

**[ DAR ADMINISTRATIVE ORDER NO. 2, March 22, 1990 ]**

**RULES OF PROCEDURE GOVERNING THE PROCESSING AND APPROVAL OF APPLICATIONS FOR LAND USE CONVERSION**

These Rules of Procedure shall govern the processing and approval of applications for land use conversion under Administrative Order No. 1, Series of 1990.

**I.  
RULES OF PROCEDURE**

A. Applicant submits application on prescribed form and required supporting documents to the Municipal Agrarian Reform Office concerned where the property is located.

B. *Municipal Agrarian Reform Officer (MARO)*

The MARO shall perform the following duties and functions:

1. Review documents for completeness and compliance with requirements under these Rules.
2. Conduct field investigation including ocular inspection to verify the following.
  - a. Veracity of information contained in the application;
  - b. Whether or not subject land is devoted to or suitable for agriculture. Suitability shall be based on the classification made by the Department of Agriculture.
  - c. Whether or not subject land falls within the appropriate zone of the land use plan or town plan;
  - d. If the city/municipality does not have a land use plan information on the dominant use of the area surrounding the land subject of conversion and its compatibility with the proposed use, in consultation with the Deputized Zoning Administrators or the Municipal Development Coordinator.
  - e. Existence of tenancy/ farmworker relationship. If tenanted or cultivated by a farmworker, the MARO shall interview the occupants therein.
  - f. Whether or not the tenants/ farmworkers, have agreed to the terms of an undertaking of the applicant to pay the disturbance compensation and terms thereof, and

