



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 928-70-31 TO 39

MEMORANDUM CIRCULAR)

NO. 09)
Series of 1999)

TO : All Regional Directors,
RCLUPPIs, CLUPPI 1 and 2
And Concerned

SUBJECT : Internal/Clarificatory Guidelines for the
Processing of Land Use Conversion Applications
Pursuant to Administrative Order No. 1, Series of
1999 entitled "Revised Rules and Regulations on
the Conversion of Agricultural to Non-
Agricultural Uses"

To fully implement DAR Administrative Order No. 1, Series of 1999, the following internal/clarificatory guidelines for the processing of land use conversion applications are hereby promulgated:

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 at the cost of fifty pesos (₱ 50.00) per set:

- a) DAR Central Office - Center for Land Use Policy, Planning and Implementation (CLUPPI)
- b) DAR Regional Office - Regional CLUPPI (RCLUPPI)

1.2 All applications filed and received after the effectivity of AO 1, Series of 1999, shall use the new set of application/certification forms (LUC



"Tulong-tulong sa pagsulong"



Form Nos. 1 to 7) attached to this Memorandum Circular. The CLUPPI/RCLUPPI shall likewise use the new set of internal forms (LUC Form A-K also attached) for processing of applications.

- 1.3 Applications filed under AO 1, Series of 1999 but with NIA, DA, DENR and HLURB Certifications based on the prescribed forms under AO 7, Series of 1998 and issued prior to December 28, 1998, the date the President temporarily suspended the issuance of land conversion clearances, shall be accepted up to June 30, 1999 only subject to verification with the issuing agencies/authorities. For purposes of verification, CLUPPI shall request from the DA, NIA, DENR and HLURB for a listing of certifications issued by them to applicants for the period January 2 to December 27, 1998. RCLUPPI shall also request for a listing of such certifications where appropriate. CLUPPI shall furnish RCLUPPI a list of the DA-issued certifications.
- 1.4 The CLUPPI shall be responsible for the centralized printing of the complete set of application and certification forms and shall provide copies of the LUC forms to the RCLUPPIs. It shall assign a control number to each application and certification form for inventory purposes.
- 1.5 Duly accomplished and notarized application form and complete documentary requirements must be submitted in three (3) sets (one [1] set of original copy and two [2] sets of photocopy) with the following offices:
 - a) RCLUPPI - applications involving five (5) ha and below, except for those within Cavite, Laguna, Batangas, Rizal and Quezon which shall be filed with CLUPPI-2
 - b) CLUPPI 1 - applications involving more than five (5) ha

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1.6 All applications within priority development areas for land conversion in Sec. 6 of AO 1, Series of 1999, regardless of the size, shall be filed with or endorsed to the CLUPPI.

2.0 Receipt of Application

2.1 The CLUPPI/RCLUPPI shall designate a receiving officer who shall perform the following functions:

- a) Receive the application (in 3 sets) and immediately review the same for completeness;
- b) Accomplish LUC Form A;
- c) Return the application if incomplete/insufficient;
- d) Advise the applicant, where necessary, to submit lacking requirements.

2.2 The CLUPPI/RCLUPPI shall designate a technical staff who shall assist the receiving officer in reviewing the application and accomplishing LUC Form A.

2.3 Only applications with original copies of the required certifications shall be accepted.

3.0 Assessment for Filing Fee and Cash Bond

3.1 If application is complete and sufficient, the technical staff shall issue an assessment for the filing fee (LUC Form B1) to the applicant through the receiving officer.

3.2 The filing fees shall be as follows:

| <i>Area Applied</i> | <i>Fixed Fee</i> | <i>Inspection Fee</i> |
|---------------------|------------------|-----------------------|
| 5 ha & below | ₱ 1,000.00 | ₱ 10,000.00 |
| More than 5 ha | ₱ 2,000.00 | ₱ 10,000.00 |

3.3 The technical staff shall likewise issue an assessment for the cash bond (LUC Form B2) to the applicant through the receiving officer. Only applications filed after the effectivity of AO 1, Series of 1999 shall be required to post a cash bond.

3.4 The cash bond shall be computed at two point five percent (2.5%) of the zonal value of the land as per latest issuances of the Department of Finance. The RCLUPPI shall secure from the BIR Regional Office a copy of the prescribed zonal values of all the lands within the region for verification purposes.

3.5 Upon issuance of the assessment for filing fee and cash bond, the applicant shall proceed to the Accounting Division of the Regional/Central Office for issuance of Order of Payment. Payment shall be made to the Cashier of said office. 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 applicants' option.

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) by the CLUPPI/RCLUPPI receiving officer: *Provided*, That only applications with OR number shall be marked officially received and processed accordingly.

4.0 Posting of Notice

4.1 Upon receipt of the application, the CLUPPI/RCLUPPI shall prepare, on the same day or immediately thereafter, the Notice of Application for Land Use Conversion (LUC Form D) and memorandum to the Municipal Agrarian Reform Officer (MARO) (LUC Form C), and

transmit the same to the MARO by express mail: *Provided*, That the applicant may also be permitted to handcarry a copy of the accomplished LUC Form C and D to the MARO. In all instances, the Provincial Agrarian Reform Officer (PARO) shall be furnished copies of LUC Form C and D.

4.2 Within two (2) days from receipt of the accomplished LUC Form D, the MARO shall post the same in two (2) conspicuous places in the municipality, in the barangay(s) where the property is located, and in the property itself, for a period of fifteen (15) calendar days.

4.3 The MARO shall accomplish the Certificate of Posting of Notice (LUC Form E) within one (1) day from the lapse of the prescribed period for posting, and, thereafter, transmit the same to the CLUPPI/RCLUPPI by express mail: *Provided*, That the applicant may also be permitted to handcarry a copy of the accomplished LUC Form E to the CLUPPI/RCLUPPI.

4.4 In case of applications involving priority development areas, the MARO shall post the LUC Form D within three (3) days from receipt thereof for a period of seven (7) calendar days.

5.0 Evaluation of Application

5.1 Simultaneous with the posting of Notice of Application, a CLUPPI/RCLUPPI technical staff shall evaluate the application as to its completeness and sufficiency and prepare the briefer (LUC Form F) which shall serve as reference material in the conduct of field investigation.

5.2 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.

- 5.3 All subdivision/housing development projects with a mixed Socialized Housing - Non-Socialized Housing Project, where Socialized Housing is at least 80%, will be processed as applications involving priority development areas.
- 5.4 Any protest or opposition filed against the conversion shall be disposed simultaneously with the application. However, if the protest or opposition requires the action of another entity such as the DAR Adjudication Board, prejudicial to the application, the latter shall be held in abeyance until the protest/opposition is finally resolved.

6.0 Field Investigation

- 6.1 The CLUPPI Executive Director/RCLUPPI Chairman shall designate the members of the investigating team within eight (8) days from posting of the Notice, who shall conduct field investigation and dialogue with the applicant and the affected farmer-beneficiaries, if any, to ascertain the information necessary for the in-depth evaluation of the application using as guide the Field Investigation Report (LUC Form K).
- 6.2 Prior to the conduct of field investigation, the CLUPPI/RCLUPPI shall send a radio message (LUC Form G) to the PARO requesting him to advise the MARO to accompany the investigating team. Notice of the field investigation/ocular inspection shall likewise be transmitted to the applicant.
- 6.3 The field investigation shall be conducted on the eighth 8th day from posting of the Notice: *Provided,* That for priority development areas, the field investigation must be conducted within five (5) days from acceptance of the application.
- 6.4 The investigating team shall verify, among others, the following:

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- a) Veracity of information contained in the application for land use conversion;
- b) Coverage under CARP;
- c) Whether or not the land falls within the appropriate zone in the land use plan of the city or municipality;
- d) Existence of tenants/farmworkers/*bona fide* occupants;
- e) Whether or not the tenants/farmworkers/*bona fide* occupants have been paid or have agreed to the terms of the disturbance compensation;
- f) Whether or not the area is irrigated; and
- g) Other information relevant and useful in deciding whether to approve/disapprove the conversion application.

6.5 The CLUPPI/RCLUPPI investigating team shall proceed first to the MARO before going to the site to be inspected.

6.6 The MARO shall request the tenants, farmworkers or *bona fide* occupants if any, to be present at the site during the ocular inspection.

6.7 Immediately after the field investigation, the MARO shall issue the following certifications:

- a) Certification on Conduct of Field Investigation (LUC Form H);
- b) Certification on Tenancy/Non-Tenancy and CARP Coverage and Non-Coverage (LUC Form I); and

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- c) Certification on Completion of Posting of Notice of LUC Application and With Protest/Without Protest (LUC Form J).

6.8 The CLUPPI/RCLUPPI Investigating Team shall complete the field investigation within seven (7) days. However, investigation involving priority development areas must be accomplished within three (3) days .

6.9 The investigating team shall prepare a field investigation report (LUC Form K) within three (3) days from the date of inspection and transmit the same to the Chairperson of RCLUPPI or Executive Director of CLUPPI through the Head of the CLUPPI/RCLUPPI Secretariat.

7.0 Deliberation and Resolution of Application

7.1 On the twentieth (20th) day from posting of the notice and after completion of 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.

7.2 For areas highly restricted from conversion, the CLUPPI/RCLUPPI shall endorse the application to PLUTC together with its recommendation for further review/evaluation within ten (10) days from receipt thereof.

7.3 Within ten (10) days from the date of deliberation, the CLUPPI/RCLUPPI shall prepare draft a Order of Approval or Denial, with corresponding control number, and transmit the same to the proper approving authority.

- 7.4 Within ten (10) days from submission of the recommendation, the approving authority shall resolve the application.
- 7.5 For applications involving priority development areas, the recommendation and draft order prepared by the investigating team shall be acted upon by the approving authority within two (2) days from receipt thereof.

8.0 ^x Conditions of Conversion Order

The approval of the conversion application shall be subject to the following conditions, among others:

- a) Disturbance compensation to affected tenants, farmworkers, or *bonafide* occupant in such amount or kinds as maybe mutually agreed and approved by the DAR, shall be paid within 60 days from the date of approval of the application for conversion.
- b) The use authorized in the order of conversion shall be annotated on the title of the property within 60 days from issuance of the order of conversion.
- c) The development of the area approved for conversion shall commence within one (1) year from approval of the conversion. Completion of development shall be subject to the schedule indicated in the detailed site development plan but in no case shall it extend beyond five (5) years from issuance of the Order, except as authorized by the Secretary or by the approving official on meritorious grounds.
- d) The applicant shall allow duly authorized representatives of DAR free and unhampered access to the property subject of the conversion order for the purpose of monitoring compliance with the terms and conditions thereof.
- e) The performance bond shall be posted within five (5) days from issuance of the order of conversion: *Provided, That only applications filed and*

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approved after the effectivity of AO 1, Series of 1999, shall be required to post performance bond.


- f) For priority development areas, the applicant shall secure an ECC prior to undertaking any development therein, where applicable, i.e., the project is considered environmentally critical or within environmentally critical areas as defined by law.

9.0 ^{*} Release and Transmittal of Order

- 9.1 The Order of Approval/Denial, as well as the entire Land Use Conversion Folder (LUCF), shall be forwarded to the Records Division which shall distribute copies of the Order to the concerned parties and keep custody of the LUCFs.
- 9.2 The Records Division of the DAR Central Office shall furnish a copy of the Order to the CLUPPI, RCLUPPI and concerned PARO and MARO.
- 9.3 The Records Division of the Regional Office shall furnish a copy of the Order to the RCLUPPI and concerned PARO and MARO. It shall also provide a copy of the Order, together with a copy of the LUCF to the DAR Central Office Records Division and the CLUPPI.
- 9.4 The respective Records Division shall retain the original copy of the LUCF for custody and safekeeping.

This Memorandum Circular takes effect immediately and repeals, supersedes or modifies DAR Memorandum Circular No. 3, Series of 1998 and all other issuances inconsistent hereof.

Diliman, Quezon City, MAY 15 1999.



HORACIO R. MORALES, JR.
Secretary



Department of Agrarian Reform
Center for Land Use Policy, Planning and Implementation (CLUPPI)

DOCUMENTARY REQUIREMENTS
FOR LAND USE CONVERSION

- A. **Standard Requirements.** Three (3) sets of land use conversion folder (LUCF) consisting of the following: (One (1) set original copy and two (2) sets photocopy)
1. Application for Conversion (Land Use Conversion [LUC] Form No. 1)
 2. Special Power of Attorney, if the petitioner is other than the owner of the land or Board Resolution if the owner is a corporation.
 3. True copy of the Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) certified by the Register of Deeds not later than thirty (30) days prior to filing. However, if at the time of application, the landholding is an untitled agricultural land, the following shall be required in lieu of the copy of title:
 - a. DENR Community Environment and Natural Resources Officer (CENRO) Certification that the landholding has been classified as alienable and disposable; and
 - b. Certification from DENR CENRO (for administrative confirmation of imperfect title) or the Clerk of Court of regular courts (for judicial confirmation of imperfect title) that:
 1. the titling process/proceeding has commenced; and
 2. there are no adverse claimants.
 4. Location Map, Vicinity Map and Sketch Plan showing the relative position of subject lots, TCT/OCT No/s., Lot No., area per title and area applied for conversion, all duly certified by a licensed geodetic engineer.
 5. Recent SR photographs of the property duly certified by the photographer/applicant.
 6. Socio-economic benefit cost study inclusive of detailed site development plan and work and financial plan.

7. Proof of financial and organizational capability to develop land to include: profile of developer, financial statement duly authenticated by a certified public accountant, and articles of incorporation or partnership if applicant/developer is a corporation or partnership: Provided, that if the land is to be used for socialized housing by the LGU under EO 124, S. 1993, a sangguniang 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.
8. List of tenants/farmworkers/bona fide occupants who will be affected by the land use conversion and proof of payment or agreement to pay disturbance compensation, duly attested to by the MARO.
9. Certification from the HLURB Regional Officer or the Deputized Zoning Administrator stating, among others, the zonal classification of the land citing the Municipal or City Zoning Ordinance and the date of its approval (LUC Form No. 2)
10. Certification from the authorized DA official stating, among others, the classification of the property under the NPAAAD; its convertibility status whether non-negotiable or highly restricted from conversion; and its irrigation coverage and suitability for agriculture (LUC Form No. 3) *
11. Certification from the DENR Regional Executive Director whether or not the subject area is within NIPAS, within environmentally critical areas (ECA), or will involve the establishment of an environmentally critical project (ECP) (LUC Form No. 4).
12. Official receipt showing proof of payment of filing fee and cash bonds.
13. Affidavit of Undertaking (LUC Form No. 5)

B. Special Requirements

1. If applicant is beneficiary of agrarian reform program:
 - a. Certification from the Provincial Agrarian Reform Officer (PARO) certifying, among others, that at least five (5) years have lapsed since the award of the land (LUC Form No. 6)

* Under existing DA policy, the certification shall be issued by the Secretary.

- b. Certification from the local office of Land Bank of the Philippines (LBP) that the beneficiary has fully paid his obligations with the LBP: (LUC Form No. 7): Provided, that if the land involves landed-estate or those acquired under voluntary land transfer/direct payment scheme (VLT/DPS), the certification of the PARO that the same has been fully paid by the applicant shall be required in lieu of that of the LBP.
 - c. Joint venture agreement or any other business arrangement between the EP/CLOA title holders and the developer where the land was awarded under the agrarian reform program; and where the proposed use is compatible with its agricultural character or support, maintain or enhance the agricultural productivity of the land.
2. If area is highly restricted from conversion:
 - a. Project feasibility study.
 3. If application involves ECPs or within ECAs:
 - a. Environmental Compliance Certificate (ECC)
 4. If application involves priority development areas: *
 - a. NEDA-NLUC endorsement, if under EO 124
 - b. HLURB endorsement, if for socialized housing
 - c. PEZA Board Resolution approving the project, if for ECOZONE projects.

* NOTE: ECC shall not be a pre-condition to the approval of conversion application; instead, it shall form part of the conditions thereof where applicable.

Serial No. _____

LUC FORM NO.1

Series of 1999

(To be filled-up by the applicant)

APPLICATION NO.

| | |
|------------------------|-----------------------|
| Filing Fee Paid Under: | Cash Bond Paid Under: |
| O.R. No: _____ | O.R. No: _____ |
| Date: _____ | Date: _____ |
| Amount: _____ | Amount: _____ |

(To be filled-up by the CLUPPI/RCLUPPI)

SWORN APPLICATION FOR LAND USE CONVERSION*
(Must be filled-up completely otherwise will not be accepted)

The Honorable Secretary
Department of Agrarian Reform
Quezon City

Sir:

Pursuant to DAR Administrative Order No. 1, Series of 1999, I hereby apply for the conversion of the landholding/s from agricultural to _____ use/s and submit the following information:

I. APPLICANT'S PERSONAL CIRCUMSTANCES

A. Individual Landowner
(If the applicant is the landowner)

Name _____
Postal Address _____
Telephone Number _____

B. Corporate/Partnership/Co-ownership/Gov't. Entity

Name _____
Postal Address _____
Telephone Number _____

- * To be submitted by the applicant to the DAR Regional CLUPPI (RCLUPPI) or Central Office CLUPPI together with pertinent documentary requirements as in the attached list in three (3) copies (1 set original and 2 sets of photocopy). All applications covering a total of more than five hectares shall be filed with the CLUPPI. Application for landholdings with an aggregate area of five (5) hectares and below on a project basis shall be filed with the RCLUPPI. For the purpose of determining the aggregate area involved, the area of the application/s regardless of the number of land use conversion applications or folders shall mean the total area of all applications involving:

1. Properties owned by the same person/s or entity or the owners of which are represented by the same person or entity; and
2. Properties located in the same barangay or adjacent barangay within the same Municipality/ies.

In cases where the subject matter of the applications is adjacent to areas where the DAR has previously issued conversion orders the test above on the determination of aggregate areas shall be applied for purposes of determining the approving authority.

B. LOCATION: _____
(Barangay, Municipality, Province)

C. ZONAL VALUE: (Latest as prescribed in the administrative issuances of the Department of Finance)

1. TOTAL ₱ _____
2. ₱ /sq. m. _____

D. CARP COVERAGE (If any)

- With Notice of Land Valuation and Acquisition
- With Approved Stock Distribution Option
- With Perfected Agreement on Voluntary Land Transfer/
Direct Payment Scheme
- Within Landed estate/resettlement
- Not covered by any of the above

E. LAND COVER AND USE OF APPLIED AREA

| Land Cover (e.g., grass, crops structures) | Land Use | Area (Ha.) |
|--|----------|------------|
| i. Dominant | | |
| ii. Others | | |

F. SURROUNDING LAND COVER AND USE

| Land Cover (e.g., grass, crops structures) | Land Use | Area (Ha.) |
|--|----------|------------|
| i. Dominant | | |
| ii. Others | | |

G. TERRAIN/TOPOGRAPHY

- Flat
- Upland
- Hilly
- Mountainous

(NOTE: If upland, hilly or mountainous, please attach Topographic Map)

H. APPROXIMATE DISTANCE TO ANY OF THE FOLLOWING (In km.)

| | |
|------------------------|-----------------------|
| Municipal Hall _____ | Barangay Center _____ |
| Public Market _____ | Public School _____ |
| National Highway _____ | Provincial Road _____ |
| Municipal Road _____ | Barangay Road _____ |

(NOTE: Please attach Location and Vicinity Maps)

I TENURIAL STATUS: (PLS. CHECK)

- Tenanted; No. _____
- With Farmworkers; No. _____
- With Occupants; No. _____
- Untenanted
- Without Farmworkers
- Without Occupants

(NOTE: Please attach list of affected tenants, farmworkers or occupants, if any)

J. ENCUMBRANCES:

- 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 encumbrances was constituted] to the proposed conversion of the property.)

If covered with several land titles, specify OCT/TCT Nos.

I hereby certify that all information stated above are true and correct to the best of my knowledge and that no similar/previous application has been filed, in my name or in my behalf, over the same or portion of the area applied for; either is this application part of a bigger project involving other landholdings. It is understood that any misrepresentation on my part will be sufficient cause for denial of this application or cancellation or withdrawal of conversion approval and a perpetual ban of my person or entity or my representative from any transaction involving land conversions with the DAR.

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

Signature of Landowner/ Authorized Representative

SUBSCRIBED AND SWORN to before me this ___ day of _____, _____ at _____. Landowner/Representative exhibiting his/her Residence Certificate No. _____ issued on _____ at _____.

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

Notary Public

LUC FORM NO. 2

HLURB Certification No. _____

Series of 1999

(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 | | | | | |

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

I. 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

If incorporated, name of President/Head _____

If co-ownership; name (s) of co-owner(s)

C. Representative
 (If the applicant is other than the landowner)

Name _____

Postal Address _____

Telephone Number _____

Nature of Authority (To be attached):

SPA Board Resolution

II. LAND DEVELOPER

(To be filled-up regardless of whether or not the developer is the applicant. Please attach contract for the development of the property, if the developer is other than the applicant)

Name _____

Postal Address _____

Telephone Number _____

License/Registration Number _____

III. DESCRIPTION OF LANDHOLDING/S

A. LAND TITLE/S AND AREA APPLIED

| Registered Owner | Lot No./ Survey No. | OCT/TCT/TD Patent/Deed No. | Area Per Title (Ha.) | Area Applied for Conversion (Ha.) | Location (Specific Barangay) |
|------------------|---------------------|----------------------------|----------------------|-----------------------------------|------------------------------|
| 1. _____ | _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ | _____ | _____ |

TOTAL _____

(Please attach Sketch Plan showing the relative position of lots applied for conversion to other lots and the TCT/OCT No., Lot No., area per TCT/OCT and area applied)

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 abovelisted parcel(s) of land

LUC FORM NO. 3
Series of 1999
(To be filled-up by the DA)

DA Certification No. _____

Republic of the Philippines
DEPARTMENT OF AGRICULTURE

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) |
|------------------|---------|----------------|---------------------|----------------------------------|
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| | | | | |
| TOTAL | | | | |

was/were evaluated pursuant to Department of Agriculture (DA) Administrative Order (A. O.) No. _____, Series of _____, its Network and Map of Protected Areas, DA A. O. No. 6 (1998) its Implementing Rules and Regulations (IRR) pursuant to RA 8435, and RA 8048 and its IRR Series of 1998, and subjected to actual soil testing analysis, field evaluation and verification.

The findings are as follows:

A. GENERAL DESCRIPTION OF THE PROPERTY

1. Slope Gradient (area by slope class) _____
2. Elevation (m) _____
3. Texture and depth of soil (cm) _____
4. Terrain/Topography _____

B. LAND COVER OF THE APPLIED AREA (Please check and specify)

1. Planted to coconut, specify:
 - a. Percentage or actual area: _____
 - b. No. of trees: _____
 - c. Ages of trees: _____
 - d. Average production (3 years): _____
 - e. Crops planted as intercrop: _____
 - f. PCA Program Coverage
 - Within program/projects areas
 - Not within program/project areas
2. Agricultural crop(s): specify type of crop(s) _____; and percentage or actual area _____.
3. Grasses/shrubs; specify percentage or actual area _____.
4. Forest; specify type: _____; specify percentage or area covered _____.
5. Others; specify _____; specify percentage or actual area covered _____.

C. CLASSIFICATION OF THE PROPERTY UNDER NPAAAD (Please check)

1. Irrigated area
2. Irrigable lands already covered by irrigation projects with firm funding commitment
3. Alluvial plain highly suitable for agriculture, whether irrigated or not
4. Agro-industrial plain cropland (presently planted to industrial crops)
5. Highland (located at an elevation of 500 meters or above and have the potential for growing semi-temperate and high-value crops)
6. Within agricultural land that is ecologically fragile
7. Within fishery area

D. PRESENT/PREVIOUS PRODUCTION OR SUITABILITY FOR AGRICULTURE (Please check and specify)

1. Previously planted to crop(s); specify crop _____
2. Presently planted to crop(s); specify crop _____
3. Not planted to any crop for the last ____ (number of years) due to _____
4. Production/Yield _____

5. Still economically feasible for agricultural purposes
 Has ceased to be economically feasible for agricultural purposes

(NOTE: Attach results of soil testing analysis)

E. IRRIGATION COVERAGE

1. Irrigated land where water is available to support rice and other crop production.
2. Within irrigated service areas served with irrigation water at least in one cropping season in a year
3. 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
4. With existing irrigation facility but not being served by DA/NIA at present due to _____
5. Lots are only partly within irrigation service areas; specify:

6. With irrigation canal traversing/adjacent to the property
7. Irrigable land already covered by irrigation projects with firm funding commitment
8. Irrigable land not covered by irrigation projects with firm funding commitment
9. With existing irrigation facility operated by private organization/individual; specify type of irrigation facility and source of water

10. No existing irrigation within the property
11. With existing irrigation in the adjacent/nearby farmland.
12. No existing irrigation in the adjacent/nearby farmland.
13. Others, specify : _____

F. COVERAGE UNDER SAFDZ

1. Property is not within SAFDZ
2. Property is within 5 percent allowable for conversion within SAFDZ; specify :
- a. Total irrigated lands under SAFDZ (ha) : _____
- b. Total irrigable lands already covered by irrigation projects with firm funding commitment, under SAFDZ (ha) : _____
- c. Total lands with existing or having the potential for growing high value crops, under SAFDZ (ha) : _____

- d. Percentage of area applied for conversion in relation to a, b, & c. (%) : _____
3. Within the only remaining food production area of the community
 Not within the only remaining food production area of the community
4. The land use conversion shall hamper the availability of irrigation to nearby farmlands
 The land use conversion shall not hamper the availability of irrigation to nearby farmlands.
5. The land use conversion shall result to fragmentation of agricultural land.
 The land use conversion shall not result to fragmentation of agricultural land.

(NOTE: If within highly restricted area from conversion, a project feasibility study shall be submitted as additional requirement.)

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

Given this _____ day of _____, _____.

 Authorized Official

NOTE:

1. This Certification shall not be considered as Development Permit.
2. This Certification shall not be considered as permit to cut coconut trees.

LUC FORM NO. 4
Series of 1999
(To be filled-up by the DENR)

DENR Certification No. _____

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Office of the Regional Executive Director
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.) |
|------------------|---------|----------------|----------------------|-----------------------------------|
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| | | | | |
| TOTAL | | | | |

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. However, for applications with priority development areas, an ECC shall not be a precondition to the approval of the conversion application, however, the same shall be secured, where applicable, prior to undertaking any development of the project.)

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. 5

Series of 1999

(To be filled-up by the applicant)

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF)S. S.
PROVINCE OF)

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age, Filipino, single/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 for the parcel(s) of land subject of an application for conversion;
2. I, or the person/entity I represent, have not undertaken any development activity in the land subject of application, the results of which modify or alter the physical characteristics thereof as to render it suitable for non-agricultural purpose;
3. As a sign of good faith, I have posted a cash bond paid under Official Receipt No. _____ issued by DAR _____ in the amount of _____ (P _____) which is equivalent to two and a half-percent (2.5%) of the zonal value of the property;
4. The cash bond guarantees the present status of the land and our obligation not to conduct or allow any development of any nature by any person, whether acting on our behalf or not, over the property subject of the application that will modify or alter the physical characteristics thereof as to render it suitable for non-agricultural purpose until such time that DAR has issued an Order of Conversion;
5. Through this instrument, I hereby authorize DAR to forfeit the cash bond should it find, after proper notice, that there is premature development within the area, before or after the filing of our application for conversion.

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

Landowner/Authorized Representative

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____ at _____ affiant exhibiting his/her Community Tax Certificate No. _____ issued on _____ at _____

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

Notary Public

LUC FORM NO. 6

DARPO Certification No. _____

Series of 1999

(To be filled-up by the PARO)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Provincial Agrarian Reform Office
 Province: _____

CERTIFICATION

THIS IS TO CERTIFY that the _____ parcel(s) of land situated in Barangay(s) _____ Municipality of _____ Province of _____, covering an area of _____ hectares, is/are found to be covered and distributed under the Agrarian Reform Program specifically described as follows:

| Name of Beneficiary | OCT/TCT/ TD No. | Area Per Title (Ha.) | Area Applied for Conversion (Ha.) | Date of Award | Status of Payment | Remarks |
|---------------------|--------------------|----------------------------|--|------------------|----------------------|---------|
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| TOTAL | | | | | | |

(Please attach additional sheet if necessary)

In summary, the total number of FBs involved are _____ of which _____ (no.) have fully paid their obligation and _____ (no.) have at least reached the five (5) year-lapse since the award of the land.

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

LUC FORM NO. 7

Series of 1999

(To be filled-up by the LBP Branch/Field Manager)

LBP Certification No. _____

Republic of the Philippines
LAND BANK OF THE PHILIPPINES
 Office of the Branch/Field Manager
 Branch/Field Office _____

CERTIFICATE OF FULL PAYMENT OF ARB's OBLIGATIONS

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:

| Name of Beneficiary | OCT/TCT/ TD No. | Area Per Title (Ha) | Area Applied for Conversion (Ha) |
|---------------------|--------------------|------------------------|-------------------------------------|
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| TOTAL | | | |

(Please attach additional sheet if necessary)

FURTHER, it is certified that the subject landholding/petition was found to be awarded to the following farmer-beneficiaries, namely:

FURTHERMORE, the abovementioned farmer-beneficiaries of the agrarian reform program have fully paid not fully paid their obligations.

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 _____, _____.

Branch/Field Manager

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): _____

CHECKLIST FOR APPLICATION FOR LAND USE CONVERSION OF ALL PRIVATE AGRICULTURAL LANDS

A. PETITIONER

1. Name of Applicant : _____
(Signatory in the Sworn Application for Conversion)
2. Postal Address: _____
3. Date of Filing of Petition : _____
4. Proposed Use of the Land : _____
5. Total Area Applied for Conversion (in hectare) : _____
Location of the Property : _____
6. Name of Developer : _____
Address : _____
Tel No. : _____
If the developer is not the applicant, specify proof of authority to develop the land : _____

B. LANDHOLDING INFORMATION

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

2. With encumbrance/s Yes No

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

- 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.

3. If land is tenanted : (Check)

- With proof of payment of disturbance compensation (acknowledgement receipt by tenant/farmworker), attested by the MARO; or
- With proof of undertaking to pay disturbance compensation (duly notarized agreement signed by tenant/farmworker and applicant, embodying undertaking of applicant to pay disturbance compensation)

| Type of Document | With Document | Sufficient | Not Sufficient | Without Document |
|--|---------------|------------|----------------|------------------|
| 1. Notarized Application for conversion (LUC Form No. 1) | _____ | _____ | _____ | _____ |
| 2. SPA/Board Resolution (if applicant is other than the owner) | _____ | _____ | _____ | _____ |
| 3. Photocopy of TCT/OCT Certified by ROD not later than 30 days prior to filing; if the property is untitled: <ul style="list-style-type: none"> • DENR certification that the property is alienable & disposable; and • Certification from the Clerk of Court/LMB that: <ul style="list-style-type: none"> a) the titling process/proceedings has commenced; b) there are no adverse claimants | _____ | _____ | _____ | _____ |
| 4. Location and Vicinity Maps | _____ | _____ | _____ | _____ |
| 5. Sketch Plan showing the relative positions of lots applied for conversion and the TCT and Lot Nos., area per TCT and area applied for conversion, duly prepared by a licensed Geodetic Engineer | _____ | _____ | _____ | _____ |
| 6. Topographic map (if subject property is mountainous, upland, or hilly) | _____ | _____ | _____ | _____ |
| 7. Photos of the property | _____ | _____ | _____ | _____ |
| 8. Socio-economic benefit cost study inclusive of the detailed: <ul style="list-style-type: none"> • Area development Plan • Work and Financial Plan | _____ | _____ | _____ | _____ |
| 9. Proof of financial and organizational capability to develop the land, such as: <ul style="list-style-type: none"> • Profile of developer including details of past or current development projects • Financial Statements duly authenticated by a certified public accountant • Articles of Incorporation or Partnership, if the applicant/developer is a corporation or partnership • Other relevant evidence | _____ | _____ | _____ | _____ |
| 10. For socialized housing projects to be implemented by LGU <ul style="list-style-type: none"> • SB/SP Resolution appropriating funds for the project • SB Resolution authorizing LGU to undertake the implementation of the project | _____ | _____ | _____ | _____ |
| 11. For socialized housing projects to be implemented by NHA or other gov't. agencies <ul style="list-style-type: none"> • Resolution approving the project • Resolution appropriating funds for the project implementation | _____ | _____ | _____ | _____ |

| Type of Document | With Document | Sufficient | Not Sufficient | Without Document |
|--|---------------|------------|----------------|------------------|
| 12. HLRB Certification (LUC Form No. 2) | _____ | _____ | _____ | _____ |
| 13. DA Certification (LUC Form No. 3) | _____ | _____ | _____ | _____ |
| 14. DENR Certification (LUC Form No. 4) | _____ | _____ | _____ | _____ |
| 15. Filing fee and cash bond 16. Affidavit of Undertaking (LUC Form No. 5) | _____ | _____ | _____ | _____ |
| 17. If the applicant is FB of CARP: <ul style="list-style-type: none"> • Certification from the PARO (LUC Form No. 6) • Certification from LBP (LUC Form No. 7) | _____ | _____ | _____ | _____ |
| 18. Joint venture agreement on the use of the land between the EP/CLOA holders and the developer where land was awarded under the CARP. | _____ | _____ | _____ | _____ |
| 19. If applicant involves priority development areas: <input type="checkbox"/> NEDA-NLUC endorsement if under EO 124 <input type="checkbox"/> HLRB endorsement if socialized housing <input type="checkbox"/> PEZA board resolution approving the project for ECOZONE project (Note: ECC shall not be a precondition to the approved conversion application) | _____ | _____ | _____ | _____ |
| 20. If area is highly restricted from conversion <ul style="list-style-type: none"> • Project Feasibility Study | _____ | _____ | _____ | _____ |
| 21. If application involves ECP or within ECA <ul style="list-style-type: none"> • ECC | _____ | _____ | _____ | _____ |

Remarks:

Checked 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

LUC APPLICATION FORMS

Name of Applicant: _____

Location of Property/Landholdings: _____

Area: _____

Amount to be paid: _____

₱ _____

Approved for payment:

Authorized CLUPPI/RCLUPPI
Representative

.....
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: Bureau of the Treasury

O.R. No. _____ Date _____

Amount _____

Collecting Officer _____

Chief Accountant

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 LUC APPLICATION FILING FEE

Name of Applicant: _____
 Location of Property/Landholdings: _____
 Area: _____
 Amount to be paid: _____

| | | | | | |
|---|-----------|---|----------------|---|-------|
| | Fixed Fee | | Inspection Fee | | Total |
| P | _____ | P | _____ | P | _____ |

Approved for payment:

 Authorized CLUPPI/RCLUPPI
 Representative

.....
 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: Bureau of the Treasury

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

 Chief Accountant

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 LUC APPLICATION CASH BOND

Name of Applicant: _____
Total Area: _____
Location of Property/Landholdings: _____

| Province: Municipality: | Area (Ha) | Zonal Value ₱ / m ² | Total Zonal Value (₱) |
|---|-----------|-----------------------------------|--------------------------|
| Brgy. A | | | |
| Brgy. B | | | |
| Brgy. C | | | |
| TOTAL | | | |
| Cash Bond (2.5 % of total zonal value) ₱ | | | |

Approved for payment:

Authorized CLUPPI/RCLUPPI
Representative

.....
To be filled up by ACCOUNTING DIVISION

ORDER OF PAYMENT

DATE _____

PAYOR _____
PARTICULAR _____

AGRARIAN REFORM FUND (FUND 158)

JOURNAL ENTRIES

| Account Symbol | Debit | Credit |
|----------------|-------|--------|
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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
Central Office/Region _____

DATE : _____

MEMORANDUM

TO : **MARO** _____
Municipality of _____

SUBJECT : **POSTING OF NOTICE OF CONVERSION**

1. Please be informed that _____ filed an application for conversion described in the attached Notice of Land Use Conversion Application.
2. In this regard, you are hereby instructed to post the attached Notice of Conversion Application in two (2) conspicuous places in the municipality, in the barangay(s) where the property is located, and in the property itself for a period of fifteen (15) days for the information of all concerned.

Head, CLUPPI Secretariat/
Chairman, RCLUPPI

Copy Furnished:

PARO _____
Province of _____

(To be filled up by CLUPPI/RCLUPPI
and to be posted by the MARO)

Application No. _____
Date received: _____

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

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.) |
|------------------|---------|--------------------|--------------------------|---------------------------------------|
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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 Head, CLUPPI/RCLUPPI Secretariat through the Municipal Agrarian Reform Officer, not later than fifteen (15) days from the Period of Posting. The Period of Posting shall be completed after fifteen (15) days.

Head, CLUPPI/RCLUPPI Secretariat

Posted by : _____
MARO

Date : _____

NOTE: Accomplished copy of this Notice is to be attached in the Application for Land Use Conversion while duplicate copies shall be posted at the Barangay Hall, Municipal Hall and in conspicuous premises of the land sought to be converted.

(To be filled up by CLUPPI/RCLUPPI
and to be posted by the MARO)

Application No. _____
Date Received: _____

PATALASTAS SA PAGPAPALIT-GAMIT NG LUPA

Sa pamamagitan ng paskil na ito, ipinagbibigay-alam na si _____ ay nagsumite sa Kagawaran na Repormang Pansakahan ng Aplikasyon para sa pagpapalit ng Gamit ng Lupa na sumasakop ng _____ na parsela ng lupa sa Barangay _____, Bayan ng _____, Lalawigan ng _____ na may kabuuang lawak na _____ ektarya na tukoy na kinilala ayon sa sumusunod:

| Nakarehistrong May-Ari ng Lupa | Numero Ng Lote | OCT/TCT/TD No. | Sukat Kada Titulo | Lawak ng Lupang Nais Ipapalit-Gamit |
|--------------------------------------|-------------------|-------------------|----------------------|---|
| | | | | |
| | | | | |
| | | | | |
| Kabuuang Lawak | | | | |

Ang mga nasabing parsela ay hangad na ang gamit-lupa nito ay maging pang-
_____ mula sa kasalukuyang gamit pansakahan.

Sino man ang may lehitimong pagtutol sa nasabing aplikasyon para sa pagpapalit gamit ay maglahad ng kanyang pagtutol o protesta sa pamamagitan ng kasulatang ipinapaabot sa Punong Tagapagpaganap ng Sentrong Pampatakaran, Pagplaplano, at Pagpapatupad Hinggil sa Gamit-Lupa nang hindi hihigit ng ika-labinlimang (15) araw mula ng Panahon ng Pagpapaskil. Ang panahon ng pagpapaskil ay matatapos sa loob ng labinlimang (15) araw mula sa petsang nakasaad sa ilalim.

Punong Tagapagpaganap, CLUPPI/RCLUPPI

Ipinaskil ni: _____
M A R O

Noong: _____
Petsa

Paalala: Isang sipi nitong napunuang Paskil Pambigay-Alay ay isasama sa Aplikasyon para sa Pagpapalit-Gamit na Lupa habang ang mga tulad-sipi ay tig-isang ipapaskil sa Bulwagang Pambarangay, Bulwagang Pambayan at sa isang panulukan sa loob ng lupaing hangad na palitan ng gamit-lupa na madaling mapansin ng madla.

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

**CERTIFICATION ON POSTING OF
NOTICE OF LAND USE CONVERSION APPLICATION**

This is to certify that the Notice of Land Use Conversion Application of the property owned by _____ involving _____ hectares of land situated at Barangay _____ Municipality of _____, Province of _____ has been posted at the:

Barangay Hall on _____
Premises of the land sought to be converted on _____

Municipal Agrarian Reform Officer

Date

Note: Should be accomplished by the MARO at the start of posting.

(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): _____

B R I E F E R

APPLICATON FOR LAND USE CONVERSION

Name of Applicant : _____
 Representative : _____
 Address : _____
 Location of Property : _____
 Total Area (Ha) : _____
 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 | Date |
|--------|---------|--------------------|------|
| HLURB | | | |
| DA | | | |
| DENR | | | |

| Other Documents | Remarks |
|---|---------|
| <p>(Attached additional sheet if necessary)</p> | |

Findings/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); _____

RADIO MESSAGE

FOR : **PARO** _____
Province of _____

FROM : _____
Head, CLUPPI/RCLUPPI Secretariat

SUBJECT : **CONDUCT OF OCULAR INSPECTION**

DATE : _____

Please be informed that CLUPPI/RCLUPPI members will conduct ocular inspection on _____ on the property being applied for land use conversion by _____ located at Brgy. _____, Municipality of _____, Province of _____.

Please advise the concerned MARO to inform the applicant and make himself available on the said date to accompany CLUPPI/RCLUPPI members at the site. CLUPPI/RCLUPPI members will proceed to the MARO Office before proceeding to the area.

If the landholdings are tenanted/with farmworkers/with bonafide occupants, the MARO is further requested to inform all concerned to be at the site during the ocular inspection.

APPROVED FOR TRANSMISSION:

Head, CLUPPI/RCLUPPI

(To be accomplished by the MARO)

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

**CERTIFICATION ON CONDUCT OF FIELD
INVESTIGATION**

This is to certify that the CLUPPI/RCLUPPI Field Investigation Team composed of

_____ has conducted a thorough field investigation-verification on _____, pursuant to DAR A.O. No. ____, Series of _____, in relation to the application for :

- Land Use Conversion
- Exemption/Exclusion
- Lifting of Notice of Land Acquisition and Valuation

Filed by _____ on _____
over parcels of land with TCT/OCT/TD No/s. _____
covering an aggregate area of _____ hectares more or less situated in
Brgy. _____, Municipality of _____
Province of _____

MARO

Date

(To be accomplished by the MARO)

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

CERTIFICATION ON TENANCY/NON-TENANCY AND CARP COVERAGE/NON COVERAGE

The undersigned certifies that the landholding/s described hereunder:

| Registered Owner | OCT/TCT/ TD No/s. | Lot No. | Area (Ha.) | Location/Brgy. |
|------------------|----------------------|---------|---------------|----------------|
| | | | | |
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is/are found to be:

- Untenanted
 Tenanted; No. of Tenants _____
 With Farmworkers; No. of Farmworkers _____
 With Occupants; No. of Occupants _____
 None of the above

and that

- Notice of Land Acquisition/Valuation has been issued
 No Notice of Acquisition/Valuation has been issued
 VLT Agreement has been executed between the LO and the tenants
 No VLT Agreement has been executed between the LO and the tenants
 Retained area
 Others, specify _____

MARO

Date

(To be accomplished by the MARO after period of posting)

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

**CERTIFICATION ON COMPLETION OF
 POSTING AND WITH PROTEST/WITHOUT PROTEST**

This is to certify that the Notice for Land Use Conversion Application for landholding/s described hereunder:

| Registered Owner | OCT/TCT/TD No/s. | Lot No. | Area (Ha.) |
|------------------|---------------------|---------|------------|
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involving _____ hectares of land situated at Barangay _____,
 Municipality of _____, Province of _____ was
 posted at:

- Barangay Hall
- Municipal Hall
- Premises of the land sought to be converted
 on _____ until _____.

and that:

- There is no protest filed against land use conversion application
- There is protest against land use conversion application
 Filed by : _____
 No. of Protestants: _____
 Grounds : _____

 MARO

 Date

(To be filled up by the Investigating Team)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 (Must be filled-up completely)

FIELD INVESTIGATION REPORT

I - BASIC INFORMATION

- A. Name of Applicant : _____
- B. Location of Property : _____
- C. Total Area (ha) : _____
- D. Proposed Use : _____
- E. Date of Inspection : _____

II - DESCRIPTION OF LANDHOLDINGS

A. BASIC DATA

| Registered Owner | Lot/Survey No. | OCT/TCT/TD Patent/Deed No. | Area Per Title | Area (Ha) Applied | Location (Barangay) |
|------------------|----------------|----------------------------|----------------|-------------------|---------------------|
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| | | | | | |
| TOTAL | | | | | |

B. DISTRIBUTION

- Contiguous
- Scattered

C. TERRAIN/TOPOGRAPHY

- TOPOGRAPHY:
- Flat Area: _____
 - Upland Area: _____
 - Hilly Area: _____
 - Mountainous Area: _____
 - Plateau Area: _____
 - Valley Area: _____

- ELEVATION:
- Less than 500 meters
 - App. 500 meters or above

Remarks: _____

III. LAND USE

A. APPLIED AREA

1. Dominant

| LAND COVER (e.g. crop, grass, structure) | LAND USE | AREA (Has.) | Remarks (If planted to crop, specify type of crop, level of productivity, others) |
|--|----------|-------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2. Others

| 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: _____

B. SURROUNDING AREAS

| | LAND COVER (e.g. crop, grass/structure) | LAND USE | AREA (Has.) | Remarks (Specify type of crop, level of productivity, others) |
|--------------|---|----------|-------------|---|
| NORTH | | | | |
| SOUTH | | | | |
| EAST | | | | |
| 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
- G. Irrigable land already covered by irrigation projects with firm funding commitment
- H. Irrigable land not covered by irrigation projects with firm funding commitment

- I. With existing irrigation facility operated by private organization/ individual; specify type of irrigation facility and source of water _____
- J. No existing irrigation within the property
- K. With existing irrigation in the adjacent/nearby farmland.
- L. No existing irrigation in the adjacent/nearby farmland.
- M. With existing source of water ; specify _____
- N. Others, specify : _____

Other observation: _____

VI. TENURIAL STATUS

- Tenanted; No. _____ Untenanted
- With farmworkers (FWs) ; specify: W/o Farmworker
- No. of regular FWs: _____ W/o Occupants
- No. of seasonal FWs: _____
- No. of other FWs: _____
- With Bonafide Occupants; No. _____

Remarks: _____

List of Affected Tenants/Farmworkers/Occupants:

| NAME | AREA CULTIVATED/ OCCUPIED | CROPS PLANTED |
|------|------------------------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

(Attach additional sheet if necessary)

VII. CARP COVERAGE

- With notice of land valuation and acquisition
- Covered under VLT/DPS
- Without notice of land valuation and acquisition
- Not covered under VLT/DPS
- Retained area
- Others, specify _____

Remarks: _____

Key Informants: _____
 (Specify name of MARO, BARC Chairman, Brgy Chairman, Coop Leader/Official, Affected Tenants/ Farmworkers/Occupants)

VIII. DISTURBANCE COMPENSATION

- Without proof of disturbance compensation or undertaking to pay disturbance compensation
- With proof of disturbance compensation attested by the MARO
- With oath of undertaking to pay disturbance compensation, issued by _____, attested by the MARO, in the form/amount of (specify package of compensation/benefits) _____
- With substantial agreement of the tenant/farmworkers/bonafide occupants to the terms of the disturbance compensation, attested by the MARO, (specify package of compensation/ benefits) _____

Remarks: _____

Key Informants: _____
 (Specify name of MARO, BARC Chairman, Brgy Chairman, Coop Leader/Official, Affected Tenants/ Farmworkers/Occupants)

IX. CITY/MUNICIPALITY CLASSIFICATION

The city/municipality of _____ is classified as:

- Highly urbanized city
- Independent component city
- Component city
- 1st class municipality
- 2nd class municipality
- 3rd class municipality
- 4th class municipality
- 5th class municipality
- 6th class municipality

As of _____:

X. ZONING**A. CLASSIFICATION STATUS**

- Agricultural Area _____ (ha)
- Residential Area _____ (ha)
- Industrial Area _____ (ha)
- Commercial Area _____ (ha)
- Others; specify: _____

B. BASIS

1. Zoning Ordinance No. _____; Dated: _____
2. HLRB Board Resolution No. _____; Dated: _____
3. SP Resolution No. _____; Dated: _____

Remarks: _____

XI. AREA DEVELOPMENT

- A. Without land development
 - With land development
- Specify (e.g., road construction, excavation, drainage, tracing, etc.)

- B. Without vertical infrastructure development
- With vertical infrastructure development

Specify

XII. PROTEST/STRONG PUBLIC OPPOSITION

- A. Without protest against land use conversion application
- B. With protest against land use conversion application

1. Protestant(s)

Name(s): _____

Number: _____

2. Grounds:

3. Status:

Filed with:

- MARO Office of the Secretary
- PARO DARAB
- RARO Inspection Team
- Others, specify

XIII. OTHER ISSUES/OBSERVATIONS

XIV. RECOMMENDATIONS

A. RESOLUTION OF APPLICATION

- Approval Area (ha) _____
- Denial Area (ha) _____
- Defer Area (ha) _____
- Others, specify _____

B. PROPOSED CONDITION(S)

NOTE: Photographs of the property, the improvements/developments (if any), and the surrounding areas shall be attached to this report.

INVESTIGATING TEAM:

(Signature over Printed Name)

Date

(Signature over Printed Name)

Date

(Signature over Printed Name)

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 LUC PERFORMANCE BOND

Name of Applicant: _____

Location of Property/Landholdings: _____

Area: _____

Date of Issuance of Conversion Order: _____

Total Zonal Value (Based on LUC Form B₂) P _____

Amount to be paid:

- Cash, manager's check, cashier's check, irrevocable letter of credit, bank draft equivalent to two point five percent (2.5%) of the total zonal value of the land: P _____
- Bank guarantee equivalent to five percent (5%) of the total zonal value of the land: P _____
- Surety equivalent to fifteen percent (15%) of the total zonal value of the land: P _____
- Cash Bond: P _____

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