CONVERSION OF LAND TO COMMERCIAL AND INDUSTRIAL USE  
*(sources: Department of Agrarian Reform, Housing and Land Use Regulatory Board)*

Who May Avail Of The Service

1. Owners (natural or juridical person) of private agricultural lands or other persons duly authorized by the landowner.
2. Beneficiaries of the agrarian reform program after the lapse of five (5) years from award, reckoned from the date of the issuance of the Certificate of Land Ownership Award (CLOA), and who have fully paid their obligations and are qualified under the rules, or persons duly authorized by them.
3. Government agencies, including government-owned and controlled corporations, and LGUs, which own agricultural lands as their patrimonial property.

List of Documentary Requirements for Land Use Conversion
(Detailed explanation on the requirements are provided as attachments in the application form)

**Standard Requirements:**

Six (6) sets of Land Use Conversion Folder (LUCF) following the sequence below:

1. Official receipt showing proof of payment of filing fee and inspection cost.
2. Official receipt showing proof of posting of bond or an original copy of the GSIS surety.
3. Sworn Application for Land Use Conversion. (Form No. 1)
4. True copy of the Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) of the subject land.

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

4.1. Certification from the Department of Environment and Natural Resources-Community Environment and Natural Resources Officer (DENR-CENRO) that the landholding has been classified as alienable and disposable; and

4.2. Certification from the DENR-CENRO (for administrative confirmation of imperfect title) or the Clerk of Court (for judicial confirmation of imperfect title) that the titling process/proceeding has commenced and there are no adverse claimants.

5. True copy of the Certificate of Title of the subject land as of 15 June 1988,
   i. and all successor Titles until the present Title referred to in No. 4 hereof,
   ii. if applicable.

6. True copy of the current Tax Declaration covering the subject property.

7. Project feasibility study.
8. Joint venture agreement or any other business arrangement on the use of the land.

9. Narrative description of the development plan describing in detail the activities, program components, phasing, schedule, work and financial plan, all duly certified by a licensed engineer, architect, or land use planner.


11. Socio-Economic Benefit-Cost Study of the proposed project.


13. Affidavit of Undertaking of the applicant (LUC Form No. 2).

14. MARO Certification (LUC Form No. 3) and Notice of Land Use Conversion in English language (LUC Form No. 4) and in local dialect (LUC Form No. 4A).

15. Certification from the Housing and Land Use Regulatory Board (HLURB) Regional Officer.

16. Certification from the authorized Department of Agriculture (DA) official.

17. Certification from the authorized DENR official.

18. Environmental Compliance Certificate (ECC) when the subject land is within an ECA or will involve the establishment of an ECP.

19. If applicable, Special Power of Attorney (SPA), when the applicant is not the registered owner.

20. If applicable, notarized secretary's certificate of a corporate/cooperative board resolution authorizing the representative, when the applicant is a corporation or cooperative.

21. If applicable, concurrence letter of the mortgagee or of the individual or entity in whose favor the encumbrance was constituted, when the property is encumbered.

22. If applicable, endorsement from the concerned government agency, when the application involves a priority development area or project, such as:
   a. NEDA-NLUC endorsement if under EO 124-1993; or
   b. HLURB endorsement if socialized housing (LUC Form No. 7); or
   c. PEZA Board Resolution approving the project for ecozone project

23. If applicable, Land Bank of the Philippines (LBP) Certification.

24. If applicable, Provincial Agrarian Reform Officer (PARO) Certification.

25. Vicinity map and a lot plan.

26. Directional sketch map.

27. Map of the development plan.
28. Topographic Map.

### HOW TO AVOID OF THE SERVICE

<table>
<thead>
<tr>
<th>Steps To Be Undertaken</th>
<th>Duration/ Time Frame Under Normal Process</th>
<th>Responsible Person/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Conversion (Ordinary Application)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Get Application Form from PARO/RCLUPPI Secretariat</td>
<td></td>
<td>Applicant</td>
</tr>
<tr>
<td>2. Erect billboard, take photos of billboard, land and structures of the land</td>
<td>4 days</td>
<td>Applicant</td>
</tr>
<tr>
<td>3. Submit two (2) Land Use Conversion folders (LUCF) to MARO containing Forms #1, 3 and 4, titles, sketch map and billboard photos</td>
<td></td>
<td>Applicant</td>
</tr>
<tr>
<td>4. Check CARP Coverage, status of land, inspect billboard, check presence of farmers, post notices in conspicuous places, prepare MARO Certification to applicant. If MARO refuses to act, PARO shall take over and transmit 1 folder to PARO</td>
<td>Within 30 days</td>
<td>MARO</td>
</tr>
<tr>
<td>5. File 4 sets of LUCFs plus MARO certification at RCLUPPI. RCLUPPI checks Application folders’ completeness using LUC Form A, if complete, issues assessment of fees and advises applicant to pay fees, if not complete, return the application folder to the applicant and require to submit the lacking requirement</td>
<td></td>
<td>Applicant</td>
</tr>
<tr>
<td>6. Pay filing fee, inspection fee and posts bond</td>
<td>10 minutes</td>
<td>Applicant</td>
</tr>
<tr>
<td>7. Issue official receipt</td>
<td>5 minutes</td>
<td>Regional Cashier</td>
</tr>
<tr>
<td>8. Indicate in the billboard the schedule of the ocular inspection date and inform the RCLUPPI team that such requirement is complied</td>
<td>5 days from acceptance</td>
<td>Applicant</td>
</tr>
<tr>
<td>9. Officially submit the documents with the official receipt for document tracking to Records Unit</td>
<td>10 minutes</td>
<td>Applicant</td>
</tr>
<tr>
<td>10. Assign record number and forward to the office of the Regional Director</td>
<td>10 minutes</td>
<td>Records Unit</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Duration</td>
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<td>11.</td>
<td>Route documents to the RCLUPPI Chairperson</td>
<td>10 minutes</td>
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<tr>
<td>12.</td>
<td>Schedule Ocular Inspection (OCI) with the Secretariat and send notices to RCLUPPI members, PARO, MARO, other concerned parties and conduct OCI</td>
<td>Within 30 days from acceptance</td>
</tr>
<tr>
<td>13.</td>
<td>Deliberate resolution from filing date and submit recommendation to the approving authority.</td>
<td>Within 30 days from date of OCI</td>
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<tr>
<td>14.</td>
<td>Prepare draft Order</td>
<td>Within 10 days from date of deliberation</td>
</tr>
<tr>
<td>15.</td>
<td>Sign Draft Order</td>
<td>1 day</td>
</tr>
<tr>
<td>16.</td>
<td>Forward draft Order to the Office of RD for Approval/ Denial</td>
<td>10 minutes</td>
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<tr>
<td>17.</td>
<td>Review, evaluate and sign Order</td>
<td>within 30 days</td>
</tr>
<tr>
<td>18.</td>
<td>Assign ORD Document control number and affix official dry seal</td>
<td>10 minutes</td>
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<tr>
<td>19.</td>
<td>Send to all concerned Copies of Order together with the Clientele Feedback Form.</td>
<td>1 day</td>
</tr>
<tr>
<td>20.</td>
<td>Send back Clientele Feedback Form to the Regional Office.</td>
<td></td>
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</table>

**END OF TRANSACTION**

**Issuance of Order on Conversion (Ordinary Application)**

**Duration:** 141 days

**Payment of Fees:**
- Processing Fee: FREE
- Filing Fee: P 1,000.00
- Inspection Fee: P10,000.00

**Cash Bond & Performance Bond:** Detailed explanation is provided/included in the application form.

**Mode of Payment:** Regional Cashier issues Official Receipt upon payment of fees.

For more information on the conversion of lands, please contact:
Center for Land Use, Policy, Planning and Implementation Secretariat
Department of Agrarian Reform
Elliptical Road, Quezon City
Tel. Nos. (632) 474-7433 (direct line)
928-7031 to 39 local 207
Website: www.dar.gov.ph

Housing and Land Use Regulatory Board
HLURB Building
Kalayaan Avenue cor. Elliptical Road
Diliman, Quezon City
Tel. Nos. (632) 927-3061, 920-8749, 929-7798
Fax No. (632) 920-3500
Website: www.hlurb.gov.ph