

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

**IMPLEMENTING GUIDELINES ON ELECTRONIC REGISTRATION
OF LAND TITLES AND DEEDS**

RULE I

GENERAL PROVISIONS

Section 1. Purpose. This Implementing Guidelines is promulgated for the purpose of prescribing rules and procedures for the Implementation and use of the Philippine Land Registration and Information System (PHILARIS) for transactions involving registered land and original registration in the Offices of the Register of Deeds.

Section 2. Legal Basis. Act 496 otherwise known as “The Land Registration Act of 1903”, Presidential Decree No. 1529 otherwise known as “The Property Registration Decree”, The New Civil Code. Republic Act No. 26, Republic Act No. 4726 otherwise known as “The Condominium Act”, Republic Act No. 8792 otherwise known as the “E-Commerce Act”, and Republic Act No. 7718 otherwise known as “The Philippine BOT Law”, Republic Act No. 6732, Republic Act No. 6657, and such other laws as may be applicable.

Section 3. Coverage. This Implementing Guidelines shall cover the following:

- a) Adoption and implementation of new processes, procedures and outputs for the registration and/or recording of transactions involving registered land under the PHILARIS in all Offices of the Registers of Deeds wherein the PHILARIS has been deployed, installed and approved for use by the Land Registration Authority;
- b) Conversion, creation and build-up of registered land transactions databases; and
- c) The network infrastructure of all Land Registration Authority offices to provide seamless data or information exchange among the Central Office, all Offices of the Registers of Deeds, the Information Management Center, and other government agencies, and the private sector.

Section 4. Objectives. This Implementing Guidelines aim to inform the public of changes from the manual system and provide the framework by which the registration and/or recording of transactions on registered land shall be processed using the PHILARIS, in accordance with applicable laws.

Section 5. Definition of Terms. For purposes of this Implementing Guidelines, the following terms or words and phrases shall mean or be understood as follows:

- a) Annotation - refers to a note, memorandum, encumbrance or lieu inscribed on a certificate of title.
- b) Central Office (CO) - refers to the Land Registration Authority Central Office located at LRA Compound, East Avenue corner NIA Road, Quezon City.
- c) Certification - refers to a process by which the existence or non-existence (negative certification) of a particular fact or information is

affirmed by the records of the Office of the Register of Deeds and its databases.

d) Certified True Copy of Document - refers to a facsimile or image of a document on file with the Office of the Register of Deeds the contents of which are attested to be an accurate and complete reproduction of the original document.

e) Certified True Copy of Certificate of Title - refers to a facsimile or image of a certificate of title in the records of the Office of the Register of Deeds, the contents of which are attested to be an accurate and complete reproduction of the original document.

f) Client - refers to any person, group of persons or agency (government or private) who shall request for any of the services provided by Land Registration Authority (LRA) and its Office of the Register Deeds.

g) Condominium - refers to an interest in real property consisting of separate interest in a unit in a residential, industrial or commercial building and an undivided interest in common, directly or indirectly in the land in which it is located and other common areas in the building.

h) Consulta - is a remedy afforded to a party-in-interest when question are raised whether an instrument may be registered or not, as provided for under Section 117 of Presidential Decree No. 1529.

i) Disaster Recovery - refers to the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure and database critical to an organization after a natural or human-induced disaster.

j) Electronic Document - refers to information or the representation of information, data, figures, symbols or other modes of written expression, described or however represented, by which a right is established or an obligation is extinguished, or by which a fact may be proved and affirmed, which is received, recorded, transmitted, stored, processed, retrieved or produced electronically. It includes digitally-signed documents and any print-out or output, readable by sight or other means, which accurately reflects the electronic data message or electronic document.

k) Electronic Primary Entry Book for Registered Land (EPEB-RL) - refers to the electronic book wherein registered lands, including all transactions and/or instruments registered related thereto, are recorded and assigned sequential entry numbers in the order of presentation indicating therein the date, hour, and minute when the same was received.

l) Electronic Receipt - refers to the receipt of payment generated by the Point-of-Sale (POS) system.

m) Electronic Signature - refers to any distinctive mark, characteristic and/or sound in electronic form, representing the identity of a person and attached to or logically associated with the electronic data message or electronic document or any methodology or procedure employed or adopted by a person and executed or adopted by such person with the intension of authenticating, signing or approving an electronic document. An electronic signature includes digital signatures.

n) Electronic Signature – refers to the automation of procedures on transactions where documents, information or tasks are processed by the Office of the Register of Deeds personnel under PHILARIS.

o) Geographic Information System (GIS) – refers to the information system used in the LTCP that integrates, stores, edits, analyzes, shares and displays geographic information within the Philippine archipelago.

- p) Information Management Center (IMC) – refers to the data center where the central databases are located.
- q) Inscription – refers to the recording on the certificate of title of a memorandum, note, lien, encumbrance or an abstract of the instrument sought to be registered using the PHILARIS formats and templates.
- r) IT Service Fee/s – refers to the fee/s collected from clients for the use of the PHILARS in processing transactions.
- s) Land Registration Authority – refers to the agency created under Presidential Decree No. 1529, as amended.
- t) Land Titling Computerization Project (LTCP) – refers to the modernization project sponsored by the Land Registration Authority awarded to the Land Registration System, Inc. under a Build-Own-Operate (BOO) scheme.
- u) Office of the Register of Deeds – constitutes a public repository of titles and records of instruments affecting registered or unregistered lands and chattel mortgages in the province or city wherein such office is situated, and shall herein be referred to as the Registry.
- v) Original Registration – is the act of bringing property rights to a parcel of land under the coverage of the Torrens systems of registration.
- w) Original certificate of title – refers to the certificate of title issued pursuant to a decree of registration, patent, award or grant registered and filed in the Registry.
- x) Original Copy of the Certificate of title – refers to the copy of the certificate of title filed in the Registry, which under PHILARIS is electronically stored in the database of the Registry.
- y) Owner's duplicate certificate of title – refers to the duplicate copy of the original copy of the certificate of title issued to the grantee or registered owner. If two or more persons are registered owners, one owner's duplicate certificate may be issued for the whole land, or if the co-owners so desire, a separate duplicate may be issued to each of them in like form, but all outstanding certificates of title shall be surrendered whenever the Register of Deeds shall register any subsequent voluntary transaction affecting the whole land or part thereof or any interest therein. The Register of Deeds shall note on each certificate of title as to whom a copy thereof was issued.
- z) PHILARIS – refers to the Philippine Land Registration and Information System, which is a computer program designed and develop to automate the processes of the Land Registration Authority and its Registries.
- aa) Point of Sale (POS) System – refers to the system used in the free collection function in the Land Registration Authority and its Registries.
- bb) Primary Database – refers to the database used for transaction processing in the Registry.
- cc. Provisional Registration – Refers to the entry of an instrument in the EPEB-RL pending reconstitution of the original copy of a certificate of title pursuant to the provision of LRA Circular No. 3, dated December 6, 1988.
- dd) Reconstituted Title – refers to the restored certificates of title (judicial/administrative) that have been lost or destroyed in the Registries, to include all liens and encumbrances affecting the lands covered by such titles.
- ee) Register of Deeds – refers to the person charged with the registration and/or recording of instruments affecting registered or unregistered

lands and chattel mortgages in the province or city wherein such office is situated.

ff) Registration – refers to the process by which instruments in the order in which they are received are noted in the EPEB-RL of the Registry pursuant to law. They shall be regarded as registered from the time so noted in the EPEB-RL. There shall be two kinds of registration: (1) the registration resulting in the issuance of title (transcription); and (2) the registration of deeds and other instruments evidencing rights, interests and claims over the land (inscription).

gg) Reinstatement of Title – refers to an involuntary transaction which involves the cancellation of an active title and the issuance of a new title to restore the ownership of the previous registered owner pursuant to a final and executory decision of a Court or other quasi-judicial body.

hh) Secondary Database – refers to the duplicate of the primary database and is used for backup purposes located offsite.

ii) Subsequent Registration - refers to a registration that occurs after property rights have been brought under the Torrens System after the date of original registration.

jj) Technical Description – refers to the lot number, plan number, location, bearings, distances, owner description, metes and bounds, and area of a certain parcel of land.

kk) Text-based Database – refers to the encoded data stored in the database.

ll) Transcription – refers to the entry in the EPEB-RL by the Register of Deeds of the original certificate of title duly numbered dated, signed and sealed, and issued pursuant to a decree of registration, patent, award or grant.

RULE II GENERAL REGISTRATION PROCEDURES

Section 6. General Registration Procedures. – The following procedures shall be observed in the Registry:

a) All basic information from documents received supporting the transaction shall be entered into the Electronic Primary Entry Book for Registered Land (EPEB-RL). The date, hour and minutes of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.

b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL shall be rendered of no force and effect.

c) The owner's duplicate certificate and all co-owners duplicates, if any had been issued, shall be surrendered, except in cases provided for under PD 1529, and when ordered by the Court for cause shown.

d) The encoded electronic data as well as the pertinent documents shall then be examined by the registration examiner.

e) The recommendation of the registration examiner shall be electronically transmitted to the approving authority for proper action.

f) If the transaction is approved, the pertinent memorandum on the documents shall be signed manually by the approving authority. Further,

he shall affix his electronic signature on the original copy of the certificate of title, and his manual signature on the owner's duplicate certificate of title.

g) The documents submitted by the client shall be scanned, and the resulting images shall be stored into the database of the pertinent Registry. After scanning, the documents shall be kept in the vault for safekeeping.

h) If the transaction is denied, a notice of denial shall be issued to the client who may, without withdrawing the documents, elevate the transaction in consults within five (5) days from notice of such denial, otherwise, the same shall be considered final.

j) The documents shall be released to the client who shall sign the acknowledgment slip generated by the system.

RULE III ORIGINAL REGISTRATION

Section 7. Registration of an Original Certificate of Title (OCT) issued under Judicial Registration. – The following procedures shall be observed in the Registry in the registration of an original certificate of title issued under judicial registration.

a) Upon receipt by the Registry of the original and duplicate copies of the OCT the same shall be entered in the EPEB-RL. Said certificate of title shall take effect upon the date of entry thereof. The Register of Deeds shall forthwith send notice by mail to the registered owner that his owner's duplicate is ready for delivery to him upon payment of fees.

b) Pending submission of the requirements and payment of the corresponding fees by the registered owner, the transaction process shall be put on hold.

c) Upon receipt of the requirements, the corresponding fees shall be automatically computed by the system, and the corresponding electronic receipt generated upon payment.

d) The Electronic data as well as the pertinent documents shall be examined by the registration examiner.

e) The examination result shall be documented in the system and forwarded to the approving authority for proper action.

f) Upon approval, the OCT shall be assigned a unique system-generated title number. The OCT shall bear the facsimile of the administrator's signature, and the Register of Deeds shall affix his electronic signature thereon, and his manual signature on the owner's duplicate certificate of title. Further, upon registration of the OCT, the Registry shall furnish the proper court with a certified true copy of the decree.

g) All documents submitted shall be scanned and stored into the database.

h) The owner's duplicate certificate of title shall be delivered to the registered owner or his duly authorized representative. A confirmation regarding the registration and issuance of the OCT shall be automatically transmitted to LRA electronically.

Section 8. Registration of an OCT issued pursuant to special patents prepared by LRA. – The procedures provided under Section 7 hereof shall be observed.

Section 9. Registration of an OCT issued under Administrative Proceedings. – Pursuant to pertinent provision of Section 103 of PD 1529, the following procedures shall be observed in the Registry in the registration of an OCT issued through administrative proceedings where the appropriate government agency issues the patent, grant or award.

- a) The Registry shall receive the patent, grant or award, and its supporting documents from the appropriate government agency. All basic information from documents received supporting the transaction shall be entered into the EPEB-RL. The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.
- b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL, shall be rendered of no force and effect.
- c) Such patent, grant or award shall be subject to a verification process provided under Section 24 hereof prior to its transcription. Upon receipt of an adverse certification, the Register of Deeds shall deny the transaction.
- d) The pertinent data shall then be manually typewritten on the OCT and forwarded for examination.
- e) Upon approval, the system shall generate a unique system-generated title number, which shall be manually typewritten on the OCT. The Register of Deeds shall then affix his signature manually on the title prior its release to the registered owner.
- f) All documents submitted, including the original copy of the patent, grant or award, shall be scanned and stored in the database of the Registry.
- g) The owner's duplicate certificate of title shall then be delivered to the registered owner or duly authorized representative, who shall sign the acknowledgment slip generated by the system.
- h) Once the Registry has issued the title, it shall send a confirmation to the CO, which shall include the number of the certificate of title.
- i) If the transaction is denied, the procedure provided in Section 60(h) hereof shall be observed.

Section 10. Registration of a title issued under the Indigenous Peoples Reform Act. The applicable procedures provided for under Section 9 hereof shall likewise be observed for the registration of Certificate of Ancestral Land Title (CALT) and Certificate of Certificate of Ancestral Domain Title (CADT) issued by the National Commission on Indigenous Peoples (NCIP).

RULE IV

ISSUANCE OF TITLES UNDER SUBSEQUENT REGISTRATION

Section 11. Procedure for the Issuance of Transfer Certificate of Title under Voluntary Registration. The following procedures for the issuance of transfer certificates of titles under voluntary registration shall be observed in the Office of the Registry of Deeds.

- a) The client shall submit the owner's duplicate certificate of title and co-owner's duplicate certificate of title, as the case may be, together with the required documents. All basic information from the documents received

supporting the transaction shall be entered into the EPEB-RL shall be rendered of no force and effect.

b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL shall be rendered of no force and effect.

c) In case where the basis of a transaction is a decision of a court together with the certificate of finality or entry of judgment, the Registry shall verify with the court concerned on the authenticity of the court decision.

d) All pertinent data on the current title shall be encoded in the system and the corresponding annotation shall be made using the PHILARIS format and templates. If documents received are complete, the findings of the examination shall be transmitted to the approving authority.

e) In case of the registration of a subdivision/consolidation plan approved by other government agencies, this plan shall be subject to a verification process provided under Section 25 hereof, prior to its registration. In case of an adverse finding, the same shall be communicated to the client. The client shall be requested to initiate process for correction of the plan and the technical description.

f) For transactions involving a title issued prior to the implementation of PHILARIS, both the original and duplicate copies thereof shall be stamped as "cancelled", after the printing of the new PHILARIS title. The documents shall be stamped with the prescribed memorandum and signed by the approving authority. The owner's duplicate of the transfer certificate of title shall then be printed with a unique system-generated title number.

g) For transactions involving a title issued using PHILARIS, the duplicate copy thereof shall be stamped as "cancelled". The documents shall be then stamped with the prescribed memorandum and signed by the approving authority, while the original copy of the certificate of title shall be tagged as "cancelled". The owner's duplicate of the resulting transfer certificate of title shall then be printed with a unique system-generated title number. In case of the registration of a subdivision/consolidation plan, a confirmation regarding the final registration of the subdivision/consolidation shall be electronically transmitted to the CO, where the digital map shall be updated.

h) The cancelled owner's duplicate certificate of the title and all documents submitted by the client shall be scanned, and the resulting images shall be stored in the database. After scanning, the documents shall be filed by entry number and kept in the vault for safekeeping.

i) The resulting owner's duplicate transfer certificate of title and the duplicate of the documents shall then be delivered to the registered owner or his duly authorized representative, who shall sign the acknowledgment slip generated by the system.

j) If the transaction is denied, the procedure provided under Section 6 (h) hereof shall be observed.

Section 12. Procedure for the Issuance of Transfer Certificate of Title under Involuntary Registration. The procedures as provided in Section 11 hereof shall be observed, except that the owner's duplicate certificate of title is not required to be surrendered.

RULE V

ANNOTATION OF MEMORANDUM, ENCUMBRANCE, AND OTHER LIENS ON THE CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Section 13. *Annotation of Memorandum, Encumbrance, and Other Liens on the Certificate of Title in Subsequent Registration Involving Voluntary Transactions.* The following procedures for the registration of interests in registered land less than ownership shall be observed by the Registry.

- a) The client shall submit the owner's duplicate certificate of title and co-owner's duplicate certificate of title, as the case may be, together with the required documents. All basic information from documents received supporting the transaction shall be entered into the EPEB-RL. The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.
- b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL shall be rendered of no force and effect.
- c) In case where the basis of a transaction is a decision of a court together with the certificate of finality or entry of judgment, the Registry shall verify with the court concerned on the authenticity of the court decision.
- d) All pertinent data on the current title shall be encoded in the system and the corresponding annotations shall be made using the PHILARIS format and templates. If documents received are complete, the findings of the examination shall be transmitted to the approving authority. All annotations generated under PHILARIS shall be made on a new title form.
- e) In case of the registration of a court order to amend the title, and the order is for the amendment of the technical description, the transaction shall be subject to a verification process provided under Section 27 hereof prior to its registration. In case of an adverse certification from the CO, the Register of Deeds shall make the necessary manifestation to the proper court, and coordinate with the Legal Division for the appropriate action.
- f) In case of the registration of a court order for the inscription of the technical description on a title, the transaction shall be subject to a verification process provided under Section 28 hereof prior to its registration. In case of an adverse certification from the CO, the Register of Deeds shall make the necessary manifestation to the proper court, and coordinate with the Legal Division for appropriate action.
- g) If the transaction is approved, the documents shall be stamped and signed by the approving authority. The corresponding annotation shall then be attached to the original copy and printed on the owner's duplicate certificate.
- h) The owner's duplicate certificate of title and all the documents submitted by the client shall be scanned, and the resulting images shall be stored in the database. After scanning, the documents shall be kept in the vault for safekeeping.
- i) The owner's duplicate transfer certificate of title and the duplicate of the documents shall then be delivered to the registered owner or his duly authorized representative, who shall sign the acknowledgment slip generated by the system.

j) If the transaction is denied, the procedure provided under Section 6 (h) hereof shall be observed.

Section 14. *Annotation of Memorandum, Encumbrance, and Other Liens on the Certificate of Title in Subsequent Registration involving Involuntary Transactions.* The procedure as provided in Section 13 hereof shall be observed, except that the owner's duplicate certificate of title is not required to be surrendered.

RULE VI REGISTRATION OF CONDOMINIUMS

Section 15. *Procedure for Registration of the Master Deeds and Declaration of Restrictions.* LRC Circular No. 157, dated December 21, 1966 and the procedures provided in Section 13 hereof shall be observed in Registration of the Master Deed and Declaration of Restrictions, as may be applicable.

Section 16. *Procedure for the Issuance of Individual Condominium Certificates of Title.* The following procedures shall be observed in the Registry for the issuance of individual condominium certificate of title.

a) The client shall submit the owner's duplicate certificate of title and co-owner's duplicate certificate of title, as the case may be, together with the required documents. All information from documents received supporting the transaction shall be entered into the EPEB-RL. The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.

b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL, shall be rendered of no force and effect.

c) All pertinent data on the current title shall be encoded in the system and the corresponding annotations shall be made using the PHILARIS format and templates. If documents received are complete, the findings of the examination shall be transmitted to the approving authority.

d) If the transaction is approved, the titles and documents shall be stamped and signed by the approving authority. A Condominium Certificate of Title shall then be issued, and its issuance shall be annotated on the certificate of title covering the lot where the Master Deeds is annotated. The Condominium Certificate of Title shall contain the restrictions annotated in said certificate of title.

e) The owner's duplicate certificate of title and all the documents submitted by the client shall be scanned, and the resulting images shall be stored in the database. After scanning, the documents shall be kept in the vault for safekeeping.

f) The owner's duplicate transfer certificate of title and the duplicate of the documents shall then be delivered to the registered owner or his duly authorized representative, who shall sign the acknowledgment slip generated by the system.

g) If the transaction is denied, the procedure provided under Section 6(h) hereof shall be observed.

Section 17. *Procedure for Initial Sale of Condominium Certificate of Title.* The following procedures shall be observed in the Registry of Deeds for the initial sale of a condominium certificate of title.

- a) The client shall submit the owner's duplicate certificate of title and co-owner's duplicate certificate of title, as the case may be, together with the required documents. All basic information from documents received supporting the transaction shall be entered into the EPEB-RL. The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.
- b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL shall be rendered of no force and effect.
- c) All pertinent data on the current title shall be encoded in the system and the corresponding annotations shall be made using the PHILARIS format and templates. If documents received are complete, the findings of the examination shall be transmitted to the approving authority.
- d) If the transaction is approved, the titles and documents shall be stamped and signed by the approving authority. The CCT shall then be issued, and the sale shall be annotated on the certificate of title covering the lot where the Master Deeds is annotated. The CCT shall contain the restrictions annotated in said certificate of title.
- e) The owner's duplicate certificate of title and all the documents submitted by the client shall be scanned, and the resulting images shall be stored in the database. After scanning the documents shall be kept in the vault for safekeeping.
- f) The owner's duplicate transfer certificate of title and the duplicate of the documents shall then be delivered to the registered owner or his duly authorized representative, who shall sign the acknowledgment slip generated by the system.
- g) If the transaction is denied, the procedure provided under Section 6(h) hereof shall be observed.

RULE VII RECONSTITUTION OF TITLE

Section 18. Procedure for Judicial Reconstitution of Title at the Registry of Deeds. The following procedure for judicial reconstitution of the original copy of the certificate of title or partially destroyed certificate of title or particularly missing page thereof, shall be observed in the Registry of Deeds (*Provisional registration of transactions involving lost or destroyed certificate of title may be allowed subject to the provisions of LRA Circular No. 3 dated December 6, 1988*):

- a) The client shall submit the decision of the court together with the certificate of finality or entry of judgment, including other required documents to the Registry. Included in the requirements shall be the document which is basis of the order of reconstitution, and the LRA Report pertaining to the petition for reconstitutions, which shall bear a CO Reference Number. All basic information from documents received supporting the transaction shall be entered into the EPAB-RL. The date, hour and minute of reception of all instruments in order in which they were received shall likewise be noted. The documents shall be automatically assigned with an entry number as its control or reference number.
- b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In

default of payment, the entry made in the EPEB-RL, shall be rendered of no force and effect.

c) The Registry shall verify with the court concerned on the authenticity of the court decision.

d) In the absence of an LRA Report bearing a CO Reference Number, the transaction shall be subject to a verification process provided under Section 26 prior to its registration. In case of an adverse certification from the CO, the Register of Deeds shall make the necessary manifestation to the proper court, and coordinate with the Legal Division for appropriate action.

e) Pertinent transaction data shall be encoded (*details of the Court decision based on PHILARIS templates and formats except old annotations which has to be carried over to the newly issued title which are copied en toto*), to include the technical description indicated in the court order or any other legal sources. If the documents received are complete, the findings of the examination shall be transmitted to the approving authority.

f) If the order for reconstitution is approved for registration, where the owner's duplicate certificate of title is the basis for order of reconstitution, the same shall be cancelled, and a new original copy thereof, in electronic form, and an owner's duplicate copy, in printed form, shall be issued, which shall bear a unique system-generated title number. These certificates of title shall bear an annotation that it was issued by virtue of an order from a court of competent jurisdiction. In case of a partial reconstitution, the specific pages subject of the petition shall be reconstituted, as the case may be.

g) The owner's duplicate certificate of title and all the documents submitted by the client shall be scanned, and the resulting images shall be stored in the database. After scanning, the documents shall be kept in the vault for safekeeping.

h) The reconstituted owner's duplicate transfer certificate of title and the duplicate of the documents shall then be delivered to the registered owner or his duly authorized representative, who shall sign the acknowledgment slip generated by the system.

i) If the transaction is denied, the procedure provided under Section 6(h) hereof shall be observed.

Section 19. Procedure for Administrative Reconstitution of Title at the Registry of Deeds. The procedures as provided in Section 18 hereof shall be observed, except that it shall be CO who shall issue the order of reconstitution to the client, and the same shall be presented to the Registry with the owner's duplicate certificate/s of title, and other required documents.

The reconstituted owner's duplicate transfer certificate of title shall bear an annotation as required by Section 7 of Republic Act 26.

RULE VIII

REPLACEMENT OF OWNER'S/CO-OWNER'S DUPLICATE OF TITLE

Section 20. Procedure for Replacement of Owner's Duplicate Certificate of Title or Co-Owner's Duplicate Certificate of Title. The following procedures for the replacement of owner's duplicate certificate of title or co-owner's duplicate certificate of title shall be observed in the Registry:

a) The client shall submit the decision of the court together with the certificate of finality or entry of judgment, including other required documents to the Registry. All basic information from documents

received supporting the transaction shall be entered into the EPEB-RL. The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.

b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL, shall be rendered of no force and effect.

c) All pertinent data on the current title shall be encoded in the system and the corresponding annotation shall be made using the PHILARIS format and templates. Annotations to be carried-over from the original to the new owner's duplicate shall be copied en toto. If documents received are complex, the findings of the examinations shall be transmitted to an approving authority.

d) If the transaction is approved, the titles and documents shall be stamped and signed by the approving authority. The new owner's duplicate certificate of title shall be issued by the system in place of the lost duplicate certificate, and shall in all respect be entitled to like faith ad credit as the original duplicate. It shall also bear the annotation that it is a second owner's duplicate issued by virtue of an order from a court of competent jurisdiction.

e) The documents submitted by the client shall be scanned, and the resulting images shall be stored in the database. After scanning, the documents shall be kept in the vault for safekeeping.

f) The new owner's duplicate transfer of certificate of title and the duplicate of the documents shall be delivered to the registered owner or his duly authorized representative, who shall sign the acknowledgment slip generated by the system.

g) If the transaction is denied, the procedure provided under Section 6(h) hereof shall be observed.

RULE IX REINSTATEMENT OF TITLES

Section 21. Procedure for Reinstatement of Titles. The following procedures for reinstatement of title shall be observed in the Registry:

a) The client shall submit the decision of the court together with the certificate of finality or entry of judgment, including other required documents to the Registry. All basic information from documents received supporting the transaction shall be entered into the EPEB-RL. The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.

b) The corresponding fees shall be automatically computed by the system and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL shall be rendered of no force and effect.

c) The Registry shall verify with the court concerned on the authenticity of the court decision.

d) All pertinent data on the current title shall be encoded in the system and the corresponding annotations shall be made using the PHILARIS

format and templates. If documents received are complete, the findings of the examination shall be transmitted to an approving authority.

e) If the order for reinstatement is approved for registration, the reinstated original copy thereof, in electronic form, and an owner's duplicate copy, in printed form, shall be issued, which shall bear a unique system-generated title number. These certificate of title shall bear an annotation that it was issued by virtue of an order from a court of competent jurisdiction.

f) The documents submitted by the client shall be scanned, and the resulting images shall be stored in the database. After scanning, the documents shall be kept in the vault for safekeeping.

g) The reinstated owner's duplicate transfer certificate of title and the duplicate of the documents shall then be delivered to the registered owner or his duly authorized representative, who shall sign the acknowledgment slip generated by the system.

h) If the transaction is denied, the procedure provided under Section 6(h) hereof shall be observed.

RULE X WITHDRAWAL OF DOCUMENTS

Section 22. *Withdrawal of Documents.* When the clients decides not to continue with the transaction entered into the Registry, the documents may be withdrawn at any time before approval.

Section 23. *Procedure in the Withdrawal of Documents.* In case of withdrawal of documents, the client shall submit a request for withdrawal. The entry number assigned to the transaction and batch of documents shall be classified as withdrawn, and such entry number shall not be re-assigned. The withdrawal of documents shall be encoded in the system and the corresponding databases shall be updated. The documents shall be released and the client shall sign an acknowledgment slip for the receipt of the same.

RULE XI CENTRAL OFFICE VERIFICATION

Section 24. *Verification of Administratively-issued Titles.* The following shall be the procedure for the verification of administratively-issued titles at the Central Office, as indicated in Section 9(c) hereof.

a) The Registry shall scan the patent, grant or award and its supporting documents and the image thereof shall be transmitted to the CO. Upon receipt of the same, the CO shall encode the basic information and assign a record number to the transaction.

b) The subject property shall be plotted based on its technical description, and shall be verified as to closure of polygon, overlapping and relative position of the lot against adjoining lots, thereby updating the digital map in the process. The status of lots shall be determined by accessing the various electronic record books and survey books. All findings from the plotting and plan examination shall be in the form of an electronic certification issued by the CO, and shall be sent to the Registry within three (3) working days.

Section 25. *Verification of Plans Approved by Other Government Agencies.* The following shall be the procedure for the verification of plans approved by other government agencies at the Central Office, as indicated in Section 11(e) hereof.

c) The Registry shall scan and encode the plan and the technical description, and the image thereof shall be transmitted to the CO. Upon receipt of the same, the CO shall encode the basic information and assign a record number to the transaction.

d) The subject property shall be plotted based on its technical description, and shall be verified as to closure of polygon, overlapping and relative position of the lots, thereby updating the digital map in the process. The status of lots, shall be determined by accessing the various electronic record books and survey books. All findings from the plotting and plan examination shall be in the form of an electronic certification issued by the CO, and shall be sent to the Registry without three (3) working days.

Section 26. Verification of a Court Order for the Reconstitution of a Certificate. The following shall be the procedure for the verification of a court order for the reconstitution of a certificate at the Central Office, as indicated in Section 18(d) hereof.

e) The Registry shall scan the documents submitted and the image thereof shall be transmitted to the CO, Upon receipt of the same, the CO shall encode the basic information and assign a record number to the transaction.

f) The subject property shall be plotted based on its technical description, and shall be verified as to closure of polygon, overlapping and relative position of the lot against adjoining lots, thereby updating the digital map in the process. The status of lots shall be determined by accessing the various electronic record books and survey books. All findings from the plotting and plan examination shall be in the form of an electronic certification issued by the CO, and shall be sent to the Registry within three (3) working days.

Section 27. Verification of a Court Order for Amendment of a Certificate. The procedure as provided in Section 13 hereof shall be observed for the verification of a court order for the amendment of the technical description of a certificate of title at the Central Office, as indicated in Section 13(c) hereof.

Section 28. Verification of a Court Order for the Inscription of the Technical Description on a Certificate. The procedures as provided in Section 13 hereof shall be observed for the verification of a court order for the inscription of the technical description on a certificate of title at the Central Office, as indicated in Section 13(f) hereof.

RULE XII

SUBDIVISIONS AND/OR CONSOLIDATIONS OF REGISTERED LANDS

Section 29. Procedure for Approval of Subdivision/Consolidation Plan. The following procedures for subdivision/consolidation of registered parcels shall be observed in the Central Office.

a) The Geodetic Engineer or his duly authorized representative may submit the survey returns directly to the CO for approval, or through the Registry.

b) If the survey returns are submitted through the Office of Register of Deeds, the corresponding fees shall be automatically computed by the system and the receipt generated upon payment. Thereafter, the Registry shall scan the survey returns send the resulting images to the CO.

c) If the survey returns are submitted to the CO, the corresponding fees shall be automatically computed by the systems and the receipt generated upon payment. The CO shall verify the completeness of the

documents. Basic information shall be encoded and a survey plan number shall be assigned by the system. The CO shall scan the survey returns and keeps the same in the vault for safekeeping.

d) The subject property shall be plotted based on its technical description, and shall be verified as to closure of polygons, overlapping and relative position of the lot against lots, thereby updating the digital map in the process. The status of lots shall be determined by accessing the various electronic record books and survey books. All findings from the plotting and plan examination shall be in the form of an electronic certification issued by the Central Office.

e) The transaction shall be routed and approval shall be done electronically. The approved subdivision/consolidation plan and technical description shall be sent to the Registry, and the client shall be notified of the approval.

RULE XIII ISSUANCE OF CERTIFIED TRUE COPIES

Section 30. *Request for Certified True Copies.* Any application for certified true copies of documents involving registered land on file may be made by the client with the Registry concerned.

Section 31. *Issuance of Certified True Copies.* – The following procedures for the issuance of certified true copies of titles and documents shall be observed in the Registry:

a) Upon receipt of a request, duly authorized for the purpose, on a specific documents or transaction involving registered land, the request shall be entered into the Certified True Copy. Certification and Verification (CCV) Book wherein such request shall be given a reference number. It shall also record the date and time when such request is lodged.

b) The system shall check the database for the existence of the document requested and shall assess the required fees and prompt the client to pay before the request is processed.

c) The system shall print the image of the requested document on security paper. The print-out of the requested document shall bear the signature of the Records Officer, who shall certify that the same is a true electronic copy of the documents on file, and the certification shall be issued to the client after proper identification.

d) The certified true copy shall be delivered to the client who shall sign the acknowledgment slip generated by system.

RULE XIV ISSUANCE OF CERTIFICATION

Section 32. *Issuance of Certification.* The following procedures for issuance of certification shall be observed in the Registry of Deeds:

a) Upon receipt of a request for a particular certification, duly authorized for the purpose, on a specific document or transactions involving registered land, the request shall be entered into the CCV Book wherein such request shall be given a reference number. It shall also record the date and time when such request is lodged.

b) The system shall check the database for the existence of the document requested and shall assess the required fees and prompt the client to pay before the request is processed.

- c) After the necessary examination of available information, the certification shall be prepared, printed and signed.
- d) The certification shall be released to the client who shall sign the acknowledgment slip generated by the system.

RULE V
VERIFICATION/RESEARCH ON DOCUMENTS ON FILE

Section 33. *Verification on Documents on File at the Office of the Register of Deeds.* The client shall submit the request form for verification, duly authorized for the purpose, on a specific document or transactions involving registered land, and shall pay the corresponding fee/s. The appropriate databases shall be checked to facilitate the verification transaction subject to the regulations to be promulgated by the concerned Registry.

RULE XVI
FEE COLLECTION

Section 34. *Point of Sale (POS) System.* The POS System shall be used in collecting fees for all transactions related to registered land.

Section 35. *Mode of Payment.* – The following modes of payments shall be allowed:

- a) Cash;
- b) Cashier or Manager's Check;
- c) Postal Money Order;
- d) Bangko Sentral ng Pilipinas credit advice; or
- e) Any combination of the above.

Section 36. *Payment of Fees.* – The following fees shall be assessed and collected:

- a) Entry Fee;
- b) Registration Fees;
- c) Annotation Fee;
- d) Legal Research Fund;
- e) Assurance Fund; and
- f) IT Service Fee/s.

Section 37. *Issuance of Electronic Receipt.* For every fee collected, corresponding Electronic Receipt shall be issued which shall contain the following data:

- a) Receipt Number;
- b) Date of Payment;
- c) Electronic Book Code and Entry Number;
- d) Collecting Office;
- e) Name of Payee;
- f) Address of Payee;
- g) Transaction Type;
- h) Type of Fees and corresponding amount;
- i) Total amount collected;

- j) Mode of Payment; and
- k) Name of Collecting Officer.

Section 38. *IT Service Fees.* In addition to the fees currently collected by the LRA Central Office and its Registries, IT fees shall be also be collected the amount for which shall be the subject of a separate circular and publication.

RULE XVII REFUNDS OF FEES

Section 39. *Refund of Fees.* It Service and Entry Fees paid for services rendered shall be non-refundable. Registration fees and other charges may only be refunded by the Central Office, upon request of the client, which shall be coursed through the Registry, pursuant to law.

RULE XVIII EXCEPTIONS HANDLING

Section 46. *Exceptions.* Exceptions occurs when there are deviation from the normal workflow of the transaction, such as but not limited to the registration of transaction that are not available in the system.

Section 47. *Exception Handler.* The Register of Deeds shall appoint an examiner to serve as an Exception Handler.

Section 48. *Exception Handling Procedure.* In cases of exceptions, the transaction shall be forwarded to the designated exception handler/s. The designated exception handler/s shall examine the documents and make further analysis and verification, after which he shall resolve the issue that caused the exception, and the transaction shall be brought back to the normal workflow.

RULE XIX TRANSACTION MONITORING

Section 49. *Transaction Monitoring System.* The Transaction Monitoring System shall monitor transaction from the time it was entered into the Electronic Primary Entry Book up to the time that it is released.

Section 50. *Transaction Monitoring Procedure.* Upon query to the system, the status of the transaction shall be automatically generated onscreen.

Section 51. *Access Rights.* The Register of Deeds and shall have access to the Transaction Monitoring System.

RULE XX DISASTER RECOVERY

Section 52. The LRA shall maintain all databases in the respective Registries, the Information Management Center, and other designated disaster recovery sites. These databases shall include all data elated to registered lands.

Section 53. The primary database shall be located in the respective Registries where the transactions are initiated, processed, and completed, or such other locations designated by LRA. The secondary database shall be located in the Information Management Center, and all other designated disaster recovery sites.

RULE XXI
FINAL PROVISIONS

Section 54. Amendment. From time to time, this Implementing Guidelines may be amended by the agency.

Section 55. Notice. The LRA shall notify the public by publication in the official LRA website as to the appropriate forms and documents issued under the new system.

Section 56. Separability Clause. All orders, guidelines, circular, rules and regulations inconsistent herewith are hereby repealed or amended accordingly.

Section 57. Effectivity. This Implementing Guidelines shall take effect immediately upon approval and publication in a newspaper of general circulation.

Done in the **City of Quezon City**, this **2nd day of July** in the year of our Lord, **Two Thousand and Nine**.

APPROVED BY:

(Sgd.)

BENEDICTO B. ULEP

Administrator