

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
PANGASIWAAN SA PATALAAN NG LUPAIN  
East Avenue cor. NIA Road  
Quezon City



**LRA CIRCULAR No. 13 - 2020**

**SUBJECT: REVISED WORKFLOW FOR THE ISSUANCE OF CERTIFIED TRUE COPIES OF ELECTRONIC TITLES (ETITLES)**

**WHEREAS**, the Land Registration Authority ("LRA") is a government agency 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**, LRA, through its Registries, have custody of the Certificates of Land Title, and such titles can either be: (1) issued before the implementation of of the LRA Computerized System (the "Manual Title" or "Paper Title"); or, (2) issued through the LRA Computerized System (the "Electronic Title" or "eTitle");

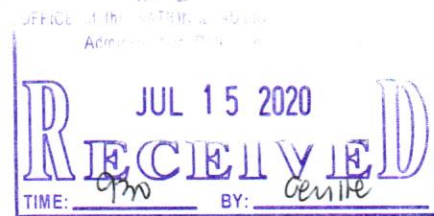
**WHEREAS**, one of the services that LRA Clients may avail in the RDs is the issuance of a Certified True Copy ("CTC") of a Paper Title or an eTitle;

**WHEREAS**, the processing of requests for Certified True Copy ("CTC") of Paper Titles and eTitles goes through the Records Officer ("RO") Module for validation;

**WHEREAS**, considering that eTitles are kept solely in the LRA Computerized System as an electronic record, and unlike the Manual Titles, do not require the retrieval of the physical Registry Copy from the Registry's Title Room for validation purposes, the LRA recognized an opportunity to improve the processing time for requests for CTCs covering eTitles, through the adoption of a revised workflow;

**WHEREFORE**, in consideration of the foregoing premises, all requests for CTC of eTitles shall follow the Workflow below:

1. For Regular Requests;
  - a. Step 1 - Entry;
  - b. Step 2 - Payment;
  - c. Step 1 - Printing; and,
  - d. Step 1 - Releasing
  
2. For requests of Institutions with Agreements with LRA for Deferred Payments:
  - a. Step 1 - Entry;
  - b. Step 1 - Printing; and,
  - c. Step 1 - Releasing



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.

LAND REGISTRATION SYSTEMS, INC. Issued JUL 13 2020, Quezon City, Philippines.



CERTIFIED TRUE COPY:  
 Sr: [Signature] 7/14/20  
 NORILYN TOMES  
 Chief, Central Records Section

[Signature]  
**RENATO D. BERMEJO**  
 Administrator

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