



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM
ELLIPTICAL ROAD, DILIMAN, QUEZON CITY • TELS. 928-7031 TO 39

MEMORANDUM CIRCULAR

No. 06
Series of 1997

TO : ALL REGIONAL DIRECTORS
ALL RCLUPPI Executive Committee
ALL RCLUPPI SECRETARIAT HEADS AND MEMBERS

SUBJECT : ADDITIONAL GUIDELINES ON LAND USE CONVERSION
APPLICATION PROCESSING AND STATUS REPORTING

To ensure prompt processing and evaluation or resolution of land use conversion applications, as well as to preclude backtracking of the application-folders (LUCFs), the following shall be consistently observed, viz:

1. No land use conversion application shall be accepted unless all the applicable documentation requirements are duly completed as mandated under Provision VII of Administrative Order No. 12, Series of 1994, as supplemented by Administrative Order no. 4, Series of 1995. The RCLUPPI Secretariat shall return the Land Use Conversion Application - Folder (LUCF) to the applicant, together with the Documentary Requirement Checklist (CLUPPI Review Form No. 01) duly accomplished and signed by the RCLUPPI Head Secretariat.
2. The RCLUPPI shall ensure the sufficiency, completeness, and authenticity of certifications and other documents submitted.
3. All Conversion Orders shall be properly docketed, according to region, year issued and number sequence of the Order, e.g., 04-1997-001: represents Region IV, granted in 1997, Sequence of Order (three digits starting at 001).
4. Copies of the Conversion Orders shall be copy furnished the following Offices: MARO, PARO, CLUPPI, USEC-PPO/LAO and OSEC.
5. All original copies of LUCF, together with the duly signed Conversion Order, shall be forwarded to the Records Management Division, Central Office DAR thru the CLUPPI. Duplicate copy, however, shall be retained by the Records Division, RARO.




"Tulong-tulong sa pagsulong"



6. The RCLUPPI thru the Regional Director shall submit Quarterly Report using the following prescribed forms, viz:
- a. CLUPPI Report Form No. 01.
Regionwide Status of Under Process Conversion Applications,
(Monthly Report) ;
 - b. CLUPPI Report Form No. 02.
Regionwide Masterlist of Approved Conversion Applications,
(Monthly Report);
 - c. CLUPPI Report Form No. 03.
Regionwide Masterlist of denied Conversion Applications,
(Monthly Report);
 - d. CLUPPI Report Form No. 04.
Regionwide Status and Masterlist of Under Process Application
for Exemption under DOJ Opinion No. 44 or A. O. No. 6, Series
of 1994.(Monthly Report)
7. The Report Forms shall be accomplished every month by the RCLUPPI and to be submitted quarterly to the OSEC thru the CLUPPI, i.e., one (1) week after of each month.

For strict compliance.

Effective immediately. January 29, 1997.


ERNESTO D. GARILAO
Secretary



LAND USE CONVERSION
DOCUMENTARY REQUIREMENTS CHECKLIST

A. PETITIONER

1. Name of Applicant : _____
Address of Applicant: _____
Telephone Number: _____
2. Date of Filing: _____
3. Proposed Use: _____
4. Total Area Applied (in hectare): _____
5. Location: _____
6. Name of Developer: _____
Address: _____
Tel. No. _____

B. STANDARD DOCUMENTARY REQUIREMENTS SUBMITTED:

- 11 1. Application for conversion;
- 11 2. Photocopy of TCF/OCT a certified by ROD;
- 11 3. Location Plan/Vicinity Map;
- 11 4. Area Development Plan including Work and Financial Plan;
- 11 5. Statement of justification on potential economic/social benefits of the project;
- 11 6. Recent photographs of the property;
- 11 7. Proof of financial and organizational capability to develop the land, such as:
 - 11 7.1. Profile of developer, including details of past or current development projects;
 - 11 7.2. Financial Statements duly authenticated by a certified public accountant;
 - 11 7.3. Articles of Incorporation or Partnership, if the applicant/developer is a corporation or partnership;
- 11 8. CEC issued by the HLRB Regional Officer (LUC Form No. 2) or Provincial Planning and Development Coordinator (LUC Form No. 3) that proposed use conforms with approved Land Use Plan.
- 11 9. CEC issued by the NIA Regional Manager or President of cooperation/irrigators' association that the area is not covered by AO No. 20, Series of 1992 (LUC Form No. 4 or No. LUC Form No. 4-A)
- 11 10. CEC issued by the DENR Regional Director that the proposed conversion is ecologically sound (LUC Form No.5)
- 11 11. (If the land falls within agricultural zone at the time of filing) CEC by the DA Regional Director (LUC Form No.6)

11 12. (If the land falls within agricultural zone) CEC from the LGU that the land or locality has become highly urbanized (LUC Form No. 7)

11 13. (If the land falls within the agricultural zone) City/Municipal Council Ordinance/Resolution endorsing the application for conversion

11 14. (If the applicant is an FB of the CARP) CEC from the DAR that the applicant is the actual farmer-awardee, and at least five (5) years have lapsed since the award of the land to him (LUC Form No. 8)

11 15. (If applicant is an FB of the CARP) CEC issued by the LBP that FB has fully paid his obligation (LUC Form No. 9)

11 16. (If property is a coconut land) CEC issued by the PCA Manager (LUC Form No. 10)

11 17. RCLUPPI Field Investigation Report (LUC Form No. 12)

C. RECOMMENDATIONS:

1. RCLUPPI _____ Date: _____

2. RD _____ Date: _____

RECEIVING PERSONNEL:

NAME: _____ Date _____

(If documents are incomplete, return to proponent with a copy of this form. However, if found complete, accept the application, record and attached this form. Forward the LUCF to the Head Secretariat for assignment to member. Assigned to _____ on _____.

REVIEWED & EVALUATED BY :

Name: _____ Date _____

OBSERVATIONS: _____

NOTED BY: _____ REMARKS: _____

Head Secretariat

(VERY IMPORTANT: ONCE THE APPLICATION IS ACCEPTED THIS FORM SHALL NEVER BE DETACHED FROM THE LUCF).

DEPARTMENT OF AGRARIAN REFORM
 RCLUPPI, REGIONAL OFFICE

RCLUPPI
 REPORT
 ORN-01
 1997

REGIONWIDE STATUS AND MASTERLIST OF UNDER PROCESS CONVERSION APPLICATIONS
 MONTH OF _____ QUARTER REPORT, 1997

SLIP NUMBER (1)	APPLICANT/PETITIONER (2)	AREA (HKS.) (3)	LOCATION (4)	PROPOSED USE (5)	DATE RECEIVED* (6)	STATUS OF APPLICATION (7)
1			BABANGAY, MUNICIPAL, PROVINCE			
2						
3						
4						
5						
6						
7						

* When accepted with complete documentary requirements.

REGIONAL TOTAL

- LEGEND
- Applications are to be numbered sequentially, e.g., 1, 2, 3 ... n
 - Name of Applicant or Proponent, e.g., PRIMILLANUS Inc., rep by Domingo Ramos
 - Area Applied for EXEMPTION, in hectares, e.g., 24.4321 hectares
 - Location of landholdings, name of barangay, town and province in that order.
 - Purpose of Conversion, e.g., SHUP, residential, commercial, industrial, res/comm/ind, etc.
 - Date when accepted with complete documentary requirements, presented as mm-dd-yy.
 - Updated status of application at the time of reporting, e.g.:

NO. LUCF

AREA (Ha.)

SUMMARY STATUS :
For evaluation
for deliberation
for field investigation and validation/UCI
Deliberated: Prepared Order for signature
Del: Sent Notice for Lack of requirements
AC Regional Director for action
forwarded to CIUPPI, UARCU

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.....
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TOTAL (CROSS-CHECK)

Prepared by :

Verified correct by:

APPROVED BY:

Date:

Chairman, NCUUPPI Executive Committee
Date:

Regional Director
Date

DEPARTMENT OF AGRARIAN REFORM
 RCLUPPI, REGIONAL OFFICE

RCLUPPI
 REPORT
 FORM 02
 5. 1997

REGIONWIDE STATUS AND MASTERLIST OF APPROVED CONVERSION APPLICATIONS
 MONTH OF _____ QUARTER REPORT, 1997

LUCE NUMBER (1)	APPLICANT/PETITIONER (2)	AREA (HA.) (3)	LOCATION BARANGAY, MUNICIPAL, PROVINCE (4)	PROPOSED USE (5)	DATE RECEIVED* (6)	DATE APPROVED (7)
1						
2						
3						
4						
5						
6						
7						

REGIONAL TOTAL

- LEGEND 1 Applications are to be numbered sequentially, e.g. 1, 2, 3 ... n.
 2 Name of Applicant or Proponent, e.g., Ayala Lands Inc., rep by Marian Ramos
 3 Area Applied for conversion, in hectares, e.g., 4.4321 hectares
 4 Location of property, i.e., name of town, then barangay, and province
 5 Proposed use, e.g., SHOPT, residential, commercial, industrial, res/comm/ind, etc.
 6 Date received by the Regional Office (RCLUPPI), presented as mm-dd-yy.
 7 Date when Conversion Order was signed by the Regional Director, presented as mm-dd-yy.

APPROVED BY:

Regional Director

Date

Verified correct by:

Chairman, RCLUPPI Executive Committee

Date:

Prepared by :

Date:

CLUPPI-10 JANUARY 1997.FMS

DEPARTMENT OF AGRARIAN REFORM
 RCLUPPI, REGIONAL OFFICE

RCLUPPI
 REPORT
 FORM 03
 S. 1997

REGIONAL STATUS AND MASTERLIST OF DENIED CONVERSION APPLICATIONS
 MONTH OF _____ QUARTER REPORT, 1997

LUCE NUMBER (1)	APPLICANT/PETITIONER (2)	AREA (HA.) (3)	LOCATION (4)	PROPOSED USE (5)	DATE RECEIVED* (6)	DATE DENIED (7)
1			BARANGAY, MUNICIPAL, PROVINCE	(5)	(6)	(7)
2						
3						
4						
5						
6						
7						

REGIONAL TOTAL

- LEGEND 1 Applications are to be numbered sequentially, e.g. 1, 2, 3 ... n.
 2 Name of Applicant or Proponent, e.g., Ayala Lands Inc., rep by Marian Ramos
 3 Area Applied for conversion, in hectares, e.g., 4,4321 hectares
 4 Location of property, i.e., name of town, then barangay, and province
 5 Proposed use, e.g., SHOP, residential, commercial, industrial, res/comm/ind, etc.
 6 Date received by the Regional Office (RCLUPPI), presented as mm-dd-yy.
 7 Date when Conversion Order was signed by the Regional Director, presented as mm-dd-yy.

Prepared by :

Date:

Verified correct by:

Chairman, XCUUPI Executive Committee

Date:

APPROVED BY:

Regional Director

Date

XCUUPI-10 JANUARY 1997.F06

DEPARTMENT OF AGRARIAN REFORM
 HCLUPPI, REGIONAL OFFICE

REGIONWIDE STATUS AND MASTERLIST OF UNDER PROCESS EXEMPTION APPLICATIONS
 MONTH OF _____ QUARTER REPORT, 1997

LOC#	APPLICANT/PETITIONER (1)	AREA (HAS.) (3)	LOCATION	PROPOSED USE (5)	DATE RECEIVED* (6)	STATUS OF APPLICATION (7)
1			BARANGAY, MUNICIPAL, PROVINCE (4)			
2						
3						
4						
5						
6						
7						

* When accepted with complete documentary requirements.

REGIONAL TOTAL

- 1. Applications are to be numbered sequentially, e.g., 1, 2, 3 ... n
- 2. Name of Applicant or Proponent, e.g., PRINELANDS Inc., rep by Domingo Ramos
- 3. Area applied for EXEMPTION, in hectares, e.g., 24.4321 hectares
- 4. Location of landholdings, name of barangay, town and province in that order.
- 5. Purpose of exemption, e.g., residential, commercial, industrial, res/comm/ind, etc.
- 6. Date when accepted with complete documentary requirements, presented as mm-dd-yy.
- 7. Updated status of application at the time of reporting, e.g.:

AREA (No.)

NO. LUCF SUMMARY STATUS :

for evaluation
for deliberation
for field investigation and validation/OCI
Deliberated: Prepared order for signature
Del: Sent Notice for Lack of Requirements
AL Regional Director for action
forwarded to CIUPPI, DARCW

TOTAL (CROSS-CHECK)

Prepared by :

Verified correct by:

Date:

(Chairman, XCIUPPI Executive Committee

Regional Director

Date