



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
PANGASIWAAN SA PATALAAN NG LUPAIN  
(LAND REGISTRATION AUTHORITY)  
East Avenue cor. NIA Road  
Quezon City



LAND REGISTRATION SYSTEMS, INC.  
**RECEIVED**  
PROJECT MANAGEMENT OFFICE  
DATE: 10-01-2020 BY: J. De Guzman

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Administrative Rules and Regulations  
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**LRA CIRCULAR No. 17 - 2020**

**SUBJECT: INFORMATION SECURITY POLICY AND STANDARDS -  
MANAGEMENT OF USER ACCOUNTS FOR THE LAND  
REGISTRATION AUTHORITY'S ONLINE WEB PORTALS**

**WHEREAS**, the Land Registration Authority ("LRA") is a government agency under the Department of Justice mandated by law to preserve the integrity of the land registration process, protect the sanctity of the Torrens System, and act as a central repository of records relative to original registration of land titled under the Torrens System, including subdivision and consolidation plans of titled lands and, through its Registry of Deeds ("RD") Offices nationwide, be the repository of records of instruments affecting registered and unregistered lands and chattel mortgages in the province and the city wherein such office is situated;

**WHEREAS**, to support its mandate, LRA has substantially implemented in its Registries of Deeds nationwide the Land Titling Computerization Project ("LTCP") which seeks, among others, to maintain online information on titles that is current, complete, and accurate; maintain the security and integrity of records by safeguarding these from tampering or destruction and deter substitution or insertion of questionable data; ensure the integrity of the land titling registration system by moving from a largely paper-based to a largely paperless system; protect titles from loss due to fire, theft, natural disasters and the normal ravages of time; and, implement more reliable and predictable land registration procedures;

**WHEREAS**, through the LTCP, the LRA caused the design, development, maintenance and operations of Systems that are accessible to LRA clients through the public internet (the "LRA Web Portals");

**WHEREAS**, considering the data that shall be available in the Web Portals, and existing regulations on Data Privacy, eCommerce, and Cyber Crime, the LRA intends to ensure the adequacy of the security for the LRA Web Portals from unauthorized access;

**WHEREAS**, one critical component of the overall security architecture adopted by the LRA is the Management of User Accounts used by its personnel and clients in accessing the resources available in the LRA Web Portals;

**WHEREFORE**, in consideration of the foregoing premises, the following matters are adopted by this Authority:

1. LRA shall ensure that the LRA Web Portals are adequately protected from unauthorized access, and only authorized users shall be granted access to the LRA Web Portals and their resources only through User IDs that shall be unique to each individual user, and that user access rights shall be limited, specific, defined, documented and approved.
2. A System User shall be accountable for his/her User ID, User Account and Password, and shall take all necessary measures to safeguard the User Account from inadvertent use or misuse. User Accounts shall not be lent out for use by other persons and Account Passwords shall not be shared or divulged to another person.
3. LRA shall adopt and enforce on all System Users the following standards for

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T. TOMAS  
Chief, Central Records Section

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its LRA Web Portals:

- a. User IDs or User Names shall be unique and shall:
  - 1) Have a minimum length of eight (8) characters;
  - 2) Have a maximum length of twelve (12) characters; and,
  - 3) Be formed through a combination of uppercase and lowercase alphabet characters, numerical digits, and special characters.
- b. The password shall:
  - 1) Have a minimum length of eight (8) characters;
  - 2) Have a maximum length of sixteen (16) characters; and,
  - 3) Be formed through a combination of uppercase and lowercase alphabet characters, numerical digits, and special characters.
- c. Users shall be required to change their password every ninety (90) days; and,
- d. Users shall not be allowed to reuse their last five (5) passwords.

This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, and the filing of three (3) copies hereof with the University of the Philippines Law Center.

All orders, guidelines, circulars, rules and regulations inconsistent with this are hereby repealed or amended accordingly.

Issued SEP 21 2020, 2020, Quezon City, Philippines.

  
**RENATO D. BERMEJO**  
Administrator

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**NORILYN T. TOMAS**  
Chief, Central Records Section