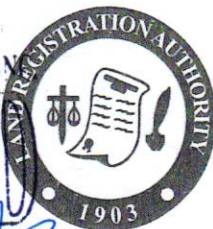


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LRA Circular No.: 01 - 2020

SUBJECT: IMPLEMENTING RULES ON THE USE OF THE CITIZEN'S LAND REGISTRATION PORTAL ("CLRP")

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, to continuously provide quality service to its Clients, LRA is proactively looking for ways to improve the processing of transactions in the various Registries of Deeds;

WHEREAS, through the LTCP, LRA developed the Citizen's Land Registration Portal ("CLRP"), which allows LRA Clients to pre-encode the transaction details, upload supporting documents related to the registration of deeds/instruments and requests for information, and submit the same to the concerned Registry of Deeds;

WHEREFORE, in consideration of the foregoing premises, LRA shall implement the CLRP and offer this service to the public, as follows:

Article I
Access to and Registration of User Accounts

- Sec. 1.1. The CLRP Application shall be accessible to LRA Clients (Individual Users and LRA Extension Office Users) through the Web.
- Sec. 1.2. LRA Clients shall be provided with User Accounts once they proceed to the nearest Registry of Deeds, and submit a fully accomplished "CLRP User Account Registration Form", attached herewith as Annex "A", together with a copy of a valid government-issued ID.
- Sec. 1.3. The creation of CLRP User Account and the use of the Account shall be **free of charge**.
- Sec. 1.4. Upon creation of CLRP User Account, the LRA Client shall receive an email with the User Account details and a link to reset the User Account password.
- Sec. 1.5. LRA Clients are encouraged to adopt a strong password practice by ensuring that the following requirements are met:

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[Signature]
MORILYN T. TOMAS
Records Section



- a. Passwords used are not the name, address, date of birth, username, nickname, or any term that could easily be guessed by someone who is familiar with the User;
- b. Passwords shall be at least eight (8) characters long;
- c. Passwords shall contain characters from three of the following categories:
 - 1) English uppercase characters (i.e., A... Z);
 - 2) English lowercase characters (i.e., a... z); and,
 - 3) Base ten (10) digits (i.e., 0,1... 9).
- d. Use of weak passwords are strongly discouraged. Weak passwords have the following characteristics:
 - 1) Contain less than eight characters;
 - 2) Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters;
 - 3) Contain number patterns such as aaabbb, qwerty, or 123321; and,
 - 4) Contain some version of "Welcome123" "Password123" "Changeme123".

Article II
Entry of Information through the CLRP

- Sec. 2.1. The CLRP Application shall cover the entry of transaction details under the following Book Types:
 - a. Registered Land ("RL");
 - b. Unregistered Land ("UL");
 - c. Comprehensive Agrarian Reform Program ("CARP");
 - d. Chattel Mortgage ("CM");
 - e. Personal Properties ("PP"); and,
 - f. Certification, Certified True Copy, and Verification (CCV).
- Sec. 2.2. The LRA Client shall encode the required transaction details.
- Sec. 2.3. The LRA Client shall have the option to upload the supporting documents related to the registration of deeds/instruments and requests for information.
- Sec. 2.4. The CLRP Application shall be able to generate a Registration Application Form ("RAF"), or an Information Request Form ("IRF") which shall include the encoded data and a 2D barcode.

Article III
Registration in the Registry of Deeds

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[Handwritten Signature]
07/07/20
NORLYN T. TOMAS
CLERK, LAND REGISTRATION AUTHORITY



- Sec. 3.1. The Client shall proceed to the Registry of Deeds where the property is registered.
- Sec. 3.2. The Client shall submit the printed RAF/IRF, together with the supporting documents, to the Entry Clerk.
- Sec. 3.3. Upon submission of the RAF or IRF and the supporting documents, existing rules and procedures for the processing of transactions shall apply.

**Article IV
Training on the Use of the CLRP**

- Sec. 4.1. The Head of the Registry shall designate the CLRP Training Officer, who shall conduct training for LRA Clients on how to access and use the CLRP Application.
- Sec. 4.2. The CLRP Training, which is **free of charge**, shall be available in the various "live" RDs nationwide.

**Article V
LRA Service Desk**


- Sec. 5.1. LRA Clients may contact the LRA Service Desk for inquiries and complaints.
- Sec. 5.2. The LRA Service Desk may be contacted through the following:
 - a. "Contact Us" page of the CLRP Application; or,
 - b. Email: clrp@lra.gov.ph.

**Article VI
Common Provisions**

- Sec. 6.1. If any provision of this Circular, or any application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.
- Sec. 6.2. All orders, guidelines, circulars, rules and regulations inconsistent herewith are hereby repealed or amended accordingly.
- Sec. 6.3. 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.

Issued IAN 06 2020, 2019, Quezon City, Philippines.



RENATO D. BERMEJO
Administrator


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NORILYN T. TOMAS
Chief, Central Registration

Annex A

CLRP User Account Registration Form



	<p>Land Titling Computerization Project</p> <p>LRA Citizen's Land Registration Portal</p> <p>("CLRP") User Account Registration</p> <p>LTCP Form 0068 version 01</p>	<p>Date:</p>
<p><i>Note: This form shall be used for requesting the creation of CLRP User Account from the various Registries of Deeds.</i></p>		
<p>Registry of Deeds:</p>		
<p>Account Type: <input type="checkbox"/> LRA Extension Office User <input type="checkbox"/> Regular User</p>		
<p>A. Important Notice from the LRA Administrator</p>		
<p>The Requester is advised that the use of another individual's User Account is unlawful and is strictly prohibited. Legal action shall be taken against individuals who shall violate this Policy. Further, the Requester shall be the guardian of his User Account and Password. He shall take all necessary measures to safeguard his password from any inadvertent use or misuse.</p>		
<p>B. Requester's Information (to be filled out by Requester)</p>		
<p>Requester's Name: (Last Name, First Name, Middle Name)</p>	<p>Tel./Mobile No.</p>	
<p>Requester's Address: (House/Lot/Block No., Street, Subdivision/Village/Barangay, City/Municipality, Province)</p>	<p>E-mail Address:</p>	
<p>C. Data Privacy Notice and Acknowledgement</p>		
<p><i>Data Privacy Notice: In relation to Republic Act 10173, and its Implementing Rules and Regulations (Section 21 and 22), and by applying for the creation of LRA's Citizen Land Registration Portal ("CLRP") User Account, the undersigned gives consent to the LRA and its Registries of Deeds (collectively, the "LRA") for the Agency to collect and store the above data into its System. Further, the undersigned acknowledge and understand that the created user account shall be his/her sole responsibility, therefore makes the undersigned accountable for its confidentiality and the consequences of its use.</i></p>		
<p>By: _____ Name and Signature of Requester</p>		
<p>Distribution List: Copy 1 - RD / Copy 2 - LRA</p>		<p>Classification: Confidential</p>
<p>Page 1 of 1</p>		

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 NORLITA TOMAS
 07/07/20