



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)

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U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
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LAND REGISTRATION AUTHORITY, INC.

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PROJECT MANAGEMENT OFFICE

DATE: 08-25-2020 BY: J. De Jesus

LRA CIRCULAR No. 15 - 2020

SUBJECT: IMPLEMENTATION OF THE LRA TITLE READY PROGRAM ("TRP")

WHEREAS, the Land Registration Authority ("LRA") is a government agency under the Department of Justice 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 has substantially implemented in its Registries of Deeds nationwide 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 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, LRA has on-going initiatives to further improve the turn-around-time in processing transactions in the various RD Offices. An area for improvement identified is the need to reduce the time spent by RD Personnel in locating and retrieving the physical copy of a title kept in the files of the Registry (the "Government Copy"), and verifying if the scanned images of the title uploaded in the LRA's Computerized System is updated;

WHEREFORE, in consideration of the foregoing premises, it is the declared policy of this Authority that, to ensure that the processing of future requests for certified true copies, including processing of transactions or registration of deeds and instruments affecting the same, RDs shall allow the retrieval and tagging of Registry Copies of titles, which are still not subject of any transaction, and process the same under the LRA Title Ready Program ("TRP"), as follows:

Article I
Coverage and Implementation Guidelines

1. The Title Ready Program shall cover all "active" titles in the custody of the Registries of Deeds, except for titles issued through the LRA Computerized System (the "eTitles").
2. The TRP shall be implemented based on the request of Registered Owners or their duly authorized representative (the "Request-based TRP"). The TRP may also be implemented in an RD, based on a Memorandum to be issued by the undersigned

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Chief, Central Records Section

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(the "LRA-initiated TRP").

3. The TRP shall utilize the existing policies and rules, standards, guidelines and procedures implemented by LRA for the processing of Certified True Copy requests; for the data conversion of paper titles, including the scanning, encoding, and quality assurance of the same; and, for the updating of the electronic records of Registries of Deeds.

**Article II
Objectives**

1. The objective of the TRP is the faster processing of requests for Certified True Copies ("CTC") on covered titles, considering the existing processes and workflows covering the same.

**Article III
Initiation of the TRP (Request-based TRP)**

1. The TRP may be requested by Registered Owners, or their duly-appointed representatives, by visiting the Registry of Deeds having custody of the subject land title and submitting the filled-out TRP Request Form, which is attached herewith as Annex "A"; and,
2. Alternatively, the TRP may be requested by Registered Owners, or their duly-appointed representatives by sending their requests to the LRA, through (0917) 847-0598 for Globe or (0919) 066-5327 for Smart. Based on the request received through text messaging, the LRA designated personnel handling these numbers shall fill-out and send the TRP Request Form to the appropriate Registry of Deeds.

**Article IV
Updating and Tagging of Titles as "TRP", and effect, thereof**

1. Upon receipt of the TRP Request Form, the Records Officer of the RD having custody of the Subject Title shall pull-out the volume containing the same.
2. The TRP process shall cover the title subject of the TRP Request and all the other "active" titles that are part of the volume.
3. The Records Officer shall compare all covered titles with the title database of the Registry of Deeds, and determine the action to be taken on titles, as follows:

Status of the Title Image against the Paper Title	Action to be Taken
a. Title Image is the exactly the same as the Paper Registry Copy, including Annotations and Data Conversion stamp	Electronically-tag the title as having undergone the TRP Process
b. Title Image is not the same as the Paper Registry Copy (not equal), including Annotations and Data	Update the title image and tag the title as having undergone the TRP Process using the existing Records Update

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 Chief, Central Records Section

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Conversion stamp, regardless of whether or not the title has been subject of a Registration-related Transaction	Process
c. Title Image is not available	Update the database based on the existing Data Conversion Process
d. Paper Government Copy is not available (for all cases)	Issue Report to LRA Central Office on the matter

4. Where applicable, the Records Officer shall affix the following on the face of the Government Copy of the titles:
 - a. "Nothing Follows" Data Conversion Stamp with his/her signature and date, except for titles that already have this stamp; and,
 - b. "TRP" Stamp at the bottom right corner of each page of the Title, including his/her signature and date.
5. Titles that have successfully completed the TRP process shall have their corresponding title images electronically-tagged, as follows:
 - a. The updated scanned image shall be electronically-tagged as a "TRP"; and,
 - b. The phrase "Processed under the Title Ready Program" shall be printed on the Certified True Copy of the Subject Title as a watermark.
6. The provisions of Article IV Section 3 of this Circular shall be implemented without prejudice to all applicable policies and rules, standards, guidelines and procedures implemented by LRA, including LRA issuances mentioned in Article I Section 3 hereof.

**Article V
Exception Handling**

1. In case the Government Copy of any title subject of the TRP can no longer be found despite diligent search, the Records Officer and the Head of the Registry of Deeds shall jointly sign and issue a letter to the requesting party on this matter, which shall be provided to the requesting party, copy-furnished the undersigned.

**Article VI
Program Implementation**

1. All TRP requests shall be processed without fees or charges.
2. This Circular shall be implemented on a per Registry basis, subject to the issuance of the undersigned of a Memorandum addressed to the head of the Registry.
3. The Registry of Deeds, upon receipt of the Memorandum from LRA, shall post a Notice to the Public informing the Registered Owners that they may request for their Titles to be processed under the TRP so that the same may be readily available for

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 Chief, Central Records Section

[Signature]



any future transaction.

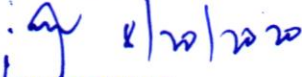
4. The LRA shall also advise the Public on further developments on this Program through its official Website (www.lra.gov.ph) and Facebook Page (Land Registration Authority - Philippines).

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.


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

Issued AUG 18 2020, 2020, Quezon City, Philippines.


RENATO D. BERMEJO
Administrator

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NORILYN T. TOMAS
Chief, Central Records Section

**Annex A
Title Ready Program ("TRP") Request Form**

	<p>Land Titling Computerization Project Title Ready Program ("TRP") Request Form LTCP Form 0067 version 1</p>	<p>Date:</p>	
<p><i>Note: This form shall be used for requesting titles to be tagged as Transaction-Ready Title in the various Registries of Deeds.</i></p>			
<p>Registry of Deeds:</p>			
<p>A. Requester's Information (to be filled out by the Requester)</p>			
<p>Requester's Name: <i>(Last Name, First Name, Middle Name)</i></p>	<p>Mobile No.:</p>	<p>E-mail Address:</p>	
<p>B. Details of Request Type of Request: <input type="checkbox"/> Walk In Application <input type="checkbox"/> SMS Application</p>			
<p>This is to request for the following titles to be tagged as Transaction-Ready Title:</p>			
<p>Title Type (OCT / CCT / TCT)</p>	<p>Title Number</p>	<p>Area of the Property</p>	<p>Name of Registered Owner/s</p>
<p>By: _____</p>			<p>_____ <i>Name and Signature of Requester / Date</i></p>
<p>Distribution List: Copy 1 - RD / Copy 2 - LRA</p>			

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