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

		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 documenhts and recommend for the approval and signature of the RM.	5 days	Division Chierf 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