person who desires to evict occupants on the basis of the Conversion Order shall invoke other meritorious grounds and file the proper action.
- 7.12 The DAR reserves the right to revoke the Conversion Order upon valid grounds and after proper investigation.

Section 8.0 Release and Transmittal of Order

- 8.1 The Order of Approval/Denial, as well as the entire LUCF, shall be forwarded to the Records Division which shall distribute copies of the Order to the following parties and keep custody of the LUCFs:
  - 8.1.1. The concerned landowner/applicant;
  - 8.1.2. The concerned DAR Regional Director;
  - 8.1.3. The concerned PARO;
  - 8.1.4. The concerned MARO;
  - 8.1.5. The Commissioner of the HLURB for applications approved at the DAR Central Office or the Regional Officer of the HLURB for applications approved at the DAR Regional Office;
  - 8.1.6. The Executive Director of the CLUPPI;
  - 8.1.7. The Registry of Deeds of the locality wherein the area applied for conversion is located, among others, shall be given a copy of the Conversion Order. (The applicant,

upon filing of the application for conversion, shall give the complete address of the local Registry of Deeds to the RCLUPPI/CLUPPI Secretariat); and

8.1.8. The Director of the DENR's Environment Management Bureau (EMB).

8.2 The Records Division of the Regional Office shall also furnish a copy of the Order, together with a copy of the LUCF, to the DAR Central Office Records Division. The respective Records Division shall retain the original copy of the LUCF for custody and safekeeping.

## 9.0 Disposition of Bond

9.1 The cash bond shall be refundable upon issuance of the Order of Conversion or Denial or convertible into performance bond at the applicant's option in case of approval of the application. The cash bond shall be forfeited in favor of the DAR in the event actual conversion activities are conducted by the applicant prior to approval of the application.

9.2 The procedures for the refund of cash bond or its conversion to performance bond are as follows:

### 9.2.1 Documentary Requirements

The cash bond shall be refunded to the applicant or converted into a performance bond, at the applicants's option, within five (5) days from issuance of the Order of Conversion or Denial and after submission of the following documents:

- a) Letter request of applicant indicating his/her option (**LUC Form G**);
- b) MARO certification on status of development of the area applied for conversion (**LUC Form H**); and,
- c) Original copy of official receipt (OR) of cash bond payment or photocopy of GSIS Surety Bond. **Provided**, that in case of loss of the original OR, a certified true copy of the OR issued by the DAR cashier and an Affidavit of Loss executed by the applicant shall be submitted.

Failure of the applicant to submit the above requirements within the prescribed period shall mean automatic conversion of cash bond to performance bond. **Provided**, that conversion of cash bond to performance bond is allowed only in cases of approved applications for conversion without premature development, or where no forfeiture order was issued by the DAR.

### 9.2.2 General Procedures

- a) Upon receipt of the documentary requirements listed in Item 9.2.1, the Head, CLUPPI/RCLUPPI Secretariat, shall determine whether or not premature development has taken place prior to issuance of the conversion order based on CLUPPI/RCLUPPI Inspection Team report attached to the application (LUC Form F) and/or MARO certification (LUC Form H);
- b) If there is no premature development undertaken, the Head, CLUPPI/RCLUPPI Secretariat, shall prepare a Voucher refunding the cash bond to the applicant or an Authority to convert the cash bond to performance bond or return the GSIS Surety Bond (LUC Form I). Said Voucher or Authorization shall be signed by the CLUPPI Executive Director/Regional Director and transmitted to the Accounting Division of the Central/Regional Office.
- c) If premature development has been undertaken, the cash bond/GSIS Surety Bond shall be forfeited in accordance with Section 9.3 of this Memorandum Circular;
- d) Upon receipt of the Voucher for refund of cash bond, the Accounting Division shall cause the processing of the same for refund in accordance with existing accounting and auditing rules and regulations. On the other hand, the Accounting Division shall draw a Journal Voucher to convert the cash bond to performance bond, copy furnished the applicant, the CLUPPI, and the Cashier's Office;
- e) The Cashier Division of the Central Office/Regional Office shall issue the necessary payment for refund of cash bond.

### 9.3 The procedures for the forfeiture of cash bond and surety bond are as follows:

- 9.3.1 The bond shall be forfeited in favor of the DAR in the event illegal or premature conversion, as defined under existing laws and regulations, is undertaken by the applicant prior to issuance of the Order of Conversion or Denial.
- 9.3.2 If premature development is determined based on CLUPPI/RCLUPPI Inspection Team report (LUC Form F) and/or MARO certification (LUC Form H), the Head, CLUPPI/RCLUPPI Secretariat, shall issue a show-cause letter to the applicant requiring him/her to explain within fifteen (15) days from receipt thereof, why the premature development was undertaken and why the cash bond should not be forfeited in favor of DAR.
- 9.3.3 Upon receipt of applicant's reply, the approving authority for the conversion application shall evaluate the merits thereof with the

assistance of the CLUPPI/RCLUPPI Secretariat. If the reasons therefore are found just and valid, the approving authority shall issue an order authorizing the refund or return of the bond or its conversion to performance bond, at the applicant's option, in accordance with Sec. 9.2 hereof. On the other hand, if the reasons are not meritorious, an Order of forfeiture of Bond shall be issued by the approving authority for conversion. Failure by the adverse party to submit a written explanation within fifteen (15) days from receipt of the show-cause letter shall result in the automatic forfeiture of the bond.

- 9.3.4 The Order of Forfeiture of Bond shall be signed by the designated approving official for the conversion application and shall be issued to the applicant.
- 9.3.5 In appropriate cases, as determined by the CLUPPI/RCLUPPI Committee, as when the applicant has been given the opportunity to explain in writing the illegal or premature conversion in the course of the ocular inspection or immediately thereafter, the order forfeiting the bond may be embodied or incorporated in the Order of Conversion or Denial itself signed by the designated approving authority.
- 9.3.6 Upon issuance of the Certificate of Finality, the CLUPPI/RCLUPPI Secretariat shall prepare and endorse to the DAR Accounting Division a Voucher forfeiting the proponent's bond in favor of the DAR, with the following supporting documents:
  - a) Copy of Order of Forfeiture or Order of Conversion/Denial with forfeiture provision; and
  - b) Copy of Certificate of Finality of said Order.
- 9.3.7 The bond forfeited pursuant to this Memorandum Circular shall be remitted to ARF 158 in accordance with Section 1.d of Republic Act No. 8532, subject to existing accounting and auditing rules and regulations.

Section 10.0 Posting of Performance Bond

- 10.1 The applicant shall post a performance bond within five (5) days from issuance of the Order of Conversion.
- 10.2 General Procedures
  - 10.2.1 The CLUPPI/RCLUPPI Secretariat shall assess or determine the amount representing the performance bond of the applicant (LUC Form J);
  - 10.2.2 The performance bond shall be posted in either of the following forms:

- a) Cash or manager's check/cashier's check computed at two and 5/10 percent (2.5%) of the total zonal value of the land; or
  - b) Surety Bond, collectible on demand, issued by the Government Service Insurance System (GSIS) computed at fifteen percent (15%) of the total zonal value of the land.
- 10.2.3 The applicant may convert the cash bond to performance bond pursuant to Sec. 9.2 of this Memorandum Circular.
- 10.2.4 Upon issuance of the Assessment, the applicant shall proceed to the DAR Accounting Division for issuance of the Order of Payment in case of cash or its equivalent, or in case of conversion of cash bond to performance bond, to draw the necessary Journal Voucher for the conversion of cash bond to performance bond.
- 10.2.5 If the performance bond is in the form of GSIS Surety Bond CLUPPI/RCLUPPI Secretariat shall evaluate its authenticity and the conditions stipulated therein.
- 10.2.6 The Cashier Division shall accept payment for the performance bond in cash or in manager's check. The Cashier Division of the DAR Central Office shall also accept and retain custody for safekeeping the performance bond posted in the form of GSIS Surety Bond. The Office of the Regional Director shall be responsible for safekeeping of GSIS surety bond in the DAR Regional Office.
- 10.2.7 In case of inability or failure of the applicant to post a performance bond within the prescribed period, the approving authority for the conversion shall issue a Revocation Order upon recommendation of the CLUPPI/RCLUPPI Committee. The Revocation Order is appealable in accordance with AO No. 1, Series of 2002, and pertinent laws and regulations.

### 10.3 Release of Performance Bond

- 10.3.1 The performance bond shall be posted for and must be valid for the duration of the development of the project approved under the conversion order. It shall be released by the DAR, subject to compliance with the conditions in the Order of Conversion and upon issuance by the MARO of a Certificate of Completion of Project and/or Compliance with Conditions of Conversion Order (LUC Form K), as verified by the CLUPPI/RCLUPPI ocular inspection team. *Provided*, that the performance bond shall not be released in case there is a protest/complaint filed by an aggrieved party against the applicant or the surety company, until such protest or complaint is resolved or the approving authority, for good reasons, decides to allow its release.

10.3.2 The applicant shall submit a letter request, together with the following documents, to the CLUPPI/RCLUPPI Secretariat for the release of performance bond:

- a) Proof of final completion of the project;
- b) MARO's Certificate of Completion of Project and/or Compliance with Conditions of Conversion Order (LUC Form K); and,
- c) Original copy of OR, if performance bond is in cash/checks, or photocopy of surety bond.

10.3.3 Upon verification of the documents submitted, the head, CLUPPI/RCLUPPI Secretariat, shall prepare and initial a Voucher refunding the performance bond to the applicant, in case the same is posted in cash or checks, or an Authority to release the performance bond in case of surety bond. Said voucher or Authorization shall be signed by the CLUPPI Executive Director/Regional Director and transmitted to the Accounting Division of the Central/Regional Office;

10.3.4 In case of Surety Bond, the Head, CLUPPI/RCLUPPI Secretariat shall prepare an Authorization to release the performance bond, signed by the CLUPPI Executive Director/Regional Director.

#### 10.5 Forfeiture of Performance Bond

10.5.1 Thirty (30) days after the lapse of the prescribed period for development of the project and upon confirmation that the applicant has failed to complete the same, or upon failure of the proponent to comply with the other conditions of the Conversion Order within the required period, the Head, CLUPPI/RCLUPPI Secretariat, shall issue a Notice of Forfeiture requiring the proponent to show cause why the performance bond should not be forfeited in favor of the government within fifteen (15) days from receipt thereof.

10.5.2 Upon expiration of the above-mentioned 15-day period, and upon finding that the failure to complete the project or comply with the conditions is without just and valid cause, the CLUPPI/RCLUPPI Secretariat shall prepare and present the case to the CLUPPI/RCLUPPI Committee for deliberation and recommendation. Upon recommendation of the Committee the CLUPPI/RCLUPPI Secretariat shall prepare an Order of Forfeiture of the performance bond, to be signed by the designated approving authority of the Conversion Order.

10.5.3 Upon issuance of the Order of Forfeiture, the Head, CLUPPI/RCLUPPI Secretariat, shall prepare and endorse to the Accounting Division a Voucher forfeiting the proponent's performance bond in favor of the DAR, together with a copy of the Order of Forfeiture.

10.5.4 In case of GSIS Surety Bond, the CLUPPI/RCLUPPI Secretariat, upon issuance of the Order of Forfeiture, shall send a communication to the GSIS signed by the approving authority of the Conversion Order directing the GSIS to pay the DAR in view of the forfeiture of the performance bond.

Section 11.0 Accrual to Agrarian Reform Fund

All interest earnings on bonds, if any, and all forfeited bonds shall accrue to the Agrarian Reform Fund (Fund 158) pursuant to Republic Act No. 8532.

Section 12.0 Repealing Clause

All Orders, circulars, issuances or portions thereof which are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly.

Section 13.0 Effectivity

This Memorandum Circular takes effect immediately.

Diliman, Quezon City, May 21, 2002.

  
HERNANI A. BRAGANZA  
Secretary

f.p.

Date of Publication

Published in two (2) newspapers  
of general circulation:

1. THE PHILIPPINE DAILY INQUIRER - - - June 9, 2002
2. THE PHILIPPINE STAR - - - - - June 12, 2002



Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM

DOCUMENTARY REQUIREMENTS  
FOR LAND USE CONVERSION

A. **Standard Requirements:** Six (6) sets of land use conversion folder (LUCF) consisting of the following: (One [1] original set and five [5] photocopy sets) with table of contents and page numbers of all documents including photographs, sequentially numbered, except for maps and development plans which shall likewise be in sextuplicate but shall be submitted in six separate envelopes with contents properly labeled on each envelope. Of the six (6) folders, two (2) will be transmitted to the Municipal Agrarian Reform Officer (MARO), containing therein only the filled-up application form and the documents specified in Nos. 4, 5, 14 and 26 hereunder. The remaining four (4) folders shall contain all the documents enumerated hereunder that are applicable. The arrangement thereof shall follow the sequence of the enumeration below, with the requirement referred to in No. 1 hereof being the first document after the table of contents:

1. Official receipt showing proof of payment of filing fee and inspection cost.
2. Official receipt showing proof of posting of bond or an original copy of the GSIS surety bond in accordance with the terms and conditions set forth in Section 24 of DAR AO No. 1, Series of 2002.
3. Sworn Application for Land Use Conversion. (Form No. 1)
4. True copy of the Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) of the subject land, certified by the Register of Deeds not earlier than thirty (30) days prior to application filing date.

In case of untitled land, the following shall be required in lieu of a title:

- 4.1. Certification from the Department of Environment and Natural Resources-Community Environment and Natural Resources Officer ((DENR-CENRO) that the landholding has been classified as alienable and disposable; and
- 4.2. Certification from the DENR-CENRO (for administrative confirmation of imperfect title) or the Clerk of Court (for judicial

confirmation of imperfect title) that the titling process/proceedings has commenced and there are no adverse claimants.

5. True copy of the Certificate of Title of the subject land as of 15 June 1988, and all successor Titles until the present Title referred to in No. 4 hereof, if applicable.
6. True copy of the current Tax Declaration covering the subject property.
7. Project feasibility study.
8. Joint venture agreement or any other business arrangement on the use of the land between the landowner and the developer (if the developer is other than the landowner) or between the Emancipation Patent/Certificate of Land Ownership Award (EP/CLOA) holders and the developer (if the land was awarded under the agrarian reform program).
9. Narrative description of the development plan describing in detail the activities, program components, phasing, schedule, work and financial plan, all duly certified by a licensed engineer, architect, or land use planner.
10. Proof of financial and organizational capability of the developer to develop land, including the following information:
  - 10.1. Statement of project cost and availability of potential funding source(s) for the development of the proposed project;
  - 10.2. Profile of the developer;
  - 10.3. Most recent financial statement, not later than the year before application, duly authenticated by a certified public accountant; and
  - 10.4. If the developer is a corporation or partnership, a copy of its Certificate of Registration and recent General Information Sheet (GIS) for the immediately preceding year, certified by the Securities and Exchange Commission (SEC), or in lieu of the latter, a duly accomplished GIS sworn to before a notary public, provided, that if the land is to be used for socialized housing by the LGU under EO 124-1993, a Sanggunian Resolution appropriating funds for the project and authorizing the LGU to undertake the same shall be required: Provided, further, that if the socialized housing shall be undertaken by other government agencies such as the National Housing Authority and the like, a board resolution approving the project and appropriating funds therefor shall likewise be submitted.

11. Socio-Economic Benefit-Cost Study of the proposed project.
12. Photographs, size 5R (five [5] inches by seven [7] inches), using color film, and taken on the landholding under sunlight. The applicant shall attach the pictures to a paper background and the photographer who took said pictures shall sign on said paper background to certify the authenticity of the pictures. On each background paper shall be written a short description of each picture. The pictures shall consist of:
  - 12.1. At least four (4) photographs taken from the center of the landholding: one (1) facing north, one (1) facing east, one (1) facing south, and one (1) facing west;
  - 12.2. At least one (1) photograph per corner, taken from each corner of the landholding's borders.
  - 12.3. At least two (2) photographs each for all distinct man-made structures existing on the land, taken from opposite angles;
  - 12.4. At least two (2) photographs each of the front view of the billboard(s) required in Section 11 of DAR A.O. No. 1 Series of 2002. The applicant shall set aside the second copy of said billboard photograph(s) for submission to the Municipal Agrarian Reform Officer (MARO); and
  - 12.5. Sufficient number of photographs of the most conspicuous landmarks from the nearest barangay center and leading to and from the ingress and egress routes at the subject landholding, for the purpose of assisting the ocular inspection team in locating the site.
13. Affidavit/Undertaking in a single document of the applicant. (LUC Form No. 2)
14. MARO Certification (LUC Form No. 3) and Notice of Land Use Conversion in English language (LUC Form No. 4) and in local dialect (LUC Form No. 4A).
15. Certification from the Housing and Land Use Regulatory Board (HLURB) Regional Officer on the actual zoning or classification of the land subject of the application based on the approved comprehensive land use plan citing: (a) the municipal or city zoning ordinance number; and (b) resolution number and date of approval by the HLURB or the Sangguniang Panlalawigan concerned, as the case may be. (LUC Form No. 5)

16. Certification from the authorized Department of Agriculture (DA) official stating, among others, the classification of the property under the NPAAAD and SAFDZ, whether or not the subject property is within the five percent (5%) limit of the SAFDZ allowed for conversion, the status of irrigation coverage of the subject property, and whether the land has ceased to be economically feasible and sound for agricultural purposes.
17. Certification from the authorized DENR official stating, among others, whether or not the subject land is within the National Integrated Protected Area System (NIPAS), mossy and virgin forests, riverbanks, or swamp forests and marshlands; within an Environmentally Critical Area (ECA), or will involve the establishment of an Environmentally Critical Project (ECP). (LUC Form No. 6).
18. Environmental Compliance Certificate (ECC) when the subject land is within an ECA or will involve the establishment of an ECP.
19. If applicable, Special Power of Attorney (SPA), when the applicant is not the registered owner.
20. If applicable, notarized secretary's certificate of a corporate/cooperative board resolution authorizing the representative, when the applicant is a corporation or cooperative.
21. If applicable, concurrence letter of the mortgagee or of the individual or entity in whose favor the encumbrance was constituted, when the property is encumbered.
22. If applicable, endorsement from the concerned government agency, when the application involves a priority development area or project, such as:
  - a) NEDA-NLUC endorsement if under EO 124-1993; or
  - b) HLURB endorsement if socialized housing (LUC Form No. 7); or
  - c) PEZA Board Resolution approving the project for ecozone project
23. If applicable, Land Bank of the Philippines (LBP) Certification attesting that the applicant-landowner has fully paid his obligations to the LBP, when the applicant-landowner is a beneficiary of the agrarian reform program. (LUC Form No. 8)
24. If applicable, Provincial Agrarian Reform Officer (PARO) Certification attesting that the applicant-landowner acquired the subject land from a landed-estate or under the Voluntary Land Transfer / Direct Payment Scheme (VLT/DPS) and he has already fully paid his obligation thereunder, when the applicant-landowner is a beneficiary of the agrarian reform program. (LUC Form No. 9)

25. Vicinity map and a lot plan prepared by a duly-licensed geodetic engineer indicating the lots being applied for and their technical descriptions, name of owner/s, lot number and area. The map shall highlight the specific area applied for conversion if the application covers less than the total lot area.
26. Directional sketch map showing the orientation of the subject property in relation to adjoining lands and nearest provincial and/or national and/or feeder roads, to facilitate and determine the location of the property for the purpose of ocular inspection. The map shall: indicate the existing infrastructure and/or improvements thereon including any house or tillage thereupon of any occupant therein; landmarks within a one (1) kilometer radius; and owners of adjacent properties. The map need not be drawn to scale.
27. Map of the development plan. For socialized housing projects, the applicant shall submit map of the development plan with marked "reviewed by the HLURB."
28. Topographic Map if the subject property is within an upland, hilly or mountainous area.

Note: The applicant shall submit all the foregoing applicable requirements from Nos. 1 to 28 hereof at the time of filing of the application to the CLUPPI/RCLUPPI. However, for applications involving housing projects under EO-45-2001, requirements mentioned in Nos. 15 to 18 maybe submitted at a later time.

**LUC FORM NO. 1  
SERIES OF 2002**

**APPLICATION No. \_\_\_\_\_**

<b>RECEIVED</b>
Date: _____ 2002
Time: _____
Number of Pages: _____
Received By: _____

For the CLUPPI/RCLUPPI to fill up:	
<b>FILING FEE/INSPECTION COST OFFICIAL RECEIPT:</b> Amount: _____ Pesos  Date: _____ 2002  Number: _____	<b>CASH BOND OFFICIAL RECEIPT:</b> Amount: _____ Pesos Date: _____ 2002 Number: _____  For surety bond in lieu of cash bond, please attach the necessary documents from the Government Service Insurance System (GSIS). Surety bonds that are not from the GSIS are not acceptable.

**SWORN APPLICATION  
FOR  
LAND USE CONVERSION**

**THE HONORABLE SECRETARY**  
Department of Agrarian Reform  
Diliman, Quezon City

Sir:

Pursuant to DAR Administrative Order No. 1, Series of 2002 (2002 Comprehensive Guidelines on Land Use Conversion), I hereby apply for land use conversion from agricultural to \_\_\_\_\_ use and submit the following information relative to the property/ies subject of this application:

**I. APPLICANT'S PERSONAL CIRCUMSTANCES**

**A. INDIVIDUAL LANDOWNER**  
( IF THE APPLICANT IS THE LANDOWNER)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile No : \_\_\_\_\_ E-mail: \_\_\_\_\_

**B. CORPORATION/PARTNERSHIP/GOVERNMENT ENTITY**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PRESIDENT or HEAD of Corporation or Government entity:**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**C. CO-OWNERSHIP:**

Number of co-owners: \_\_\_\_\_  
Name and addresses of co-owners: (List down all the names of co-owners)

Co-owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Co-owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Co-owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_

(Use separate sheet if necessary and attach as an annex to this LUC Form)

**D. REPRESENTATIVE (IF APPLICANT IS NOT THE LANDOWNER):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SOURCE OF AUTHORITY:**

Special Power of Attorney

Board Resolution

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

**B.SUCCESSOR TITLES**

IF PRESENT TITLE/S IS DIFFERENT FROM THAT COVERING THE PROPERTY/IES ON 15 JUNE 1988  
(Use separate sheet if necessary and attach as an Annex to this LUC Form)

Registered Owner/s (List all names of owner/co-owners)	Lot Survey Number	OCT/TCT/TD Number (In Hectares)	Area Per Title In Hectares	Area Applied For Conversion (In Hectares)	Date of Registration

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.



**II. LAND DEVELOPER**

Please fill up regardless of whether or not the developer is the applicant. If the developer is not the landowner/applicant, please attach contract or Memorandum of Agreement (MOA) between the landowner/s and the developer for the development of the property.

Name of the developer: \_\_\_\_\_  
 President/Head: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 License/Registration Number: \_\_\_\_\_  
 Issuance Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**III. LOCATION OF LANDHOLDING/S**

Barangay/s: \_\_\_\_\_  
 Municipality/City: \_\_\_\_\_  
 Province: \_\_\_\_\_

**IV. DESCRIPTION OF LANDHOLDING/S**

Main Access Road: \_\_\_\_\_  
 Other Access Road: \_\_\_\_\_

**A. LAND TITLE AND AREA AS OF 15 JUNE 1988**

(USE SEPARATE SHEET IF NECESSARY AND ATTACH AS AN ANNEX TO THIS LUC FORM)

Registered Owner/s	Lot Survey Number	Original Certificate of Title or Transfer Certificate of Title or Tax Declaration (OCT /TCT/ TD Number) As of 15 June 1988	Area Hectares Per Title (Per Hectare)	Location (Barangay Municipality/ City Province)	Date of Registration

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

**C. PRESENT LAND TITLE AND AREA(S) APPLIED FOR CONVERSION**

USE SEPARATE SHEET IF NECESSARY AND ATTACH AS ANNEX TO THIS LUC FORM)

Registered Owner/s (List all names of owner/co-owner)	Lot Survey Number	OCT/TCT/TD Number	Area Hectares Per Title (In Hectares)	Area Applied For Conversion (In Hectares)	Date of Registration
<b>TOTAL</b>			_____	_____	

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

**D. TABLE OF TITLE(S) AS OF 15 JUNE 1988 AND SUCCESSOR TITLE(S):**  
 (USE SEPARATE SHEET IF NECESSARY AND ATTACH AS AN ANNEX TO THIS LUC FORM)

15 June 1988 Title	Successor Title(s)	Successor Title(s)	Present Title(s)

**V. LAND COVER AND USE OF APPLIED AREA**  
 (USE SEPARATE SHEET IF NECESSARY AND ATTACH AS AN ANNEX TO THIS LUC FORM)

A. DOMINANT LAND USE				
Title/TD and Lot No.	Land Cover (Crop, grass, structure, etc.)	Land Use (agricultural, residential, commercial, etc.)	Area (In Hectares)	Remarks (If planted with crops, specify type of crops, productivity level, and other information)

TOTAL \_\_\_\_\_

6  
 Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

<b>B. OTHER LAND USES</b>				
<b>Title/TD and Lot No.</b>	<b>Land Cover (crop, grass, structure, etc.)</b>	<b>Land Use (agricultural, residential, commercial, etc.)</b>	<b>Area (In Hectares)</b>	<b>Remarks (if planted with crops, specify type of crops, productivity level, and other information)</b>

Total: \_\_\_\_\_

<b>C. SURROUNDING LAND COVER AND USE</b>				
	<b>Land Cover (crop, grass, structure, etc.)</b>	<b>Land Use (agricultural, residential, commercial, etc.)</b>	<b>Area (In Hectares)</b>	<b>Remarks (If planted with crops, specify type of crops, productivity level, and other information)</b>
NORTH				
North East				
EAST				
South East				
SOUTH				
SouthWest				
WEST				
NorthWest				

**TOTAL** \_\_\_\_\_

7  
 Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

## VI. TOPOGRAPHY:

TOPOGRAPHY:	HECTARES:	PEAK ELEVATION:
<input type="checkbox"/> Flat	_____	<input type="checkbox"/> Not above 500 meters
<input type="checkbox"/> Upland	_____	<input type="checkbox"/> Above 500 meters
<input type="checkbox"/> Hilly	_____	
<input type="checkbox"/> Mountainous	_____	
<input type="checkbox"/> Plateau	_____	
<input type="checkbox"/> Valley	_____	

## VII. ACCESSIBILITY

(APPROXIMATE DISTANCE FROM THE FOLLOWING LANDMARKS IN KILOMETERS):

Barangay Road	_____	Barangay Center	_____
Municipal Road	_____	Municipal Hall	_____
Provincial Road	_____	Provincial Capitol	_____
National Highway	_____		
Public Market	_____		
School	_____		
Other Landmarks	_____	Specify:	_____

Remarks (specify type of road, means of access, others):

\_\_\_\_\_

## VIII. ZONAL VALUE

(PER LATEST ISSUANCE OF THE DEPARTMENT OF FINANCE)

ZONAL VALUE per square meter: (P/sq.m.) \_\_\_\_\_  
Area Applied (In Hectares) : \_\_\_\_\_ (Total Zonal Value P ) \_\_\_\_\_

## IX. CARP COVERAGE

- With Notice of Acquisition / Valuation
- With perfected Voluntary Land Transfer / Direct Payment Scheme
- With approved Stock Distribution Option
- Within landed estate / resettlement
- Not covered by any of the above      Specify: \_\_\_\_\_

8

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

**X. TENURIAL STATUS**

- with agricultural lessee(s) number: \_\_\_\_\_
- with share tenant(s) number: \_\_\_\_\_
- with regular farmworker(s) number: \_\_\_\_\_
- with seasonal farmworker(s) number: \_\_\_\_\_
- with other farmworker(s) number: \_\_\_\_\_
- with actual tiller(s) number: \_\_\_\_\_
- with occupant(s) number: \_\_\_\_\_
- with \_\_\_\_\_ number: \_\_\_\_\_
- none

**XI. INDIVIDUAL AREAS OCCUPIED BY ABOVE PERSONS, IF APPLICABLE**

(USE SEPARATE SHEET IF NECESSARY AND ATTACH AS AN ANNEX TO THIS LUC FORM)

NAME	AREA CULTIVATED/OCCUPIED (In Hectare)	CROPS PLANTED STRUCTURES BUILT

**XII. TITLE(S) WITH ANNOTATION OF ENCUMBRANCE(S):**

(USE SEPARATE SHEET IF NECESSARY AND ATTACH AS AN ANNEX TO THIS LUC FORM)

- YES  NONE

If yes, specify type of encumbrance \_\_\_\_\_

(NOTE: Attach letter of concurrence of the mortgagee, or/of the individual/entity in whose favor the encumbrance(s) was constituted, to the proposed conversion of the property)

If covered with several land titles, specify OCT/TCT Nos. and corresponding encumbrance(s)

\_\_\_\_\_

\_\_\_\_\_

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

**XIII. BILLBOARD**

Number of Billboards Erected: \_\_\_\_\_ Billboard Width (in meters): \_\_\_\_\_  
 (One [1] billboard for every [20] hectares)

Date Erected: \_\_\_\_\_ Billboard Length (in meters): \_\_\_\_\_

Materials used for billboard: \_\_\_\_\_

Exact Location(s) of Billboard(s):

Billboard 1 \_\_\_\_\_

Billboard 2 \_\_\_\_\_

Billboard 3 \_\_\_\_\_

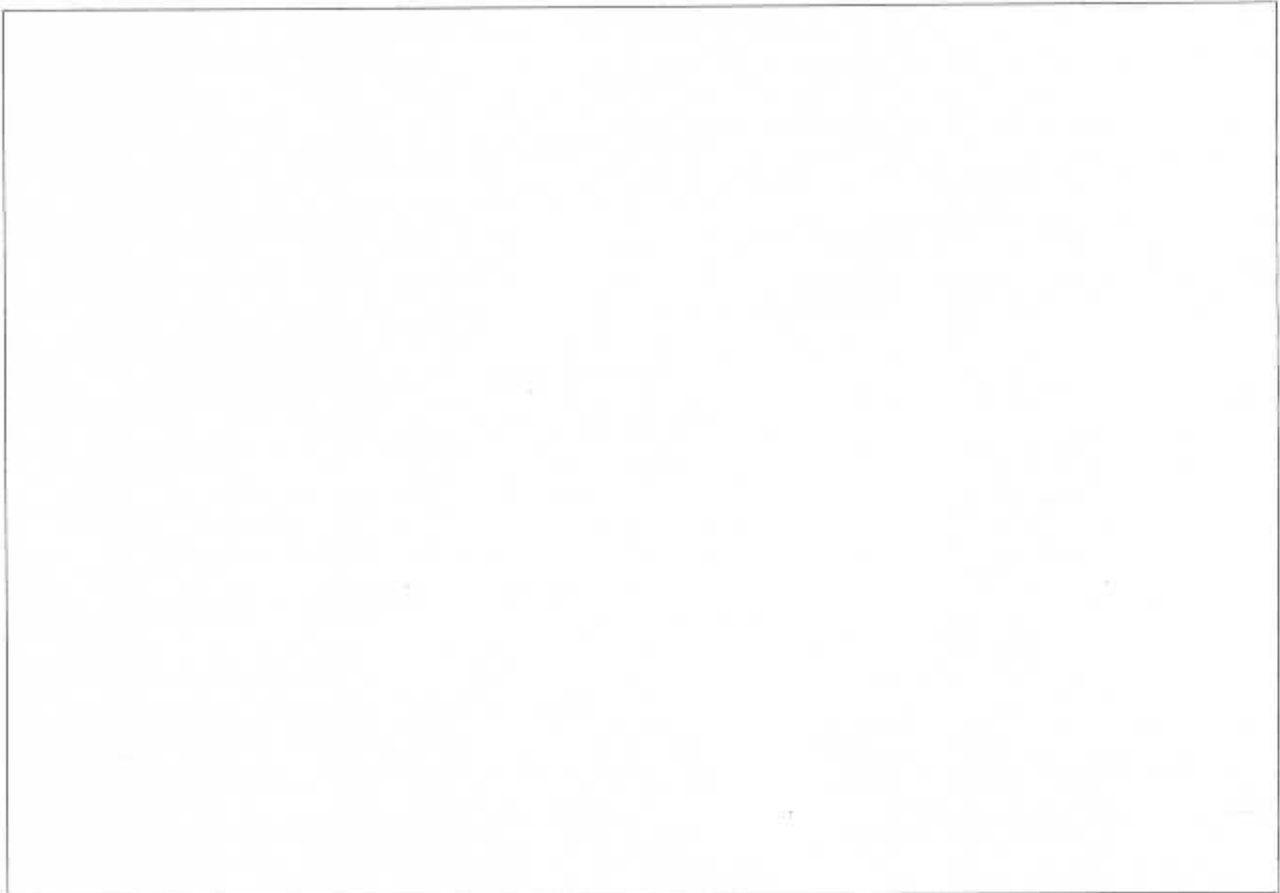
**MESSAGE WRITTEN ON BILLBOARD (FILL-UP APPROPRIATE BOX ONLY)**

DIALECT: \_\_\_\_\_

REQUIRED INFORMATION	MESSAGE ACTUALLY APPEARING IN BILLBOARD
Statement in the local dialect that the applicant is proposing to convert the subject landholding from agricultural to non-agricultural (specify) use:	
Complete name of the landowner(s) and applicant(s) and developer(s):	
Total area and exact location of the conversion proposal:	
Filing date of application for conversion:	
Date billboard(s) was created:	
Schedule of ocular inspection:	
Deadline for filing protest:	
Address of the CLUPPI and RCLUPPI and PARO where oppositors may formally file their protest:	CLUPPI:
	RCLUPPI:
	PARO:
Address of the DAR approving authority:	
Date of approval or denial of the application: Conversion Order No.	

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.

ATTACH CLEAR COLOR PHOTOGRAPH OF ENTIRE BILLBOARD (size 5 inches by 7 inches)  
(All The Contents Of The Entire Billboard Must Be Legible In The Photograph)



\_\_\_\_\_  
**LANDOWNER/APPLICANT**

TIN: \_\_\_\_\_

Community Tax Certificate

Number: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the correct information. Any false statement or deliberate inaccuracy shall be a ground for outright denial of the application and criminal prosecution for perjury. Any portion left blank is equivalent to a sworn statement by the applicant that the information requested by the blank line is "N/A" or "Not Applicable", which, if found to be otherwise, shall be subject to the rule on willful suppression of evidence.



## ACKNOWLEDGMENT

Republic of the Philippines)  
 ) s.s.

BEFORE ME this \_\_\_\_\_ 2002 in \_\_\_\_\_  
personally appeared the above, known to me and to me known as the person(s) who  
executed this SWORN APPLICATION FOR LAND USE CONVERSION after  
exhibiting to me his/her/their respective Tax Identification Number (TIN) and  
Community Tax Certificate, and he/she/they acknowledged the voluntary execution  
of this sworn application and full comprehension of its legal consequences.

Document \_\_\_\_\_  
Page \_\_\_\_\_  
Book \_\_\_\_\_  
Series of 2002

Notary Public

12  
Write a check mark in the appropriate bracket "[ ]" or fill in the blanks with the  
correct information. Any false statement or deliberate inaccuracy shall be a ground  
for outright denial of the application and criminal prosecution for perjury. Any  
portion left blank is equivalent to a sworn statement by the applicant that the  
information requested by the blank line is "N/A" or "Not Applicable", which, if  
found to be otherwise, shall be subject to the rule on willful suppression of  
evidence.

**LUC FORM NO. 2  
SERIES OF 2002**

REPUBLIC OF THE PHILIPPINES  
MUNICIPALITY OF \_\_\_\_\_ ]  
PROVINCE OF \_\_\_\_\_ ]s.s.

**AFFIDAVIT OF UNDERTAKING**

I, \_\_\_\_\_, of legal age, citizen of the \_\_\_\_\_, single or married to \_\_\_\_\_, and with residence address at \_\_\_\_\_ having been duly sworn in accordance with law, hereby depose and say that:

1. I am the owner/(authorized representative of the owner[s]) of the \_\_\_\_\_(number) parcel(s) of land subject of an application for conversion.
2. The land subject of my application for conversion has no vertical nor horizontal development of any kind that is related to any non-agricultural use.
3. As a sign of good faith, I posted a bond to guarantee the present status of the land and my/our obligation not to conduct and not to allow any development of any nature by any person, whether or not acting on my/our behalf, over the entire property subject of the conversion application, until such time that the DAR has issued a Conversion Order authorizing development of the project applied for. The bond I posted is (please write a check mark in the appropriate box) :

**Cash Bond**

Amount: \_\_\_\_\_ Pesos

I hereby state under oath that the above amount is equivalent to two point five percent (2.5%) of the zonal value of the land applied for conversion per latest valuation by the Department of Finance.

Official Receipt date: \_\_\_\_\_

Official Receipt number: \_\_\_\_\_

Official Receipt issued by:

DAR Central Office

DAR Regional Office of \_\_\_\_\_  
(state region number)

\* Not applicable to application exempt from posting of bond to guarantee against premature conversion as specified in Sec. 24.5 of DAR AO No. 1, S. 2002.





6. I/we erected \_\_\_\_\_(number) of billboard(s) and undertake not to remove, deface, nor destroy said billboard(s), and that I/we shall repair or replace the same when damaged, until after the approving authority disposes of the application with finality.
  
7. I/we have not commenced any action or filed any claim involving the land subject of my/our application for conversion in any court, tribunal or quasi-judicial agency. To the best of my/our knowledge, no such other action or claim is pending therein. I/we have no knowledge of any controversy or proceeding involving the said parcel of land(s) or the rights of person over its possession and entitlement to its fruits or rights thereto as beneficiary, the determination of which is filed before any tribunal, court, the DAR or any other agency. To my/our own knowledge, no such action or proceeding is pending in any court, tribunal, or quasi-judicial agency. Should there be any same or similar action or proceeding involving the property applied for conversion, which is either pending or may have been terminated, I/we shall report such fact within five (5) days from knowledge thereof to the approving authority where my/our aforesaid application has been filed.
  
8. With this instrument, I/we authorize the DAR to forfeit the bond in paragraph "3" of this affidavit the moment the DAR finds, upon proper notice, that there is development within the area, undertaken either before or after the filing of the present conversion application, that is related to any non-agricultural use before the issuance of a conversion order.

IN WITNESS WHEREOF, we hereunto affix our signatures on the date and in the place indicated below.

\_\_\_\_\_  
**LANDOWNER/APPLICANT**

TIN: \_\_\_\_\_

Community Tax Certificate

Number: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME, this day of \_\_\_\_\_ in \_\_\_\_\_, affiant exhibiting to me his/her Community Tax Certificate No. issued on \_\_\_\_\_, 200\_\_\_\_ at \_\_\_\_\_.

Document \_\_\_\_\_  
 Page \_\_\_\_\_  
 Book \_\_\_\_\_  
 Series of \_\_\_\_\_

Notary Public  
 \_\_\_\_\_  
 \_\_\_\_\_



LUC FORM NO. 3  
SERIES OF 2002

Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM  
MUNICIPAL AGRARIAN REFORM OFFICE  
Municipality of: \_\_\_\_\_

---

CERTIFICATION  
FOR  
LAND USE CONVERSION APPLICATION

I. BRIEFER

Name of Landowner/s: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Property:

Street(s)/Sitio/Purok: \_\_\_\_\_

Barangay: \_\_\_\_\_

Municipality / City: \_\_\_\_\_

Province: \_\_\_\_\_

Total Area Applied for Conversion (in Hectares):

Number of Parcels: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**III. STATUS OF COVERAGE UNDER RA 6657 AND/OR PD 27**

**A. STATUS OF AREA APPLIED FOR CONVERSION**

OCT/TCT/T D NO.	LOT NO.	STATUS UNDER CARP (state it w/ NOC, MOV, NLVA or under VLT/DPS, or within LE, RA or NA)*	DATE ISSUED/ EXECUTED (i.e., NOC, MOV, NLVA, etc.)	NO. OF TENANT, FARMWORKERS/ OCCUPANTS

(Attached complete report on the status of each parcel of land applied for conversion under CARP/PD 27, if necessary)

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\* NOC - Notice of Coverage  
 MOV - Memorandum of Valuation by LBP to DAR  
 NLVA - Notice of Land Valuation and Acquisition issued by DAR to landowner  
 VLT/DPS - Voluntary Land Transfer/Direct Payment Scheme  
 OLT - Operation Land Transfer  
 LE - Landed Estate  
 RA - Retained Area  
 NA - None of the Above





#### IV. POSTING OF BILLBOARD

A. A billboard(s) has been posted in a strategic and conspicuous place(s) along the boundary of the property(ies) applied for conversion with the following specifications:

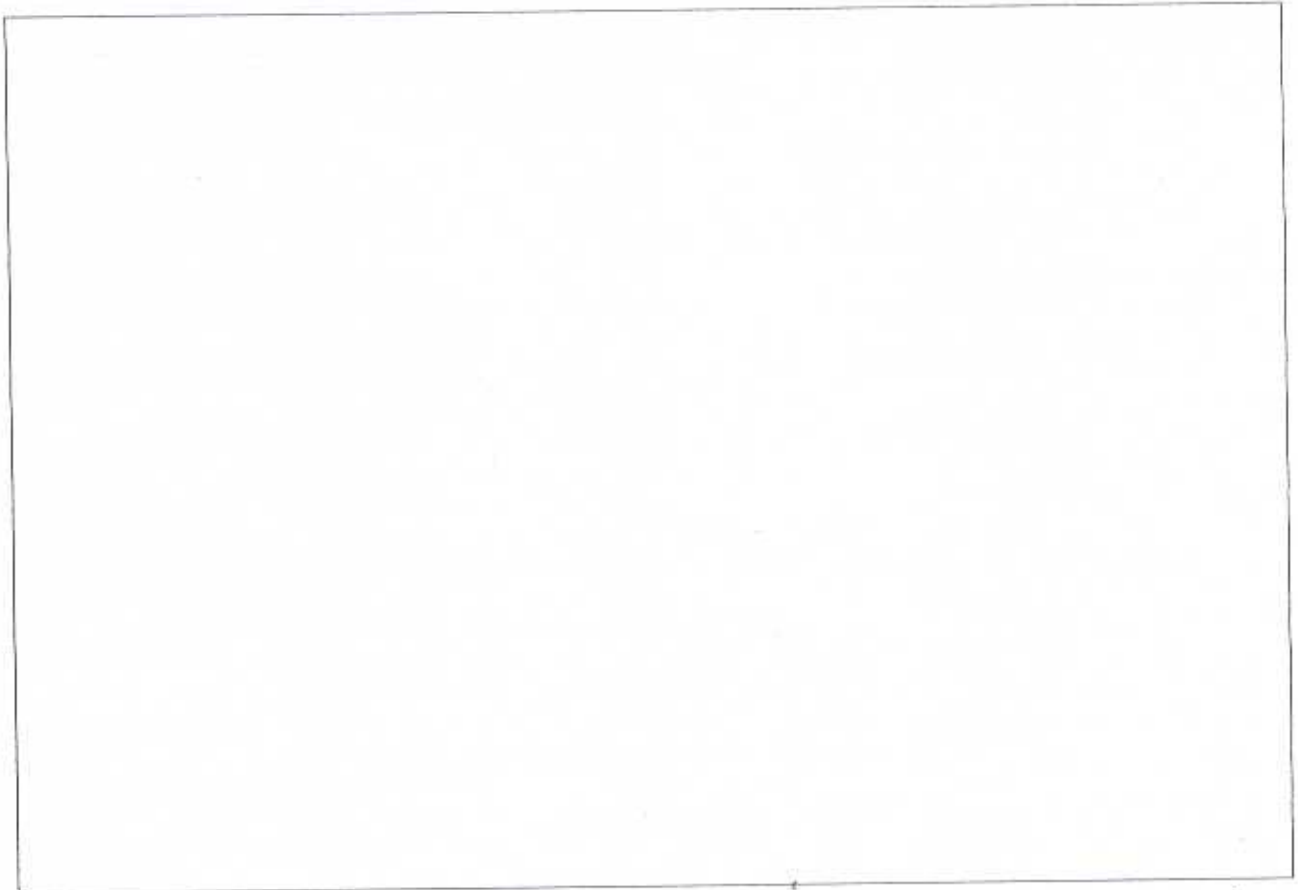
1. Material/s used \_\_\_\_\_
2. Billboard length (in meters) \_\_\_\_\_
3. Billboard width (in meters) \_\_\_\_\_
4. Number of Billboards erected \_\_\_\_\_
5. Exact Location of Billboard(s):

Billboard 1 \_\_\_\_\_

Billboard 2 \_\_\_\_\_

Billboard 3 \_\_\_\_\_

**B. COLOR PHOTOGRAPH OF BILLBOARD (size 5 inches by 7 inches)**  
(All the contents of the entire Billboard must be legible in the PHOTOGRAPH)



**V. POSTING OF NOTICE OF LAND USE CONVERSION APPLICATION**

Notice of Land Use Conversion Application of the property has been posted in a conspicuous place at the:

Barangay Hall of Barangay: \_\_\_\_\_

Date: \_\_\_\_\_

Until: \_\_\_\_\_

Municipal / City Hall of \_\_\_\_\_

Date: \_\_\_\_\_

Until: \_\_\_\_\_

I, Municipal Agrarian Reform Officer of \_\_\_\_\_, hereby attest that all the foregoing information written or appearing in this CERTIFICATION, consisting of \_\_\_\_\_ ( ) pages including this page and the attachment(s), is true and accurate to the best of my own personal knowledge.

\_\_\_\_\_  
MUNICIPAL AGRARIAN REFORM OFFICER

Date of receipt of request for this certification: \_\_\_\_\_

Date of issuance of this Certification: \_\_\_\_\_