



LRA CIRCULAR No. 17 - 2021

SUBJECT: USE OF LRA GUIDES FOR THE IMPROVED ENTRY OF MANDATORY REGISTRATION INFORMATION FOR TRANSACTIONS IN THE REGISTRIES OF DEEDS

WHEREAS, the Land Registration Authority ("LRA") is a government agency under the Department of Justice ("DOJ") 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 is currently implementing 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 land 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, among the applications developed under the LTCP is the Citizen's Land Registration Portal (the "CLRP"), which is an online system that is accessible over the public internet that allows LRA's Clients to provide, through the CLRP, the detailed information required for the faster entry of transactions into to the Electronic Primary Entry Books ("EPEB") of the Computerized RDs, but it was noted that majority of LRA clients are still transacting in RDs without using the CLRP;

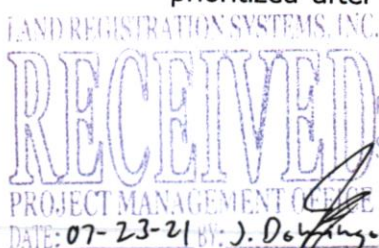
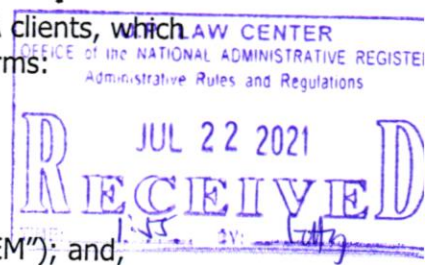
WHEREAS, it was noted that the documents brought by LRA clients are non-standard, i.e., information needed for the entry of the documents into the Registry's Electronic Primary Entry Book are not in a standard sequence, which results in a longer turnaround time for the entry to be completed;

WHEREAS, it also noted that some transactions entered by LRA clients are not registered due to lack of mandatory information in the documents submitted by the LRA clients;

WHEREAS, to address these concerns, the LRA formed a committee to recommend standardized forms to be used by LRA clients as an alternative to the CLRP so that documents presented are entered correctly in a more efficient manner;

WHEREFORE, premises considered, the transacting public is hereby advised that the LRA shall be implementing the following:

1. Adoption of LRA Guides - the following shall be made available to LRA clients, which shall be called the LRA Mandatory Registration Information ("MRI") Forms:
 - a. LTCP Form 0111 for Deed of Absolute Sale ("DOAS" or "Sale").
 - b. LTCP Form 0112 for Real Estate Mortgage ("REM");
 - c. LTCP Form 0113 for Cancellation of Real Estate Mortgage ("CAN-REM"); and,
2. Prioritization of Transactions - transactions entered with these forms shall be prioritized after the same has been entered in the Electronic Primary Entry Book of



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the Registry of Deeds and paid for;

3. The MRI forms shall also serve as the client's reference for the preparation of documents to be presented in the Registry of Deeds so as to ensure compliance with the mandatory information provided for in Sections 15 and 56 of the Presidential Decree No. 1529, s 1978, with subject "Amending and Codifying the Laws Relative to Registration of Property and for Other Purposes".
4. The MRI Forms shall be made available for public access through the RD offices, the LRA website (www.lra.gov.ph), and CLRP website (<https://www.clrp.com.ph/>), and shall be updated, as may be needed;
5. Updates and additional forms for other transaction types shall be made available by LRA, as may be necessary. The transacting public shall be informed of this through a Circular that the LRA shall publish.
6. LRA clients shall be encouraged to use the above forms when transacting with the RD offices for the transactions covered. It is expected that with the use of MRI Forms, transaction processing shall be with the minimal occurrence of errors.

This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

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

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RENATO D. BERMEJO
Administrator

CERTIFIED TRUE COPY:


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