

LUC FORM NO. 4
 Series of 2002
 (To be filled up by the MARO)

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

NOTICE OF LAND USE CONVERSION APPLICATION

NOTICE is hereby given that _____ has filed with DAR an Application for Land Use Conversion over _____ parcel/s of land situated in Barangay _____, Municipality of _____, Province of _____ covering an area of _____ hectares, specifically identified as follows:

Registered Owner	Lot No.	OCT/TCT/ TD No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)

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

The above parcel/s are sought to be converted from agricultural to _____ use.

Any person with valid objection to the said application for land use conversion may file his/her objection/protest thereto, in writing, addressed to the PARO and/or Executive Director CLUPPI or RCLUPPI Chairperson not later than thirty (30) days from posting of the billboard/s or not later than fifteen (15) days from conduct of ocular inspection, whichever is later.

Prepared and Posted by : _____
 MARO

Date Prepared: _____ Date Posted: _____

NOTE: Accomplished copy of this Notice is to be issued to the applicant together with the LUC Form No. 3, while duplicate copies shall be posted in the conspicuous place at the Barangay Hall and Municipal Hall of the locality where the land sought to be converted is located.

LUC FORM NO. 5

Series of 2002

(To be filled-up by the Regional HLURB)

Republic of the Philippines
HOUSING AND LAND USE REGULATORY BOARD
Office of the Regional Officer
Region _____

CERTIFICATION

I. BASIC INFORMATION

- A. No. of Parcels : _____
- B. Location of Property: _____
- C. Total Area (ha) _____
- D. Proposed Use: _____
- E. Description of Landholdings

Registered Owner	Lot No.	OCT/TCT/TD No.	Area Per Title (Ha)	Area Applied for Conversion (Ha)	Zoning Classification
TOTAL					

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

II. STATUS OF COMPREHENSIVE LAND USE PLAN (CLUP)/ZONING ORDINANCE (ZO)

1. [] WITH APPROVED CLUP/ZO

THIS IS TO CERTIFY that the above described landholdings is/are zoned for uses/s specified in the above table per approved Comprehensive Land Use Plan/Zoning Ordinance of the city/municipality of _____, dated _____ ratified by the Housing and Land Use Regulatory Board (HLURB)/Sangguniang Panlalawigan (SP) through Board/SP Resolution No. _____ dated _____ in accordance with pertinent issuances;

Further, the proposed conversion:

- Conforms/is compatible with the approved land use plan and/or Zoning Ordinance
- Does not conform/is not compatible with the approved land use plan and/or Zoning Ordinance

Per record of this Office, the city/municipality of _____ has a total zoned agricultural land of _____ hectares of which _____ hectares have been reclassified since _____, as approved by the HLURB/SP per HLURB/SP Resolution No. _____ dated _____.

2. WITH CLUP/ZO PENDING APPROVAL BY HLURB/SP

THIS IS TO CERTIFY that the above described property/ies is/are located within the area zoned for _____ use per Comprehensive Land Use Plan/Zoning Ordinance No. _____ dated _____ submitted to HLURB/SP for approval on _____ and same remains pending to date.

This is to certify further that: per record of this office said city/municipality of _____ will have a total zoned agricultural land of _____ hectares.

3. WITHOUT CLUP/ZO

THIS IS TO CERTIFY that the municipality/city of _____ has not submitted its Comprehensive Land Use Plan/ Zoning Ordinance to this Office.

This Certification is issued upon the request of Mr./Mrs./Ms. _____ in relation to his/her application for land use conversion.

Given this _____ day of _____, _____.

Regional Officer

- NOTE:**
1. This certification is issued relative to the requirement of DAR regarding the implementation of the Comprehensive Agrarian Reform Law and shall not be construed as a Certificate of Eligibility for Conversion;
 2. This certification shall not be construed as a Locational Clearance/ Certificate of Zoning Conformance/Development Permit or License to Sell; and
 3. This shall not be construed as a certification as to the ownership by the applicant of the above listed parcel(s) of land.

is/are classified as: (Please check)

1. Within protected areas under the National Integrated Protected Area System (NIPAS)
2. Within environmentally critical area (ECA); specify: _____
3. Within mossy and virgin forests
4. Within riverbanks
5. Within swamp forests and marshlands
6. None of the above

Further, the proposed project to be undertaken in the area applied for conversion is:

1. Environmentally critical project (ECP); specify: _____
2. Not environmentally critical project (ECP)

(NOTE: If the subject property falls within ECA or the proposed project is an ECP, an ECC shall be secured and attached to this certification as additional documentary requirement.

This Certification is issued upon the request of Mr./Mrs./Ms. _____
relative to his/her application for land use conversion.

Given this ____ day of _____, _____.

Regional Executive Director

Note:

1. This Certification shall not be considered as development permit.
2. This Certification shall not be construed as an Environmental Compliance Certificate (ECC).

LUC FORM NO. 7
 Series of 2002
 (To be filled-up by the HLURB)

HLURB Certification No. _____

Republic of the Philippines
HOUSING AND LAND USE REGULATORY BOARD
 Office of the Regional Officer
 Region _____

CERTIFICATION

THIS IS TO CERTIFY that the _____ parcel(s) of land situated in Barangay(s) _____ Municipality of _____ Province of _____, covering an area of _____ hectares, specifically identified as follows:

Registered Owner	Lot No.	OCT/TCT/TD No.	Area Per Title (Ha.)	Area Applied for Conversion (Ha.)
TOTAL				

(Please use separate sheet if necessary and attach as annex to this LUC Form)

is/are proposed for low-cost /socialized housing project and conforms with the minimum design standards of Batas Pambansa (BP) 220. The project, however shall be subject to pertinent issuances (Clearances, Development Permit, Certificate of Registration and Licensed to Sell) from Government Agencies concerned.

This Certification is issued upon the request of Mr./Mrs./Ms. _____ relative to his/her application for land use conversion.

Given this _____ day of _____, _____.

 Regional Officer

In summary, the total number of FBs involved are _____ of which _____ (no.) of FBs have fully paid their obligation and _____ (no. of FBs) are authorized to have his/their lands/s converted because at least five (5) years have already lapsed since its/their award to said farmer beneficiaries (FBs).

This Certification is issued upon the request of Mr./Ms./Mrs. _____ in relation to his/her application for land use conversion.

Given this _____ day of _____, _____.

Provincial Agrarian Reform Officer

(Please state in the remarks if under LBP financing and other comments, if any. If under LBP financing, LBP Certification of Full Payment [LUC No. 7] shall be secured and attached to the LUCF as additional requirement.)

NOTE:

1. This Certification shall be required when the applicant/landowner is a beneficiary of agrarian reform program; and

(To be filled-up by Receiving Officer of CLUPPI/RCLUPPI)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Center for Land Use Policy, Planning and Implementation (CLUPPI)
Office (Central/RCLUPPI): _____

PRE-EVALUATION FOR APPLICATION FOR LAND USE CONVERSION OF ALL PRIVATE AGRICULTURAL LANDS

A. PETITIONER

1. Name of Applicant : _____
(Signatory in the Sworn Application for Conversion)

If the applicant is not the landowner, specify basis of authority to represent the landowner:
 Special Power of Attorney Board Resolution

2. Postal Address: _____

3. Proposed Use of the Land/s :* _____

4. Total Area Applied for Conversion (in hectare) : _____
Location of the Property/ies : _____

5. Name of Developer : _____
Address : _____
Tel No. : _____

B. LANDHOLDING INFORMATION

1.	Name of Registered Landowner/s	Title No.	Lot No. / Survey No.	Date of Registration	Area Per Title	Area Applied

2. With encumbrance/s Yes No

If yes, specify type of encumbrance/s _____
If covered with several land titles, specify OCT/TCT Nos. with encumbrance(s) _____

With concurrence of mortgagee or of individual/entity in whose favor the encumbrance was constituted.

Without concurrence of mortgagee or/of individual/entity in whose favor the encumbrance was constituted.

* If application is for housing project pursuant to EO 45, S. 2001, the required certification from HLURB, DA, and DENR may be submitted at a later time.

Type of Document	With Document	Sufficient	Not Sufficient	Without Document
1. Notarized Application for conversion (LUC Form No. 1)	_____	_____	_____	_____
2.a Photocopy of TCT/OCT Certified by ROD not later than 30 days prior to filing; if the property/ies is untitled: <ul style="list-style-type: none"> DENR-CENRO certification that the property/ies is alienable & disposable; and Certification from the Clerk of Court/CENRO that: <ul style="list-style-type: none"> a) the titling process/proceedings has commenced; b) there are no adverse claimants 	_____	_____	_____	_____
2.b True copy of TCT/OCT of the subject land/s as of 15 June 1988 and all successor titles until the present title.	_____	_____	_____	_____
2.c True copy of current Tax Declaration	_____	_____	_____	_____
3. Project Feasibility Study	_____	_____	_____	_____
4. JVA or any other business arrangement on the use of the land between the landowners/EP/CLOA holders and the developer	_____	_____	_____	_____
5. Narrative description of the area Development Plan describing in detail the activities, program components, phasing, schedule <ul style="list-style-type: none"> Work and Financial Plan, all duly certified by a licensed engineer, architect, or land use planner 	_____	_____	_____	_____
6. Proof of financial and organizational capability to develop the land/s, such as: <ul style="list-style-type: none"> Statement of Project Cost and availability of potential funding sources for the development of the project; Profile of developer including details of past or current development projects; Most recent Financial Statements duly authenticated by a certified public accountant Copy of Certificate of Registration and certified true copy of recent General Information Sheet (GIS) certified by the SEC or notarized GIS <p>Or,</p> <p>For socialized housing project to be implemented by LGU:</p> <ul style="list-style-type: none"> Sangguniang Bayan (SB) Resolution appropriating funds for the project; and SB Resolution authorizing the LGU to undertake the project 	_____	_____	_____	_____
7. Socio-economic cost/benefit study	_____	_____	_____	_____
8. Photographs of the property	_____	_____	_____	_____
9. Affidavit of Undertaking (LUC Form No. 2)	_____	_____	_____	_____
10. MARO Certification (LUC Form No. 3)	_____	_____	_____	_____
11. Notice of LUC Application (LUC Form No. 4)	_____	_____	_____	_____
	_____	_____	_____	_____

12. HLURB Certification (LUC Form No. 5)	_____	_____	_____	_____
13. DA Certification	_____	_____	_____	_____
14. DENR Certification (LUC Form No 6)	_____	_____	_____	_____
15. DENR-ECC when the subject land is within an ECA or will involve the establishment of an ECP	_____	_____	_____	_____
16. SPA/Board Resolution (if applicant is other than the owner)	_____	_____	_____	_____
17. Concurrence letter of the mortgagee, if any	_____	_____	_____	_____
18. If applicant involves priority development areas: <input type="checkbox"/> NEDA-NLUC endorsement if under EO 124 <input type="checkbox"/> HLURB endorsement if socialized housing (LUC Form No. 7) <input type="checkbox"/> PEZA board resolution approving the project for ECOZONE project	_____	_____	_____	_____
19. If the applicant is FB of CARP: <ul style="list-style-type: none"> • Certification from LBP (LUC Form No. 8) • Certification from the PARO (LUC Form No. 9) 	_____	_____	_____	_____
20. Vicinity Map	_____	_____	_____	_____
21. 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	_____	_____	_____	_____
22. Directional Sketch Map	_____	_____	_____	_____
23. Map of the Development Plan (for socialized housing, the Map of the development plan submitted must be marked "reviewed by the HLURB")	_____	_____	_____	_____
24. Topographic map (if subject property is mountainous, upland, or hilly)	_____	_____	_____	_____

Remarks:

Pre-evaluated by: _____

Date: _____

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRARIAN REFORM
Center for Land Use, Policy, Planning and Implementation
Office (Central/RCLUPPI): _____

To be filled up by CLUPPI/RCLUPPI

ASSESSMENT OF FILING FEE
AND INSPECTION COST

Name of Applicant : _____
Location of Property/ies : _____
Area Applied for Conversion : _____
Amount to be paid : _____

Filing Fee	Inspection Cost	Total
P _____	P _____	P _____

Approved for payment:

Authorized CLUPPI/RCLUPPI
Representative

To be filled up by ACCOUNTING DIVISION

DATE _____

ORDER OF PAYMENT

PAYOR _____
PARTICULAR _____

AGRARIAN REFORM FUND (FUND 158)

JOURNAL ENTRIES

Account Symbol	Debit	Credit
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Obligation No. _____
Deposit to: Trust Account _____

Amount _____

Distribution of copies:
Original - CLUPPI/RCLUPPI
Duplicate - Accounting Division
Triplicate - Applicant

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRARIAN REFORM
Center for Land Use, Policy, Planning and Implementation
Office (Central/RCLUPPI): _____

To be filled up by CLUPPI/RCLUPPI

ASSESSMENT OF BOND

Name of Applicant : _____
Total Area Applied for Conversion
(In hectares) : _____
Location of Property/Landholdings : _____

Province: Municipality:	Area (In Hectares)	Zonal Value (In Pesos)	Total Zonal Value (In Pesos)
Barangay A			
Barangay B			
Barangay C			
TOTAL			
Cash Bond (2.5% of total zonal value)			
Surety Bond (15% of total zonal value)			

Approved for payment:

Authorized CLUPPI/RCLUPPI
Representative

To be filled up by ACCOUNTING DIVISION

DATE _____

ORDER OF PAYMENT

PAYOR _____
PARTICULAR _____

AGRARIAN REFORM FUND (Fund 158)

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_____	_____	_____
_____	_____	_____
_____	_____	_____

Obligation No. _____
Deposit to: Trust Account

O.R. No. _____ Date: _____
Amount _____
Collecting Officer _____

Chief Accountant _____

Distribution of copies
Original - CLUPPI/RCLUPPI
Duplicate - Accounting Division
Triplicate - Applicant

(To be filled-up by CLUPPI/RCLUPPI)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Center for Land Use Policy, Planning and Implementation
Office (Central/RCLUPPI): _____

BRIEFER

APPLICATION FOR LAND USE CONVERSION

Name of Landowner/s : _____
 Representative : _____
 Address : _____
 Location of Property/ies : _____
 Total Area (In Hectares) : _____
 Proposed Use : _____
 Date of Filing : _____
 Developer : _____
 Address : _____
 No. of Parcels : _____

(Attached Description of Landholdings Per Sworn Application for Land Use Conversion)

Agency	Remarks	Certifying Officer/ Designation	Date
HLURB			
DA			
DENR			

Other Documents

[Empty rectangular box for listing other documents]

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

Findings/Issues:

(State lacking requirements, clarifications to be made [i.e. applicant, government agencies])

[Lined area for recording findings and issues]

(To be filled up by CLUPPI/RCLUPPI)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Center for Land Use, Policy, Planning and Implementation Office
Central/RCLUPPI: _____

NOTICE OF CONDUCT OF OCULAR INSPECTION

To: _____

Please be informed that CLUPPI/RCLUPPI members will conduct an ocular inspection on _____ of the propert/ies being applied for _____ land use conversion by _____ located at Brgy. _____ (name of applicant) _____ Municipality of _____, Province of _____.

Kindly ensure that you are duly represented during the conduct of said ocular inspection. Also, please submit proof that this Notice was duly received by the MARO/s having jurisdiction over the property/ies applied for conversion and that the data of inspection has been indicated in the required billboard(s) at least five (5) days before the conduct of the ocular inspection.

The CLUPPI/RCLUPPI members will proceed to the MARO Office before proceeding to the area/s. to be inspected on the data of inspection.

Head, CLUPPI/RCLUPPI Secretariat

B. DISTRIBUTION Contiguous Scattered

C. TOPOGRAPHY

TOPOGRAPHY:

Flat (0-3% slope) Area: _____

Upland(3-8% slope) Area: _____

Hilly (8-18% slope) Area: _____

Mountainous (> 18% slope) Area: _____

Plateau Area: _____

Valley Area: _____

ELEVATION:

Less than 500 meters

Approx. 500 meters above sea level or higher

Remarks: _____

III. LAND USE

A. APPLIED AREA

1. Dominant

LOT NO.	LAND COVER (e.g. crop, grass, structure)	LAND USE	AREA (Has.)	REMARKS (If planted to crops, specify type of crops, productivity level and other information)

2. Others

LOT NO.	LAND COVER (e.g. crop, grass, structure)	LAND USE	AREA (Has.)	Remarks (If planted to crop, specify type of crop, level of productivity, others)

Other Observation: _____

(To be filled up by the applicant)

LUC FORM G
SERIES OF 2002

REQUEST TO CONVERT/REFUND CASH BOND

To: _____

Dear Sir/Madam:

This refers to my application for land use conversion from agricultural to _____ use/s of _____ parcel/s of land with an area of _____ hectares, located at Barangay/s _____, Municipality of _____, Province of _____.

With the approval of my application for land use conversion on _____ as per Conversion Order No. _____, Series of _____, may I request that the cash bond paid under Official Receipt No. _____ issued by the DAR in the amount of _____, be:

- A. converted into performance bond
B. refunded to the undersigned

Applicant

Date

B. SURROUNDING AREAS

	LAND COVER (e.g. crop, grass/ structure)	LAND USE	AREA (Hectares)	REMARKS (Specify type of crop, level of productivity, others)
NORTH				
NORTH EAST				
EAST				
SOUTH EAST				
SOUTH				
SOUTH WEST				
WEST				
NORTH WEST				

Other Observation: _____

IV. ACCESSIBILITY (Distance to any of the following in km)

Municipal Hall	_____	Barangay Center	_____
Public Market	_____	School	_____
National Highway	_____	Provincial Road	_____
Municipal Road	_____	Barangay Road	_____
Other landmarks	_____ ; specify _____		

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

V. IRRIGABILITY

- A. Irrigated land where water is available to support rice and other crop production.
- B. Within irrigated service areas served with irrigation water at least in one cropping season in a year
- C. Irrigated land where water is not available to support rice and other _____ crop _____ production due to _____, but are within areas programmed for irrigation facility rehabilitation by the DA and the NIA
- D. With existing irrigation facility but not being served by DA/NIA since _____ due to _____.
- E. Lots are only partly within irrigation service areas; specify: _____
- F. With irrigation canal traversing/adjacent to the property

The property/ies was/were found to be:

- A. without land development
 with land development

Specify (i.e. road construction, excavation, tracing, drainage, etc.)

- B. without vertical infrastructure development
 with vertical infrastructure development

Specify:

Municipal Agrarian Reform Officer

Date

(To be signed by CLUPPI)
Executive Director/Regional Director

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Center for Land Use, Policy, Planning and Implementation Office
Central/RCLUPPI: _____

AUTHORIZATION TO CONVERT CASH BOND TO PERFORMANCE BOND

This is to authorize the conversion of the cash bond posted by Mr./Ms. _____ paid under Official Receipt No. _____ issued by the DAR in the amount of _____ into performance bond in view of the approval of his/her application for land use conversion on _____ (dd/mo/yr) pursuant to Conversion Order No. _____, Series of _____, considering that no illegal or premature conversion was undertaken in the area as evidenced by the following documents:

-] MARO Certification that no development was undertaken prior to issuance of Order of Conversion (LUC Form H); and
-] CLUPPI/RCLUPPI Inspection Team report attached to the application (LUC Form F).

and that the said bond was not the subject of forfeiture by the DAR.

Executive Director/Regional Director

Date

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Center for Land Use, Policy, Planning and Implementation
Office (Central/RCLUPPI) _____

To be filled up by CLUPPI/RCLUPPI

ASSESSMENT OF PERFORMANCE BOND

Name of Applicant : _____
Location of Property(ies)/Landholdings : _____
Area Applied for Conversion (In Hectares) : _____
Date of Issuance of Conversion Order : _____
Total Zonal Value (Based on LUC Form B) P _____
Amount to be paid:

- Cash manager's check/cashier's check equivalent to two point five percent (2.5%) of the total zonal value of the land P _____
- Surety Bond equivalent to fifteen percent (15%) of the total zonal value of the land P _____

Assessed by: _____

To be filled up by ACCOUNTING DIVISION

ORDER OF PAYMENT

DATE _____

PAYOR _____
PARTICULAR _____

AGRARIAN REFORM FUND (FUND 158)

JOURNAL ENTRIES

Account Symbol	Debit	Credit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Obligation No. _____
Deposit to: Trust Account _____

O.R. No. _____ Date: _____

Amount _____

Collecting Officer _____

Chief Accountant _____

Distribution of copies:

- Original - CLUPPI/RCLUPPI
- Duplicate - Accounting Division
- Triplicate - Applicant

(To be signed by CLUPPI)
Executive Director/Regional Director

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Municipal Agrarian Reform Office
Municipality of: _____

**CERTIFICATION OF COMPLETION OF PROJECT AND/OR
COMPLIANCE WITH CONDITIONS OF CONVERSION ORDER**

I. BASIC INFORMATION

- A. Name of Registered Owner/s: _____
- B. Representative: _____
- C. Developer: _____
- D. No. of Parcel/s: _____
- E. Total Area Approved for Conversion: _____
- F. Location of Property/ies: _____
- G. Purpose/s: _____
- H. Conversion Order No.: _____
- I. Date of Approval: _____
- J. Period of Development: _____
- K. Expiry Date: _____
- L. Description of Landholdings: _____

Registered Owner	Lot No.	OCT/TCT/ TD No.	Area per Title (In Hectares)	Area Applied for Conversion

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

II. STATUS OF DEVELOPMENT

This is to certify that on the basis of the ocular inspection conducted on _____(dd/mo/yr), the project was found to be:

A. () fully developed in accordance with approved development plan

B. () partially developed vis-à-vis development plan
Specify:

C. () totally undeveloped

III. STATUS OF COMPLIANCE WITH CONDITIONS IN THE CONVERSION ORDER:

A. () proponent has fully complied with conditions;

B. () proponent has not complied with conditions;

Specify:

IV. EXISTENCE OF PROTEST

A. () without protest against the application for conversion

B. () with protest against the application for conversion

Specify grounds for protest:

MUNICIPAL AGRARIAN REFORM OFFICER

Date