

(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): \_\_\_\_\_**

**PRE-EVALUATION FOR APPLICATION FOR LAND USE  
CONVERSION OF ALL PRIVATE AGRICULTURAL LANDS**

**A. PETITIONER**

1. Name of Applicant: \_\_\_\_\_  
(Signatory in the Sworn Application for Conversion)

If the applicant is not the landowner, specify basis of authority to represent the landowner:

Special Power of Attorney  Board Resolution

2. Postal Address: \_\_\_\_\_

3. Proposed Use of the Land/s\*: \_\_\_\_\_

4. Total Area Applied for Conversion (in hectare): \_\_\_\_\_

Location of the Property/ies: \_\_\_\_\_

5. Name of Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**B. LANDHOLDING INFORMATION**

1.

Name of Registered Landowner/s	Title No.	Lot No./ Survey No.	Date of Registration	Area Per Title	Area Applied

2. With encumbrance/s  Yes  No

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

If covered with several land titles, specify OCT/TCT Nos. with encumbrance(s) \_\_\_\_\_

With concurrence or/of mortgagee or of individual/entity in whose favor the encumbrance was constituted.

Without concurrence or/of mortgagee or of individual/entity in whose favor the encumbrance was constituted.

*\*If application is for housing project pursuant to EO 45,S.2001, the required certification from HLURB, DA and DENR may be submitted at a later time.*

Type of Document	With Document	Sufficient	Not Sufficient	Without Document
1. Notarized Application for conversion (LUC Form No. 1)				
2.a Photocopy of TCT/OCT Certified by ROD not later than 30 days prior to filing; if the property/ies is untitled: <ul style="list-style-type: none"> <li>• DENR-CENRO certification that the property/ies is alienable &amp; disposable; and</li> <li>• Certification from the Clerk of Court/CENRO that:               <ul style="list-style-type: none"> <li>a)the titling process/proceedings has commenced:</li> <li>b)there are no adverse claimants</li> </ul> </li> </ul> 2.b True copy of TCT/OCT of the subject land/s as of 15 June 1988 and all successor titles until the present title. 2.c True copy of current Tax Declaration				
3. Project Feasibility Study				
4. JVA or any other business arrangement on the use of the land between the landowners/EP/CLOA holders and the developer				
5. Narrative description of the area Development Plan describing in detail the activities, program components, phasing, schedule <ul style="list-style-type: none"> <li>• Work and Financial Plan, all duly certified by a licensed engineer, architect, or land use planner</li> </ul>				
6. Proof of financial and organizational capability to develop the land/s, such as: <ul style="list-style-type: none"> <li>• Statement of Project Cost and availability of potential funding sources for the development of the project;</li> <li>• Profile of developer including details of past or current development projects;</li> <li>• Most recent Financial Statements duly authenticated by a certified public accountant</li> <li>• Copy of Certificate of Registration and certified true copy of recent General Information Sheet (GIS) certified by the SEC or notarized GIS</li> </ul> Or. For socialized housing project to be implemented by LGU: <ul style="list-style-type: none"> <li>• Sangguniang Bayan (SB) Resolution appropriating funds for the project; and</li> <li>• SB Resolution authorizing the LGU to undertake the project</li> </ul>				
7. Socio-economic cost/benefit study				
8. Photographs of the property				
9. Affidavit of Undertaking (LUC Form No.2)				
10. MARO Certification (LUC Form No.3)				
11. Notice of LUC Application (LUC Form No.4)				
12. HLURB Certification (LUC Form No.5)				
13. DA Certification				

14. DENR Certification (LUC Form No.6)				
15. DENR-ECC when the subject land is within an ECA or will involve the establishment of an ECP				
16. SPA/Board Resolution <i>(If applicant is other than the owner)</i>				
17. Concurrence letter of the mortgagee, if any				
18. If applicant involves priority development areas: <input type="checkbox"/> NEDA-NLUC endorsement if under EO 124 <input type="checkbox"/> HLURB endorsement if socialized housing (LUC Form No.7) <input type="checkbox"/> PEZA board resolution approving the project for ECOZONE project				
19. If the applicant is FB of CARP: <ul style="list-style-type: none"> <li>• Certification from LBP (LUC Form No.8)</li> <li>• Certification from PARO (LUC Form No.9)</li> </ul>				
20. Vicinity Map				
21. Lot Plan prepared by a duly-licensed geodetic engineer indicating the lots being applied for and their technical descriptions, name of owner/s, lot number and area				
22. Directional Sketch Map				
23. Map of the Development Plan <i>(For socialized housing, the Map of the development plan submitted must be marked "reviewed by the HLURB")</i>				
24. Topographic map <i>(If subject property is mountainous, upland, or hilly)</i>				

Remarks:

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Pre-evaluated by:

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