

3. APPLICATION FOR CERTIFICATE OF INSPECTION AND VERIFICATION FOR LAND USE CONVERSION

Schedule of Availability of Service:

Monday-Friday
8:00 a.m. - 5:00 p.m. without noon break

Who may avail of the Service:

1. Landowner or his authorized representative

What are the requirements:

1. Any identification that sufficiently identifies the applicant(such as community/residence certificates, voter's ID, driver's license, etc.)
2. Proof of ownership/legal possession of subject land (TCTs, OCTs, Tax Decs.)
3. Notarized SPA or written consent of the land owner(s)
4. Any supporting document that may be required by the PCDM/RM.

Duration: 3-4 days

How to avail of the service:

| Step | End-user/Client | Service Provider | Duration of Activity (Under Normal Circumstances) | Person in Charge | Fees | Form |
|------|---|--|--|--|---|------|
| 1 | Submit letter request with the required supporting documents. | Receive and review the completeness of the documents submitted Issue order of payment | 1 hour 5 minutes | PCA-Agriculturist/ CPRO PCA-Agriculturist/ CPRO | <p>Devoted to coconuts: (Fees are per Land title basis)</p> <p>Less than 5 has. Insp. Fee - PhP 10,000.00 Filing Fee - PhP 1,000.00</p> <p>More than 5 has. Insp. Fee - PhP 15,000.00 Filing Fee - PhP 2,000.00</p> <p>Not devoted to coconuts:</p> <p>Less than 5 has. Insp. Fee - PhP 1,000.00 Filing Fee - PhP 1,000.00</p> <p>More than 5 has. Insp. Fee - PhP 2,000.00 Filing Fee - PhP 1,000.00</p> | |
| 2 | Pay the corresponding fees | Process payment and issue O.R. Conduct verification, field and ocular | 5 minutes 1 1/2 days | Accountable Officer/ Cashier PCA-Agriculturist/ | | |

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|---|--------------------------|--|------------|--|--|--|
| | | inspection/investigations as to the veracity of the documents submitted. | | CPRO | | |
| | | Submit Certificate of Inspection and Verification (CIV) containing the result of inspection and verification to the PCDM | 1/2 day | PCA-Agriculturist/ CPRO | | PCA/FOB Form 01-98 (LUC # 3 items 2 [b]) |
| | | Sign the CIV and indorse the CIV with supporting documents and recommend for the approval and signature of the RM. | 5 days | Division Chief I | | |
| | | Review and evaluate the CIV with supporting documents and recommends for the approval and signature of the RM. | 1 hour | CPRO/RTS/RM | | |
| | | Return the approved CIV to the concerned PCDM for issuance to the applicant | 2 days | Regional Manager/ Admin. Officer/ Division Chief 1 | | Certificate of Inspection & Verification |
| 3 | Receive the approved CIV | | 30 minutes | | | |

End of Transaction