



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR)

NO. 02;
Series of 2002

SUBJECT : Guidelines for the Processing of Land Use Conversion Applications Pursuant to Administrative Order No. 1, Series of 2002 Entitled "2002 Comprehensive Rules on Land Use Conversion"

To fully implement DAR Administrative Order No. 1, Series of 2002, the following guidelines for the processing of land use conversion applications are hereby promulgated:

Section 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:
 - (a) DAR Central Office - Center for Land Use Policy, Planning and Implementation (CLUPPI)
 - (b) DAR Regional Office - Regional CLUPPI (RCLUPPI)
 - (c) DAR Provincial Agrarian Reform Office
- 1.2 All applications filed and received after the effectivity of AO No. 1, Series of 2002, shall use the new set of application/certification forms (LUC Form No. 1 to 9) attached to this Memorandum Circular. The CLUPPI/RCLUPPI shall likewise use the new set of internal forms (LUC Form A to K also attached), for processing of applications.
- 1.3 Following the instructions that accompany the application, the applicant shall install the public notice billboards. The applicant shall post, in a conspicuous place(s) within the subject property, a public notice contained in a billboard made of strong weather-resistant material such as plywood, galvanized iron, tin, panaflex, or other similar durable material, measuring 1.22 meters by 2.44 meters (4 feet by 8 feet). If the landholding has an area of more than twenty (20) hectares, the applicant shall erect one (1) billboard for every twenty (20) hectares, on strategic and visible points in the landholding, preferably along a road. The billboard shall be written in the local dialect and shall display all the information mentioned below, to wit:

16. Certification from the authorized Department of Agriculture (DA) official stating, among others, the classification of the property under the NPAAAD and SAFDZ, whether or not the subject property is within the five percent (5%) limit of the SAFDZ allowed for conversion, the status of irrigation coverage of the subject property, and whether the land has ceased to be economically feasible and sound for agricultural purposes.
17. Certification from the authorized DENR official stating, among others, whether or not the subject land is within the National Integrated Protected Area System (NIPAS), mossy and virgin forests, riverbanks, or swamp forests and marshlands; within an Environmentally Critical Area (ECA), or will involve the establishment of an Environmentally Critical Project (ECP). (LUC Form No. 6).
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 attesting that the applicant-landowner has fully paid his obligations to the LBP, when the applicant-landowner is a beneficiary of the agrarian reform program. (LUC Form No. 8)
24. If applicable, Provincial Agrarian Reform Officer (PARO) Certification attesting that the applicant-landowner acquired the subject land from a landed-estate or under the Voluntary Land Transfer / Direct Payment Scheme (VLT/DPS) and he has already fully paid his obligation thereunder, when the applicant-landowner is a beneficiary of the agrarian reform program. (LUC Form No. 9)