



## DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO Q3  
Series of 1998

TO : All Regional Directors, RCLUPPIs,  
Central Office CLUPPI 1 and 2, and  
All Others Concerned

FROM : The DAR Secretary

SUBJECT : **Internal Guidelines for the Processing of Land Use Conversion Applications Under Administrative Order No. 7, Series of 1997: "Omnibus Rules and Procedures Governing Conversion of Agricultural Lands to Non-Agricultural Uses," and its Amendments**

### A. Filing of Application

1. Applicant can secure one complete set of the Land Use Conversion Application/Certification forms (LUC Form Nos. 1 to 7 of A. O. 7 and LUC Checklist) from any of the following DAR offices **at the cost of ₱50.00 per set:**
  - a. DAR Central Office -Center for Land Use Policy and Planning Implementation (CLUPPI)
  - b. Regional Agrarian Reform Office – RCLUPPI

The CLUPPI shall be responsible for the centralized printing of the complete set of application/certification forms and shall provide copies of the form to the different RCLUPPIs. The CLUPPI shall assign control number of the application/certification form for inventory purposes.

2. Accomplished and completed application forms and documentary requirements must be submitted in five (5) sets (**one set of original copy and four (4) sets of photocopy**) with the Central Office CLUPPI or the Regional CLUPPI depending on which office has the corresponding jurisdiction.

### B. Receiving the Application

1. All applications covering a total area of more than five (5) hectares shall be filed with, and received by, the CLUPPI. The RCLUPPI shall receive applications for landholdings with an aggregate area of five (5) hectares and below on a project basis.

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:

- a. Properties owned by the same person/s or entity or the owners of which are represented by the same person or entity; and
- b. Properties located in the same baranggay or adjacent baranggays within the same Municipality/ies.

In cases where the subject matter of the application 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.

**2. The CLUPPI /RCLUPPI shall designate a receiving officer, who shall:**

- a. Receive the application (in 5 sets) and immediately review the completeness of the application and accomplish the checklist (LUC Form A); and,
- b. Return the application if incomplete/insufficient or give the applicant a copy of LUC Form A indicating the lacking requirements.

3. The reviewing technical staff shall assist the receiving officer in reviewing the application and accomplishing LUC Form A. All required certifications, i.e., HLRB, DA, NIA and DENR, as well as the SPA, should be original copies.

**C. Assessment of Land Use Conversion (LUC) Application Filing Fee**

1. If application is complete and sufficient, the reviewing technical staff shall issue an **assessment of LUC application filing fee** (LUC Form B) to the applicant, through the receiving officer.

The LUC application filing fees shall be as follows:

Applications	Fixed Fee	Variable Fee
Filed with the Regional Offices of the DAR or the Regional CLUPPI (five hectares or below)	₱1,000.00	None
Filed with CLUPPI	₱2,000.00	Additional ₱10,000.00 for areas in Mindanao
	₱2,000.00	Additional ₱7,000.00 for areas in the Visayas

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	₱2,000.00	Additional ₱4,000.00 for areas in Luzon
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2. Upon issuance of the approved assessment of LUC application filing fee, the applicant shall be advised by the receiving officer to proceed to the Accounting Division for the issuance of the Order of Payment before paying to the Cashier.
3. **The amount paid, number and date of Official Receipt (OR) must be written by the CLUPPI/RCLUPPI receiving officer on the application form (LUC Form No. 1). Only those applications with OR Number shall be marked officially received and will be processed accordingly. The receiving officer shall also write the application number on LUC Form No. 1 for applications officially received, for control purposes.**

**D. Posting**

1. Upon receipt of the OR of payment from the applicant, the:
  - a. CLUPPI/RCLUPPI shall prepare the Notice of Land Use Conversion Application (LUC Form D) and memorandum to the MARO (LUC Form C) advising him to post the Notice and transmit both Notice and the Memorandum to the MARO, by express mail, **copy furnish the PARO.**

**Aside from the express mail, applicant maybe allowed to hand-carry a copy of the accomplished Notice of Land Use Conversion Application (LUC Form D) and Memo to the MARO.**

2. **Upon receipt** of the accomplished Notice of Land Use Conversion Application (LUC Form D) by express mail or thru the applicant, the MARO shall post LUC Form D in two conspicuous places in the municipality for a period of 15 calendar days, and accomplish the Certification on Posting of Notice of Land Use Conversion Application (LUC Form E), and then send the same to the CLUPPI/RCLUPPI by express mail. **Aside from express mail, the applicant may again be allowed to hand carry a copy of the Certification and submit the same to the CLUPPI /RCLUPPI.**

**E. Evaluation**

1. Simultaneous with the posting of Notice of Land Use Conversion Application, the CLUPPI/RCLUPPI technical staff shall evaluate the application as to completeness, consistency and sufficiency of the documents, and, accomplish the Evaluation Sheet (LUC Form F).

2. The CLUPPI/RCLUPPI shall immediately inform the applicant of any lacking requirements and/or issues that have to be clarified (including inconsistency/insufficiency of information in the documents).
3. **On titled lands being applied for conversion that have encumbrances, the applicant shall be required to submit concurrence from the mortgagee.**

**F. Conduct of Field Investigation/Ocular Inspection**

1. Within five (5) working days from the date of completion of the posting requirement, the CLUPPI Executive Director/RCLUPPI Chairman shall designate a member/s of the CLUPPI/RCLUPPI together with a member/s of the Secretariat, to conduct a field investigation and dialogue with the applicants and the affected farmer-beneficiaries, to ascertain the information necessary for the in-depth evaluation of the application. A briefer on the results of the evaluation of the LUCF shall serve as the reference material of the Team in the conduct of the field investigation.
2. Prior to the conduct of ocular inspection, CLUPPI/RCLUPPI shall send a radio message (LUC Form G) requesting the PARO to advise the MARO to accompany the CLUPPI/RCLUPPI Investigation Team. The CLUPPI/RCLUPPI shall also inform the applicant of the ocular inspection.
3. The CLUPPI/RCLUPPI Investigation Team shall proceed to the MARO office before proceeding to the site to be inspected.
4. The MARO shall inform the tenants, if any, to be at the site during the ocular inspection.
5. **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
  - c. Certification on Completion of Posting of Notice of Land Use Conversion Application and With Protest/Without Protest (LUC Form J).

**G. Field Investigation Report**

1. CLUPPI/RCLUPPI Investigation Team shall prepare Field Investigation and Verification Report (LUC Form K) within two (2) working days from the date of inspection and transmit the same to the Chairperson or Executive Director of the CLUPPI/RCLUPPI through the Head of the CLUPPI/RCLUPPI Secretariat.

#### H. Approval/Disapproval

1. Within ten (10) working days from submission of the Investigation Report, the CLUPPI/RCLUPPI shall deliberate on the application and recommend the appropriate action on the same.
2. Within ten (10) working days from the date of deliberation, the CLUPPI/RCLUPPI shall prepare the Draft Order of Approval or the Order of Denial, **with the corresponding control number** and transmit the same to the concerned approving authorities, as follows:
  - a. DAR Regional Director, for application covering five (5) hectares and below.
  - b. Undersecretary designated by the Secretary, for application in excess of 5 hectares up to 50 hectares.
  - c. Secretary, for application above 50 hectares.
3. Within ten (10) working days from the submission of the recommendations, the approving authority shall issue his/her action on the application.

#### I. Releasing and Transmittal of Signed Order

1. The Order of Approval/Denial, as well as the Land Use Conversion Folder (LUCF), shall be forwarded to the Records Division which will distribute copies of the Order to the concerned parties and keep custody of the LUCFs.
2. The Records Division of the DAR Central Office shall give one copy of the Order to the CLUPPI as well as one copy to the RCLUPPI and concerned PARO/MARO.
3. The Records Division of the Regional Office shall give one copy of the Order to RCLUPPI and concerned PARO/MARO. It shall also give two copies of the Order, together with one copy of the LUCF, to the DAR Central Office Records Division, thru the CLUPPI. The CLUPPI shall retain one copy of the Order for its monitoring purposes and forward the other copy of the Order and the LUCF to the DAR Central Office Records Division.
4. The respective Records Division shall safekeep the original copy of the LUCF.

Diliman, Quezon City

February 6, 1998

  
ERNESTO D. GARLAO  
Secretary

MC/other/(and use)



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

Documentary Requirements  
for Land Use Conversion

- A. General Requirements. Five (5) Sets of the following:
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.
  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 Certification that the landholding has been classified as alienable and disposable; and
    - b. Certification from either the Land Management Bureau (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/proceedings has commenced; and
      2. there are no adverse claimants.
  4. Sketch Map, Vicinity Map of the land duly prepared by a licensed engineer, and Area Development Plan including Work and Financial Plan, statement of justification of economic/social benefits of the project and recent 5R photographs of the property being applied for conversion.
  5. Proof of financial and organizational capability to develop the land, such as:
    - a. Profile of developer, including details of past or current development projects.

- b. Financial Statements duly authenticated by a certified public accountant
  - c. Articles of Incorporation or Partnership, if the applicant/developer is a corporation or partnership.
6. Zoning certification from the HLURB Regional Officer on the classification of the land, citing the Ordinance under which the property was re-classified and the date of its approval. (LUC Form No.2)
  7. Certification from the DA Regional Director and NIA Regional Manager stating the classification of the property under the Network or Protected Areas for Agriculture and irrigation coverage of the property. (LUC Form No. 3 and 4)
  8. Certification from the DENR Regional Executive Director that the area subject of conversion is not within the NIPPERS and/or environmentally critical or highly restricted area for conversion. (LUC Form No. 5)
  9. Official Receipt showing proof of payment of the Filing Fee.
- B. Additional requirements when the applicant is a beneficiary of the Agrarian Reform Program:
1. Certification from the Director, Bureau of Land Acquisition and Distribution (BLAD-DARCO) that the applicant is the actual farmer-awardee, that at least five (5) years have elapsed since the award of the land to the awardee and that the obligations for the payment of the land have been fully paid (for DPS-VLT) (LUC Form No. 6).
  2. Certification by the Land Bank of the Philippines (LBP in the area that the farmer-awardee has fully paid his obligations with the Land Bank of the Philippines (for LBP financed lands). (LUC Form No. 7)
- C. Additional Requirements for conversion of properties falling within the areas Highly Restricted for Conversion shall be a social benefit cost analysis of the project approved by the DA and an EIA and/or ECC from the DENR.
- D. An additional requirements for conversion of Priority Areas under E.O. 124 (1993) falling under the areas Highly Restricted for Conversion shall be an endorsement from NEDA-NLUC and a social benefit cost analysis of the project approved by the DA and/or an EIA and/or ECC from the DENR

The Social Benefit Cost Analysis may be waived if the priority area falls within those highly restricted from conversion, in the exercise of sound discretion by the DAR, but the EIA or ECC shall always be required.



**LUC FORM NO.1**  
Series of 1997  
(To be filled-up by the applicant)

**APPLICATION NO.** \_\_\_\_\_  
Filing Fee Paid Under: \_\_\_\_\_  
O.R. No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Amount: \_\_\_\_\_

**SWORN DECLARATION/APPLICATION FOR CONVERSION\***

The Honorable Secretary  
Department of Agrarian Reform  
Quezon City

Sir:

Pursuant to DAR Administrative Order No. \_\_\_\_\_, Series of 19\_\_\_\_, 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. Landowner  
(If the applicant is the landowner)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

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

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Nature of Authority (To be attached):  
 SPA       Board Resolution

- 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 five (5) copies (1 set original and 4 sets of photocopy). All applications covering a total of more than five hectares shall be filed with the CLUPPI. Applications 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.

\* Control No.: \_\_\_\_\_



**II. LAND DEVELOPER**

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

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
License/Registration Number \_\_\_\_\_

**III. DESCRIPTION OF LANDHOLDING/S**

A. Land Title/s and Area Applied  
(Attached corresponding true copy of Land Title/s as certified by the Register of Deeds)

	Registered Owner	Lot No.	OCT/TCT No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
				TOTAL	_____

B. Location: \_\_\_\_\_  
(Barangay, Municipality, Province)

C. The area applied for conversion has not been covered or issued by any of the following CARP distribution/acquisition schemes, such as:

- Notice of Acquisition;
- Voluntary Offer to Sell;
- Application for Stock Distribution; or
- Voluntary Land Transfer

D. Existing Land Cover and Use

	Land Cover (e.g., grass, crops structures)	Land Use	Area (Has.)
i. Dominant	_____	_____	_____
ii. Others	_____	_____	_____

E. Surrounding Land Cover and Use

	Land Cover	Land Use	Area (Has.)
i. Dominant	_____	_____	_____
ii. Others	_____	_____	_____

F. Approximate Distance (in Km.) to any of the following:

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

(Please attached Location and Vicinity Maps)

G. Tenurial Status: (Pls. Check)

<input type="checkbox"/>	Tenanted	<input type="checkbox"/>	Untenanted
<input type="checkbox"/>	With Farmworkers	<input type="checkbox"/>	Without Farmworkers
<input type="checkbox"/>	With Occupants	<input type="checkbox"/>	Without Occupants

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

H. Encumbrances:  Yes  None

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

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

I. Finally, no similar/previous application has been filed, in my name or in my behalf over the same or portion of the area applied for, and this application is not part of a bigger project involving other landholdings.



**IV. SWORN STATEMENT**

I hereby certify that all information stated above are true and correct to the best of my knowledge. 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 blacklisting of my person or my representative from any dealings with the DAR.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Signature of Landowner/Representative

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_ at \_\_\_\_\_

Landowner/Representative exhibiting his/her Residence Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 199 \_\_\_\_\_

Attachments: List of Standard Documentary Requirements; LUC Forms that are to be filled-up by the applicant and concerned agencies.

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

**ZONING 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 No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
<b>TOTAL</b>				

which will be subject of the application for land use conversion of \_\_\_\_\_, petitioner is/are zoned for \_\_\_\_\_ use per Town Plan/Zoning Ordinance of the city/municipality of \_\_\_\_\_, dated \_\_\_\_\_ ratified by the Housing and Land Use Regulatory Board/Sangguniang Panlalawigan through \_\_\_\_\_ dated \_\_\_\_\_ in accordance with Memorandum Circular No. 54 of 1993 and Section 20 of the Local Government Code and related issuances.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 199 \_\_\_\_\_ upon the request of Mr./Mrs./Ms. \_\_\_\_\_

\_\_\_\_\_  
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 or Development Permit; and
  3. This shall not be construed as a certification as to the ownership by the applicant of the abovelisted parcel(s) of land

Control No. \_\_\_\_\_



**Republic of the Philippines**  
**DEPARTMENT OF AGRICULTURE**  
**Office of the Regional Director**

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 No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
<b>TOTAL</b>				

Pursuant to Department of Agriculture Administrative Order No. \_\_\_\_\_, Series of \_\_\_\_\_, its Network and Map of Protected Areas, and upon the conduct of actual field evaluation and verification, the subject landholding has been found to be:

1. \_\_\_\_\_ Non- negotiable for conversion
  - \_\_\_\_\_ Irrigated lands where water is available to support rice and other crop production, and irrigated lands where water is not available for rice and other crop production but are within areas programmed for irrigation facility rehabilitation by the DA and the NIA, pursuant to Presidential Administrative Order 20
  - \_\_\_\_\_ All irrigable lands already covered by irrigation projects with firm funding commitments
2. \_\_\_\_\_ Highly Restricted from Conversion
  - \_\_\_\_\_ irrigable land not covered by irrigation projects with firm funding commitments
  - \_\_\_\_\_ agro-industrial croplands (presently planted to industrial crops)
  - \_\_\_\_\_ highlands

Control No. \_\_\_\_\_

3. \_\_\_\_\_ Eligible for Conversion
- \_\_\_\_\_ potential agro-industrial lands
  - \_\_\_\_\_ expansion areas
  - \_\_\_\_\_ erodible land (agro-forestry)
  - \_\_\_\_\_ pasture land
  - \_\_\_\_\_ wetlands

\_\_\_\_\_  
Regional Director



Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION  
Office of the Regional Irrigation Manager

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 Case No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
<b>TOTAL</b>				

Are found to be:

1. \_\_\_\_\_ Within irrigated lands where water is available to support rice and other crop production;  
\_\_\_\_\_ Outside irrigated lands and water is not available to support rice and other crop production;
2. \_\_\_\_\_ Within areas programmed for irrigation facility rehabilitation;
3. \_\_\_\_\_ Within irrigable lands already covered by irrigation project with firm funding commitments (i.e., there is an existing bilateral to multi-lateral agreements and/or included in the agency's program);
4. \_\_\_\_\_ Not irrigable lands and not covered by irrigation project with firm funding commitment.
5. \_\_\_\_\_ Others: \_\_\_\_\_

This certification is issued upon the request of Mr./Mrs./Ms. \_\_\_\_\_

Given this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_.

\_\_\_\_\_  
Regional Manager

**NOTE:** When accomplished, this CEC is to be attached in the Application for Land Use Conversion (LUCF) as one of the standard documentary requirements

Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Office of the Regional Executive Director

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 Case No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
<b>TOTAL</b>				

FURTHER, it is certified that the landholdings applied for are:

1. \_\_\_\_\_ protected areas under the National Integrated Protected Areas (NIPAS)
2. \_\_\_\_\_ watershed and/or recharged areas of aquifers
3. \_\_\_\_\_ areas identified as environmentally critical pursuant to PD 1586 and DENR AO 96-37
4. \_\_\_\_\_ do not fall under any of the categories abovementioned (3s 1-3)

This certification is issued upon the request of Mr./Mrs./Ms. \_\_\_\_\_

Given this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_.

\_\_\_\_\_  
Regional Executive Director

LUC FORM NO. 6  
 Series of 1997  
 (To be filled-up by the BLAD)

Republic of the Philippines  
 DEPARTMENT OF AGRARIAN REFORM

CERTIFICATE OF AGRARIAN REFORM PROGRAM AWARDEE

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 Case No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
<b>TOTAL</b>				

FURTHER, it is certified that the subject land is found to be covered and distributed under the Agrarian Reform Program and awarded to the following farmer-beneficiaries.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

(attached list if necessary)

FURTHERMORE, at least five (5) years have lapsed since the award of the land to the abovementioned farmer-beneficiaries and the obligation of the former awardees have been:

fully paid

not fully paid

under LBP financing

CERTIFIED BY:

\_\_\_\_\_  
 BLAD Director

NOTE:

- This CEC shall be required when the applicant/landowner is a beneficiary of agrarian reform program; and
- Accomplished copy of this CEC is to be attached to the Land Use Conversion Folder (LUCF) as one of the additional requirements



**LUC FORM NO. 7**

Series of 1997

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

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:

Registered Owner	Lot No.	OCT/TCT Case No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
<b>TOTAL</b>				

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

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

(attached list if necessary)

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. \_\_\_\_\_

Given this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_\_.

\_\_\_\_\_  
Branch/Field Manager

**NOTE:**

1. This CEC shall be required when the applicant/landowner is a beneficiary of agrarian reform program; and
2. Accomplished copy of this CEC shall be attached to the Land Use Conversion Folder (LUCF) as one of the additional requirements

(To filled-up by Receiving Officer)

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 Declaration/Application for Conversion)
2. Date of Filing of Petition : \_\_\_\_\_
3. Proposed Use of the Land : \_\_\_\_\_
4. Total Area Applied for Conversion (in hectare) : \_\_\_\_\_  
Location of the Property : \_\_\_\_\_
5. 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./ Case No.	Tax Declaration No.	Date of Registration of Title	Area Per Title
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. If land is tenanted : (Check)
  - proof of payment of disturbance compensation (acknowledgement receipt by tenant/farmworker), attested by BARC or Brgy. Chairman and MARO; or
  - proof of undertaking to pay disturbance compensation (duly notarized agreement signed by tenant/farmworker and applicant, embodying undertaking of applicant to pay disturbance compensation)

CONTROL No.: \_\_\_\_\_

Type of Document	With Document	Without Document
1. Notarized Application of conversion (LUC Form No. 1)	_____	_____
2. SPA (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:	_____	_____
___ DENR certification that the property is alienable & disposable; and	_____	_____
___ Certification from the Clerk of Court/LMB that: a) the titling process/proceedings has commenced; b) there are no adverse claimants	_____	_____
4. Sketch Map	_____	_____
5. Vicinity Map, preferably prepared by a duly licensed Geodetic Engineer	_____	_____
6. Area Development Plan	_____	_____
7. Work and Financial Plan	_____	_____
8. Justification of Economic and Social Benefits	_____	_____
9. Photos of the Property	_____	_____
10. Proof of financial and organizational capability to develop the land, such as:		
[ ] 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	_____	_____
11. HLRB Certification Regional Officer (LUC Form No. 2)		
That the property is zoned for its proposed use citing the date of approval of the Town Plan/Zoning Ordinance of the city/municipality concerned and date of approval by Sangguniang Panlalawigan or HLURB	_____	_____
12. DA Certification (LUC Form No. 3)		
Whether or not the subject property is within:		
☐ Non-negotiable area	_____	_____
☐ Highly restricted from conversion	_____	_____
☐ Eligible for conversion	_____	_____



Type of Document	With Document	Without Document
13. NIA Certification (LUC Form No. 4)		
Whether or not the area is/are:		
☞ Within irrigated lands where water is available to support rice and other crop production	_____	_____
☞ Outside irrigated lands and water is not available to support rice and other crop production	_____	_____
☞ Within areas programmed for irrigation facility rehabilitation	_____	_____
☞ Within irrigable lands already covered by irrigation project with firm funding commitments (i.e., there is an existing bilateral to multilateral agreements and/or included in the agency's program)	_____	_____
☞ Not irrigable lands and not covered by irrigation project with firm funding commitment.	_____	_____
14. DENR Certification (LUC Form No. 5)		
Whether or not the subject landholding is/are:		
☞ Protected areas under the National Integrated Protected Areas (NIPAS)	_____	_____
☞ Watershed and/or recharged areas of aquifers	_____	_____
☞ Areas identified as environmentally critical pursuant to PD 1586 and DENR AO 96-37	_____	_____
☞ Do not fall under any of the categories abovementioned (#s 1-3)	_____	_____
15. Application Fee	_____	_____
16. If the applicant is an FB of the CARP:	_____	_____
____ Certification 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 and full payment of obligations for the payment of the land (LUC Form No. 6)	_____	_____
____ Certification issued by the LBP that FB has fully paid his obligations with LBP (for LBP financed lands) (LUC Form No.7)	_____	_____
	_____	_____

**Type of Document**

**With  
Document**

**Without  
Document**

17. If application falls under areas classified as highly restricted from conversion

\_\_\_ EIA/ECC from DENR; and

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Social-Benefit Cost Analysis  
from DA,

\_\_\_\_\_

\_\_\_\_\_

18. Others

Checked by: \_\_\_\_\_

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

Accomplish in Triplicate (applicant CLUPPI/RCLUPPI/Accounting Div.)

Application No. \_\_\_\_\_

**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 _____	Variable Fee _____	Total _____
--------------------	-----------------------	----------------

Approved for payment:

\_\_\_\_\_  
Authorized CLUPPI/RCLUPPI  
Representative

-----  
To be filled up by ACCOUNTING DIVISION

**ORDER OF PAYMENT**

<b>PAYOR PARTICULAR</b>	<b>DATE</b> _____
_____	_____
_____	_____

**FUND \_\_\_\_\_  
JOURNAL ENTRIES**

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

Obligation No. \_\_\_\_\_  
Deposit to:           BTR ( )                      Trust ( )

O.R. No. \_\_\_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_  
Collecting Officer

\_\_\_\_\_  
Chief Accountant

\*CONTROL No.: \_\_\_\_\_



Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM  
Center for Land Use Policy, Planning and Implementation  
Central Office/Region \_\_\_\_\_

---

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 conspicuous places for the information of all concerned.

\_\_\_\_\_  
Head, CLUPPI Secretariat/  
Chairman, RCLUPPI

Copy Furnished:

PARO \_\_\_\_\_  
Province of \_\_\_\_\_

CONTROL No.: \_\_\_\_\_

(To be filled up by the 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 No.	Area Per Title (Has.)	Area Applied for Conversion (Has.)
<b>TOTAL</b>				

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

**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.

Control No.: \_\_\_\_\_

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

Application No. \_\_\_\_\_  
Date Received: \_\_\_\_\_

## PASKIL HINGGIL 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 No. Case No.	Sukat Kada Titulo	Lawak ng Lupang Nais Ipapalit-Gamit
<b>Kabuuang Lawak</b>				

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.

CONTROL No.: \_\_\_\_\_



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

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**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 \_\_\_\_\_  
Municipal 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.*

CONTROL No.: \_\_\_\_\_

(To be filled up by the CLUPPI/RCLUPPI)

Republic of the Philippines  
 Department of Agrarian Reform  
**Center for Land Use Policy, Planning and Implementation (CLUPPI)**  
**Center for Land Use Policy, Planning and Implementation**  
**Office (Central/RCLUPPI): \_\_\_\_\_**

## EVALUATION SHEET

### A. PETITIONER

1. Name of Applicant : \_\_\_\_\_  
 (Signatory in the Sworn Declaration/Application for Conversion)
2. Date of Filing of Petition : \_\_\_\_\_
3. Proposed Use of the Land : \_\_\_\_\_
4. Total Area Applied for Conversion (in hectare) : \_\_\_\_\_  
 Location of the Property : \_\_\_\_\_
5. 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./ Case No.	Tax Declaration 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 the mortgagee  
 Without concurrence of the mortgagee

CONTROL No.: \_\_\_\_\_

3. If land is tenanted : (Check)

- proof of payment of disturbance compensation (acknowledgement receipt by tenant/farmworker), attested by BARC or Brgy. Chairman and MARO; or
- 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	Name of Issuing Officer	Date Issued	Sufficient	Not Sufficient/ Remarks
1. Notarized Application of Conversion (LUC Form No.1)	_____	_____	_____	_____
2. SPA (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"> <li>• DENR certification that the property is alienable &amp; disposable; and</li> <li>• Certification from the Clerk of Court/LMB that a) the titling process/ proceedings has commenced; and, b) there are no adverse claimants</li> </ul>	_____	_____	_____	_____
4. Sketch Map	_____	_____	_____	_____
5. Vicinity Map, preferably prepared by a duly licensed Geodetic Engineer	_____	_____	_____	_____
6. Area Development Plan	_____	_____	_____	_____
7. Work and Financial Plan	_____	_____	_____	_____
8. Justification of Economic and Social Benefits	_____	_____	_____	_____
9. Photos of the Property	_____	_____	_____	_____
10. Proof of financial and organizational capability to develop the land, such as:	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Profile of developer including details of past or current development projects</li> </ul>	_____	_____	_____	_____



Type of Document	Name of Issuing Officer	Date Issued	Sufficient	Not Sufficient/ Remarks
<ul style="list-style-type: none"> <li>Financial Statements duly authenticated by a certified public accountant</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Articles of Incorporation or Partnership, if the applicant/ developer is a corporation or partnership</li> </ul>	_____	_____	_____	_____
<p>11. HLRB Certification Regional Officer (LUC Form No. 2)</p>				
<p>That the property is zoned for its proposed use citing the date of approval of the Town Plan/Zoning Ordinance of the city/ municipality concerned and date of approval by Sangguniang Panlalawigan or HLURB</p>	_____	_____	_____	_____
<p>12. DA Certification (LUC Form No. 3)</p>				
<p>Whether or not the subject property is within:</p>				
<ul style="list-style-type: none"> <li>Non-negotiable area</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Highly restricted from conversion</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Eligible for conversion</li> </ul>	_____	_____	_____	_____
<p>13. NIA Certification</p>				
<p>Whether or not the are is/ are:</p>				
<ul style="list-style-type: none"> <li>Within irrigated lands where water is available to support rice and other crop production</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Outside irrigated lands and water is not available to support rice and other crop production</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Within areas programmed for irrigation facility rehabilitation</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Within irrigable lands already covered by irrigation project with firm funding commitments (i.e., there is an existing bilateral or multilateral agreements and/or included in the agency's program</li> </ul>	_____	_____	_____	_____

Type of Document	Name of Issuing Officer	Date Issued	Sufficient	Not Sufficient/ Remarks
<ul style="list-style-type: none"> <li>Not irrigable lands and not covered by irrigation project with firm funding commitment</li> </ul>	_____	_____	_____	_____
<p>14. DENR Certification (LUC Form No. 5)</p> <p>Whether or not the subject landholding is/are:</p>				
<ul style="list-style-type: none"> <li>Protected areas under the National Integrated Protected Areas (NIPAS)</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Watershed and/or recharged areas of aquifers</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Areas identified as environmentally critical pursuant to PD 1586 and DENR AO 96-37</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Do not fall under any of the categories above-mentioned (#s 1-3)</li> </ul>	_____	_____	_____	_____
<p>15. Application Fee</p>	_____	_____	_____	_____
<p>16. If the applicant is an FB of the CARP:</p>				
<ul style="list-style-type: none"> <li>Certification from the DAR that the applicant is that actual farmer-awardee, and at least five (5) years have lapsed since the award of the land to him and full payment of obligations for the payment of the land (LUC Form No. 6)</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Certification issued by the LBP that FB has fully paid his obligations with LBP (for LBP financed lands) (LUC Form No. 7)</li> </ul>	_____	_____	_____	_____
<p>17. If application falls under areas classified as highly restricted from conversion</p>				
<ul style="list-style-type: none"> <li>EIA/ECC; and</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>Social-Benefit Cost Analysis from DA</li> </ul>	_____	_____	_____	_____
<p>18. Others</p>	_____	_____	_____	_____

**C. COMMENTS:**

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Evaluated by : \_\_\_\_\_

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

EVALSIT[RCLUPPI]



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

LUC FORM G

Republic of the Philippines  
Department of Agrarian Reform  
Center for Land Use Policy, Planning and Implementation  
Office (Central/RCLUPPI): \_\_\_\_\_

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**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 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, the MARO is further requested to inform the tenants to be at the site during the ocular inspection.

APPROVED FOR TRANSMISSION:

CONTROL No.: \_\_\_\_\_

\_\_\_\_\_  
Head, CLUPPI/RCLUPPI

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

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**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 Acquisition

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

\_\_\_\_\_  
MARO

\_\_\_\_\_  
Date

CONTROL No.: \_\_\_\_\_ +

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 No/s.	Lot No.	Area (Ha.)	Location/Brgy.

is/are found to be:

- Untenanted  
 Tenanted  
 With Farmworkers; No. of Farmworkers \_\_\_\_\_  
 With Occupants; No. of Occupants \_\_\_\_\_

and that

- Notice of 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  
 Compulsory Acquisition has been issued by DAR  
 No Compulsory Acquisition has been issued by DAR

\_\_\_\_\_  
 MARO

\_\_\_\_\_  
 Date



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 No/s.	Lot No.	Area (Ha.)

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 involving the land use conversion application  
 \_\_\_\_\_ there is protest filed by \_\_\_\_\_ on the said application.

\_\_\_\_\_  
 MARO

\_\_\_\_\_  
 Date

*Note: Should be accomplished by the MARO after 15 days of posting.*

CONTROL No.: \_\_\_\_\_

(To be filled up by CLUPPI and RCLUPPI)

Application No. \_\_\_\_\_

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

**FIELD INVESTIGATION - VERIFICATION REPORT**

This is the result of the thorough field investigation - verification conducted on \_\_\_\_\_, pursuant to Department of Agrarian Reform Administrative Order No. 7, series of 1997, in relation to the Application of Land Use Conversion from agricultural to \_\_\_\_\_ use filed on \_\_\_\_\_ by \_\_\_\_\_ over \_\_\_\_\_ parcel/s of land described hereunder, covering an aggregate area of \_\_\_\_\_ hectares and situated at Barangay/s \_\_\_\_\_, Municipality of \_\_\_\_\_, Province of \_\_\_\_\_.

1. The landholding/s applied for conversion is specifically identified as follows:

REGISTERED OWNER	LOT NO.	OCT/TCT No. CASE NO.	AREA PER TITLE	AREA APPLIED	LOCATION (Barangay)
<b>TOTAL</b>					

2. THE LANDHOLDINGS APPLIED FOR ARE:

Contiguous                       Scattered

3. EXISTING LAND COVER AND USE:

	LAND COVER (e.g. crop, grass, structure)	LAND USE	AREA (Has.)
<b>DOMINANT</b>			
<b>OTHERS</b>			

CONTROL No.: \_\_\_\_\_

4. **TERRAIN/TOPOGRAPHY:**

TOPOGRAPHY:

- Flat Area: \_\_\_\_\_  
 Upland Area: \_\_\_\_\_  
 Hilly Area: \_\_\_\_\_  
 Mountainous Area: \_\_\_\_\_

ELEVATION:

- Less than 500 meters  
 App. 500 meters or above

5. **SURROUNDING LAND COVER AND USE:**

	LAND COVER (e.g. crop,grass/structure)	LAND USE	AREA (Has.)
<b>NORTH</b>			
<b>SOUTH</b>			
<b>EAST</b>			
<b>WEST</b>			

6. **ACCESSIBILITY: Distance (in Km) to any of the following:**

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

7. **IRRIGABILITY:**

- Irrigated  Not Irrigated
- With irrigation canal traversing/adjacent to the property  
 With irrigation system noted in the area  
 No irrigation system noted in the area  
 Others, specify: \_\_\_\_\_

8. **AREA DEVELOPMENT:**

- With land development  Without any land development  
Specify: (e.g. road construction, excavation, drainage, tracing, etc.) \_\_\_\_\_

- With vertical/infrastructure development  Without vertical/infrastructure development

Specify: \_\_\_\_\_

9. **TENURIAL STATUS:**

- |  |           |  |
|--|-----------|--|
| <input type="checkbox"/> ]Tenanted         | No. _____ | <input type="checkbox"/> ]Untenanted     |
| <input type="checkbox"/> ]With farmworkers | No. _____ | <input type="checkbox"/> ]W/o Farmworker |
| <input type="checkbox"/> ]With Occupants   | No. _____ | <input type="checkbox"/> ]W/o Occupants  |

Key Informant: \_\_\_\_\_

(Primary Key Informants: BARC Chairman, Brgy. Chairman/Official)

List of Affected Tenants/Farmworkers/Occupants: -

NAME	AREA CULTIVATED/ OCCUPIED	CROPS PLANTED

- \_\_\_\_\_ With protest against land use conversion application
- \_\_\_\_\_ Without protest against land use conversion application
- \_\_\_\_\_ With proof of disturbance compensation or agreement to pay disturbance compensation
- \_\_\_\_\_ Without proof of disturbance compensation or undertaking to pay disturbance compensation

10. **Other Issues:** \_\_\_\_\_

11. **Based on the above findings, the application for conversion is hereby recommended for :**

- |                                     |             |       |
|-------------------------------------|-------------|-------|
| <input type="checkbox"/> ] Approval | Area (Has.) | _____ |
| <input type="checkbox"/> ] Denial   | Area (Has.) | _____ |

Subject to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**INVESTIGATION TEAM:**

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
Date

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(Signature over Printed Name)

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Date