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PROJECT MANAGEMENT OFFICE

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U.P. LAW CENTER
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
RECEIVED
JUN 02 2020
TIME: 10:30 BY: Gerville

LRA Circular No.: 07 - 2020

SUBJECT: SUPPLEMENTAL IMPLEMENTING RULES ON THE USE OF THE CITIZEN'S LAND REGISTRATION PORTAL

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, 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 caused the development of the Citizen's Land Registration Portal ("CLRPP"), which shall allow LRA's Clients to pre-encode the transaction details, upload supporting documents related to the registration of deeds/instruments and requests for information, and submit the barcoded CLRPP Output Form to the concerned Registry of Deeds during the entry of their transaction;

WHEREAS, LRA Circular No. 01-2020 was issued on January 6, 2020, with subject "Implementing Guidelines on the Use of the Citizen's Land Registration Portal" (the "CLRPP IRR");

WHEREAS, several enhancements were recently introduced in the CLRPP;

WHEREFORE, in consideration of the foregoing premises, this supplement to the CLRPP IRR is issued to provide further guidance to CLRPP Users and cover enhancements introduced in the CLRPP, as follows:

**Article I
Mode of Requesting for CLRPP User Accounts**

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06/01/2020

NORILYN T. TOMAS

Chief, Central Records Section

1. CLRPP Users may avail of User Accounts by:
 - a. Visiting the nearest Registry of Deeds office, and availing of the unique User Account, which is pre-created by the LRA. This is without prejudice to the right of a client who is physically present in the registry office to have an immediate entry of the transaction without resorting to CLRPP, or,
 - b. Sending a request to the designated LRA Central Office CLRPP User Administrator (the

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"CO-CUA").

2. The procedure for requesting for User Accounts in the Registries of Deeds as per Item (1) (a) above, shall be as follows:
 - a. The Client shall submit a fully accomplished LRA CLRP User Account Registration Form along with a photocopy of a valid ID as an attachment to the Form. A copy of the Form is attached as Annex "A".; and,
 - b. The CLRP User Account Custodian in the Registry of Deeds shall issue a sealed envelope which contains the LRA CLRP User Account details to the Client, and update the Log Book to be kept for the purpose of controlling these pre-created User Accounts.
3. The procedure for requesting for User Accounts through the LRA CO-CUA as per Item (1) (b) above, is as follows:
 - a. The Client shall send an email request to the CO-CUA through this email address clrp@lra.gov.ph ;
 - b. The CO-CUA shall acknowledge the request, and provide the Client with the LRA CLRP User Account Registration Form;
 - c. The Client shall fill out this form, scan the same, including all required supporting documents, and send back to the CO-CUA;
 - d. The CO-CUA shall create the User Account;
 - e. The Client shall receive an activation link of their account in the email address they provided in Form; and,
 - f. The Client shall then follow the emailed link to the CLRP and provide their password.
4. In all cases, the creation of CLRP User Accounts shall be **free of charge**.

**Article II
Priority of Rights**

The use of CLRP shall not create a prior right in favor of the user, until after the transaction shall have been entered in the Electronic Primary Entry Book and given an EPEB number by the registry office which has jurisdiction over the transaction.

**Article III
Common Provisions**

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.
2. All orders, guidelines, circulars, rules and regulations inconsistent herewith are hereby repealed or amended accordingly.
3. This Circular shall take effect immediately 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 MAY 29 2020, 2020, Quezon City, Philippines.

CERTIFIED TRUE COPY:

[Signature]
NORILYN T. TOMAS
Chief, Central Records Section

[Signature]
RENATO D. BERMEJO
Administrator

Annex A -

SUBJECT: **SUPPLEMENTAL IMPLEMENTING RULES ON THE USE OF THE CITIZEN'S LAND REGISTRATION PORTAL**



LRA Citizen's Land Registration Portal ("CLRP") User Account Registration Form

	Land Titling Computerization Project LRA Citizen's Land Registration Portal ("CLRP") User Account Registration Form LTCP Form 0068 version 2	Date:

Note: This form shall be used for requesting the creation of CLRP User Account from the various Registries of Deeds.

LRA Office/Registry of Deeds:

Account Type: Regular User LRA Extension Office User

A. Requester's Information (to be filled out by the Requester)

Account ID (for LRA Pre-created Accounts):

Requester's Name: (Last Name, First Name, Middle Name)	Mobile No.:
Requester's Address: (House/Lot/Block No., Street, Subdivision/Village/Barangay, City/Municipality, Province)	E-mail Address:

List of Acceptable IDs: (Requester shall submit a photocopy of any of the following)

<input type="checkbox"/> Passport <input type="checkbox"/> Land Transportation Office (LTO) Driver's License <input type="checkbox"/> Social Security System Unified Multi-Purpose Identification (SSS UMID) Card <input type="checkbox"/> Professional Regulatory Commission (PRC) ID <input type="checkbox"/> Commission on Elections (COMELEC) Voter's ID <input type="checkbox"/> Senior Citizen ID	<input type="checkbox"/> Persons with Disability (PWD) ID <input type="checkbox"/> Philippine Health Insurance Corporation (PhilHealth) ID <input type="checkbox"/> Tax Identification Number (TIN) Card <input type="checkbox"/> Postal ID <input type="checkbox"/> Government Service Insurance System (GSIS) Card <input type="checkbox"/> Other National Government-issued ID <input type="checkbox"/> Other Local Government-issued ID
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B. Data Privacy Notice and Acknowledgement

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 acknowledges and understands 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.*

By: _____
Name and Signature of Requester

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[Signature] 06/01/2020
NORILYN T. TOMAS
Chief, Central Records Section

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