



LAND REGISTRATION AUTHORITY

CITIZEN'S CHARTER

2019 (1ST Edition)



I. Mandate

The LRA exists for the sole purpose of implementing and protecting the Torrens system of land titling and registration, as well as registration of transactions involving personal properties. Through its Registry Offices, it constitutes as the central repository of all land records involving registered or titled lands as well as registered transactions involving unregistered or untitled lands.

It issues decrees of registration pursuant to final judgment of the courts in land registration proceedings and cause the issuance by a registrar of deeds the corresponding certificate of title.

It is tasked to issue all subsequent or transfer certificates of title. It keeps the title history or records of transaction involving titled or registered lands. It provides legal and technical assistance to the courts relative to land registration cases, and to other government agencies with respect to registration of administratively issued titles. It likewise extends assistance to DAR in the implementation of the Comprehensive Agrarian Reform Program (CARP).

II. Vision

A LAND REGISTRATION AUTHORITY (LRA) that is:

- An independent corporate body exercising quasi-judicial functions using automated systems and modern facilities;
- An effectively managed organization responsive to the needs of its clients and its personnel; and
- An entity conscious of its role to promote and attain the full trust and confidence of the public in the Torrens System and the titles, documents and other public records kept in its official custody.

III. Mission

The LRA is mandated to issue decrees of registration and certificates of titles and register documents, patents and other land transactions for the benefit of landowners, agrarian reform-beneficiaries and the registering public in general; to provide a secure, stable and trustworthy record of land ownership and registered interests therein so as to promote social and economic well-being and contribute to national development. To achieve this mission, the LRA is committed to effectively implement the laws and regulations relative to the registration of land titles and deeds; to maintain and foster greater public trust and confidence in the Torrens System through honest, prompt and efficient service, and to preserve and maintain the integrity of land records; to provide vital, accurate and timely land-related information as well as to provide convenient working conditions and adequate incentives to all LRA personnel.



IV. Service Pledge

We commit to:

- **Advocate for the adoption of effective government practices** for efficient government service delivery and prevention of graft and corruption;
- **Capacitate government agencies** to reengineer its systems and procedures to reduce processing time and regulatory burden for the transacting public;
- **Promote the implementation of simplified requirements and procedures** that will reduce red tape and expedite business and non-business related transactions in the government;
- **Provide assistance to the public** in filing and investigating complaints against government agencies and/or officials for non-compliance to R.A. 11032.
- **Attend to all applicants or requesting parties who are within the premises of the office** prior to the end of official working hours and during lunch break.



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Central Office Internal Services



1. ASSESSMENT OF OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR) FORMS

Ensures the proper validation OPCR and timely endorsement of the same to the Performance Management Team (PMT) Chairman.

Office or Division:	Planning and Management Division				
Classification:	Complex				
Type of Transaction:	G2G – Government to Government				
Who may Avail:	LRA Central Office (CO) /Registry of Deeds (RD)				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Accomplishment Reports		End-Users			
2. Two (2) sets of Duly Accomplished OPCR's (Numerical and Percentage Rating)		End-Users			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished OPCR's (Numerical and Percentage Rating)	1. Receive and log the accomplishment reports and OPCR	None	5 mins	Ms. Maria Corazon Villanueva <i>Administrative Assistant II</i>	
	2. Attach tracking sheet and forward to the assigned validator		5 mins	Ms. Maria Corazon Villanueva <i>Administrative Assistant II</i>	
	3. Validate received accomplishment reports and OPCR's based on pertinent guidelines		4 days		Mr. James Mamauag <i>Administrative Officer IV</i>
	4. Notify concerned unit of corrections, if any				Mr. Randolph Natividad <i>Administrative Officer IV</i>
				Ms. Judylyn Floresta	



				<p><i>Administrative Officer IV</i></p> <p>Ms. Jeniefer Gail Tamayo <i>Planning Officer I</i></p> <p>Ms. Irish Nicole San Francisco <i>Administrative Officer II</i></p> <p>Ms. Maria Corazon Villanueva <i>Administrative Assistant II</i></p> <p>Mr. Henri Norman Ponce <i>Planning Assistant</i></p>
	5. Review accomplishment report and OPCR		1 day	<p>Ms. Marilyn C. Custodio <i>Division Chief/ Planning Officer V</i></p>
	6. Prepare Validation Report of all reviewed OPCR's and endorse to PMT Chairman			<p>Ms. Elaine Lolong <i>Administrative Aide IV</i></p>
	7. Once approved by the head of agency, forward to concerned unit the certified copy of OPCR		2 days	<p>Ms. Elaine Lolong <i>Administrative Aide IV</i></p>
TOTAL:		None	7 Days*	

Note: *Excluding the period for the signature of PMT Chairman, Head of the Agency, feedback from units on corrections and mailing service



2. CERTIFICATION OF SERIAL NUMBER FOR THE ISSUED TITLE

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)				
Photocopy of Title				
Government ID		BIR, Philpost, DFA, PSA, SSS, GSIS, Pag-IBIG		
LRA-Official Receipt		LRA One Stop Shop		
Stab		Property and Supply Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with a photocopy of title and government issued I.D	1.PSS-Judicial Unit examines request and other documentary requirements	None	2 minutes	Mary Jane C. Lazo <i>Administrative Aide IV, Property and Supply Section</i>
	2.Issue stab for payment to LRA-Cashier	None	2 minutes	Mary Jane C. Lazo <i>Administrative Aide IV, Property and Supply Section</i>
2. Receive stab and pay the required fees at the OSS	3. OSS-Cashier receives payment and issue official receipt	Certification fee – Php30.00	5 minutes	Mica Ella Grace Solitario <i>Cashier I, OSS</i>
	4. Check the official receipt; and copy the OR number and amount paid in the space		1 hour	Dolores C. Malang <i>Chief, Property and Supply Section</i>



	<p>provided in the certification</p> <p>4.1 Check record on file as basis for the issuance of certificate</p> <p>4.2 Print certificate and attach official receipt then affix initial/ signature</p> <p>4.3 Signature of the Chief, PSS</p> <p>4.4 Release Certification</p>			
TOTAL:		Php30.00	1hour and 9 minutes	



3. CHECKING AND REVIEWING OF VOUCHERS AND PAYROLLS

Ensures the compliance of vouchers and payrolls with the agency's Accounting and Commission on Audit (COA) rules and regulations.

Office or Division:	Planning and Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may Avail:	LRA, Registry of Deeds, and LRA-CARP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vouchers and Payrolls		Accounting Division and LRA-CARP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward vouchers and payroll	1. Receive and record vouchers and payrolls of LRA and LRA-CARP from the Accounting Division	None	5 mins.	Mr. Warren Lista <i>Data Controller</i>
	2. Distribute the vouchers and payrolls to the assigned reviewers		5 mins.	Mr. Warren Lista <i>Data Controller</i>
	3. Check and review the completeness of documents. In cases of lack of document/s or signature/s, the reviewer calls the attention of the concerned employee/officials through SMS/Call, to comply with the requirement/s		5 hours	Mr. Randolph Natividad <i>Administrative Officer IV</i> Mr. James Mamauag <i>Administrative Officer IV</i> Ms. Judylyn Floresta <i>Administrative Officer IV</i>
	4. Evaluate the compliance of the			Mr. Randolph Natividad



	submitted vouchers and payrolls with the agency's Accounting and COA rules and regulations			<i>Administrative Officer IV</i> Mr. James Mamauag <i>Administrative Officer IV</i> Ms. Judylyn Floresta <i>Administrative Officer IV</i>
	5. Final review and affix signature on the compliant vouchers and payrolls	None		Ms. Glory Goloyugo <i>Chief , Management Section / Administrative Officer V</i>
	6. Release vouchers and payrolls to Budget Section		20 mins.	Mr. Warren Lista <i>Data Controller</i>
TOTAL:		None	5 Hours and 30 mins.	



4. ISSUANCE OF CERTIFICATION AND SERVICE RECORDS

Office or Division:	Human Resource Development Division (HRDD)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	Data owner(s)/Courts/Ombudsman/Civil Service Commission/Department of Justice			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
1. Letter request (1 original & 1 photocopy)		Data owner(s)		
2. One (1) valid Government Issued Identification Card (1 Original & 1 photocopy)		Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec		
Representative				
1. Letter request (1 original & 1 photocopy)		Principal(s)/requestor		
2. Duly signed Authorization /Notarized Special Power of Attorney (1 original & 1 photocopy)		Principal(s)/requestor		
3. One (1) valid Government Issued Identification Card (1 Original & 1 photocopy)		Principal(s)/requestor: Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec		
4. One (1) valid Government Issued Identification Card (1 Original & 1 photocopy)		Authorized representative/Presenter: Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec		
Courts/Ombudsman/Civil Service Commission/Department of Justice				
1. Subpoena duces tecum/Letter request		Requesting agency/Court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the Human Resource	1. Verify request (Validity/ Purpose)	Php30.00/ doc (For non-employees)	3 Minutes	Ms. Chrislyn Talaoc, <i>Administrative Staff (JO)</i>



Development Division				<i>Human Resource Development Division</i>
	2. Issue payment request to Cashier	None (For employees /Former employees /G2G Request)	3 Minutes	Ms. Karen Pearl H. Ocampo <i>Records Officer I, Human Resource Development Division</i>
2. Proceed to Cashier for payment	3. Process payment		3 Minutes	<i>Assigned Cashier One-Stop-Shop</i>
3. Present receipt of payment to HRDD	4. Process request: <ul style="list-style-type: none"> ➤ For Active Files ➤ For Inactive Files 		4 hours 1 Day	Ms. Karen Pearl H. Ocampo <i>Records Officer I, Human Resource Development Division</i>
	5. Sign certification		1 hour	Ms. Amelia G. Merluza <i>Acting Chief, Human Resource Development Officer</i>
	6. Forward for releasing		3 Minutes	Ms. Marnie D. Anunciado <i>Administrative Staff (JO) Human Resource Development Division</i>
	7. Release document requested		3 Minutes	Ms. Chrislyn Talaoc, <i>Administrative Staff (JO)</i>



				<i>Human Resource Development Division</i>
	TOTAL:	Php30.00	<u>For Active Files: 5 hours & 12 Minutes</u> <u>For Inactive Files: 1 day, 5 hours, & 12 Minutes</u>	



5. ISSUANCE OF CERTIFIED COPY OF OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR) FORMS

Ensures the proper issuance of Certified Copy of OPCR to the requesting individual or office.

Office or Division:	Planning and Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may Avail:	LRA Central Office (CO) /Registry of Deeds (RD)/ Other Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Requesting Office/Individual (through courier/e-mail)		
Duly Accomplished Request Form		Requesting Office/Individual (Walk-in)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or Request Form to the Planning and Management Division	1. Receive and log the letter-request or request form and endorse the request to the assigned validator/s.	None	1 day	Ms. Maria Corazon Villanueva <i>Administrative Assistant II</i>
	2. Assigned validator/s prepares the copy of the OPCR and place his/her initials on every page, and forward the same to the Administrative Aide for stamping of "Certified True Copy".			Mr. James Mamauag <i>Administrative Officer IV</i> Mr. Randolph Natividad <i>Administrative Officer IV</i> Ms. Judylyn Floresta <i>Administrative Officer IV</i>



				<p>Ms. Jeniefer Gail Tamayo <i>Planning Officer I</i></p> <p>Ms. Irish Nicole San Francisco <i>Administrative Officer II</i></p> <p>Ms. Maria Corazon Villanueva <i>Administrative Assistant II</i></p> <p>Mr. Henri Norman Ponce <i>Planning Assistant</i></p>
	<p>3. Administrative Aide stamps “Certified True Copy” on every page of the OPCR and:</p> <p>a.) If the request is through courier or email, the Administrative Aide prepares transmittal letter for signature of the Planning Chief.</p> <p>b.) If the request is from walk-in client/s please refer to step no. 5.b.</p>			<p>Ms. Elaine Lolong <i>Administrative Aide IV</i></p>
	<p>4. Planning Chief signs the transmittal letter and endorse the same to the Administrative Aide for releasing.</p>			<p>Ms. Marilyn C. Custodio <i>Division Chief/ Planning Officer V</i></p>



	<p>5. a.) For request through courier/email: Administrative Aide forward the Certified True Copy of OPCR to the Central Records Section for mailing.</p> <p>b.) For walk-in client/s: Administrative Aide log and release the Certified True Copy of OPCR to the client.</p>			<p>Ms. Elaine Lolong <i>Administrative Aide IV</i></p>
TOTAL:		None	1 Day	



6. ISSUANCE OF COMMON-USE SUPPLIES TO THE DIFFERENT

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	Registries of Deeds and Offices in the Central Office, this Authority			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issuance Slip (RIS) or Letter Request (1 original copy)		Property and Supply Section (PSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or RIS	1. PSS-Supply Unit examines request	None	2 minutes	Noel R. Sabariza , Administrative Aide III, Property and Supply Section
	8. The Chief shall approve the request for the issuance of available common-use supplies	None	2 minutes	Dolores C. Malang , Chief, Property and Supply Section
	9. PSS-Supply Unit shall prepare Inventory Custodian Slip (ICS) for tangible assets (e.g. calculator, cutter, scissor)	None	3 minutes	Noel R. Sabariza , Administrative Aide III, Property and Supply Section
	4. If approved PSS-Supply Unit issues/ dispatches requested office equipment	None	5 minutes	Rico U. Tucay , Administrative Assistant III, Property and Supply Section
TOTAL:		None	12 minutes	



7. ISSUANCE OF OBLIGATION REQUEST AND STATUS (ORS)

ORS is issued once an obligation is incurred. Obligation refers to a commitment, which binds the agency to the immediate or eventual payment of a sum of money chargeable against allotments received in pursuit of its functions, programs, activities and projects

Office or Division:	Budget Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	GSD and HRDD			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Main Document (MD) such as Disbursement Voucher (DV)/Payroll/Contract/Purchase Order (PO)/Work Order (WO)/Job Order (JO)			From concerned office/personnel	
Supporting Documents (SDs) per LRA Circular No. 10-2017 and COA Circular No. 2012-001 for PS transactions			From concerned office/personnel	
Supporting Documents (SDs) pursuant to COA Circular No. 2012-001 for MOOE transactions			From concerned office/personnel	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the MD and SDs to the Budget Section	1. Receive the transaction documents and verify completeness If complete, sign the logbook of client / If incomplete, return the documents to client	None	1 day	Maria Remedios R. Sales Adm. Asst. III
	2. Enter details in the Control Logbook and assign ORS number if	None		Maricor N. Paligat Adm. Aide VI



	<p>allotment is available for the purpose.</p> <p>Prepare the ORS in 3 copies.</p>			
	3. Review the ORS, record the amount obligated in the RAOD and initial in Section B of the ORS.	None		Elvira M. Iyog Chief, Budget Section
2. Receive ORS, MD and SDs and sign in the Control Logbook	4. Forward ORS, MD and SDs to client for the signing of Section A of the ORS (Please refer to GSD/HRDD process)	None		Maria Remedios R. Sales Adm. Asst. III
3. Return the ORS, MD and SDs upon signing of Section A of the ORS	5. Receive the duly signed ORS, MD and SDs and sign the logbook of client. Enter details in the Control Logbook	None	3 hours	Cecilia F. Miller Adm. Off. II
	6. Review ORS and the other documents. If in order, sign the certification in Section B of the ORS	None		Ma. Teresa P. Yancha Chief, Budget Division
	7. For DV / Payroll, forward ORS and SDs to Disbursement Section for	None		Cecilia F. Miller Adm. Off. II



	processing of the claim For PO/JOWO or Contract, forward ORS and SDs to Accounting Division for processing			
TOTAL:		None	1 day & 3 hours	



8. ISSUANCE OF OFFICE EQUIPMENT

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	All LRA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issuance Slip (RIS) or Letter Request (1 original copy)		Property and Supply Section (PSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or RIS	1. PSS-Equipment Unit examines request	None	2 minutes	Joana Marie O. De Guzman, <i>Administrative Aide II, Property and Supply Section</i>
	2. a. If available: Equipment Unit-in-charge shall indorse the request to the Chief, PSS for approval b. If not available: Equipment Unit-in-charge shall consolidate not available office equipment at the time of request and shall be included in the preparation of the PSS WFP/APP c. If badly needed: The PSS shall make an emergency purchase subject to the usual	None	5 minutes	Maria Rudylyn A. Cebrero, <i>Administrative Officer I, Property and Supply Section</i>



	accounting and auditing procedures and applicable procurement rules			
	3. PSS-Equipment Unit shall prepare the Inventory Custodian Slip (ICS) for Semi-Expendable (SE) equipment or Property Acknowledge Receipt (PAR) for Property, Plant and Equipment (PPE) for all approved request	None	5 minutes	Dolores C. Malang <i>Chief, Property and Supply Section</i>
	4. If approved PSS-Equipment Unit issues/ dispatches requested office equipment		5 minutes	Ramon J, Cabuhat <i>Administrative Aide III, Property and Supply Section</i>
TOTAL:		None	17 minutes	



9. PROCESSING OF APPLICATION (CENTRAL/REGIONAL OFFICE)

Office or Division:	Human Resource Development Division (HRDD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may Avail:	All (Applicants)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter		Applicant
2. Personal Data Sheet (CSC Form 212, revised 2017) – (3 original copies)		Download @ www.csc.gov.ph
3. Transcript of Records (1 Original/1 Certified True Copy)		School attended
4. Civil Service Eligibility/Equivalent eligibility under RA 1080 (Updated PRC ID/Board Rating) – (1 Authenticated/1 Certified copy)		Civil Service Commission (CSC)/Philippine Regulation Commission (PRC)
5. Certificate of Trainings Attended, if any (1 photocopy)		LRA Land Registration Monitoring Division (LRMD)
6. National Bureau of Investigation (NBI) Clearance (1 original copy)		National Bureau of Investigation (NBI)
Additional requirements for Lawyers/Presidential Appointees		
7. Certificate of Membership to the Bar (1 certified true copy)		Supreme Court of the Philippines
8. Bar Rating (1 certified true copy)		Supreme Court of the Philippines
9. Clearances (For applicants with former government experience) – (1 original copy) <ul style="list-style-type: none"> ➤ Ombudsman Clearance ➤ Sandiganbayan ➤ Civil Service Commission ➤ National Bureau of Investigation Clearance 		Office of the Ombudsman Sandiganbayan Civil Service Commission National Bureau of Investigation
10. Certification that he/she possesses all the qualification and none of the disqualification (3 original copies)		Applicant



11. For applicants with pending Administrative/Criminal Cases: Signed Case Brief/Executive Summary/Decision (1 original or 1 certified copy)		Applicant/Courts (RTC/MTC/MCTC/CA/SC)		
12. Statement of Assets, Liabilities and Networth (SALN)		LRA Human Resource Development Division (HRDD) for employees of LRA or download @ www.csc.gov.ph		
13. Neuro-Psychiatric Examination (1 original – sealed)		Government affiliated hospitals		
Additional requirements for Promotion/Transfer:				
14. Individual Performance and Commitment Report (IPCR)/ Office Performance and Commitment Report (OPCR) for the last two (2) semesters immediately preceding application (1 original or 1 certified true copy)		LRA Human Resource Development Division/LRA Planning and Management Division (PAMD)/Former Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with attachments	1. Receive application	None	5 Minutes	Ms. Noralyn Canencia <i>Administrative Staff (JO), Recruitment Unit-Human Resource Development Division</i>
For walk-in applicants:				
	2. If Qualified: ➤ Initially screen applicant vis-à-vis Qualification Standards & Encode in the applicant's database If not qualified:	None	1 hour	(For SG 1-18) Ms. Cecilia T. Daleon/ Ms. Venus M. Villa <i>Administrative Office V Human Resource Development Division</i>



	<ul style="list-style-type: none"> ➤ Inform applicant that he/she is not qualified 			<p>(For SG 19-above) Ms. Eva I Adviento/ Ms. Amelia G. Merluza <i>Supervising Admin. Officer/Acting Chief HRDO Human Resource Development Division</i></p>
For mailed applications:				
	<p>3. If Qualified:</p> <ul style="list-style-type: none"> ➤ Encode in the applicant's database <p>If not qualified:</p> <ul style="list-style-type: none"> ➤ Prepare a letter of regret for signature of the Chief HRDO 	None	1 day	<p>(For SG 1-18) Ms. Cecilia T. Daleon/Ms. Venus M. Villa <i>Administrative Office V Human Resource Development Division</i></p> <p>(For SG 19-above) Ms. Eva I Adviento/ Ms. Amelia G. Merluza <i>Supervising Admin. Officer/Acting Chief HRDO Human Resource Development Division</i></p>
	2. Scheduled Written Examination (WE)	None	2 hours	<p>Ms. Noralyn Canencia <i>Administrative Staff (JO), Recruitment Unit-</i></p>



				<i>Human Resource Development Division</i>
	3. Scheduled Behavioral Event Interview (BEI) – Panel Interview	None	30 Minutes	HRMPS Board Central Office - Land Registration Authority
	4. Preparation draft Board Resolution	None	2 hours	Ms. Marnie Anunciado <i>Administrative Staff (JO), Recruitment Unit- Human Resource Development Division</i>
	5. Evaluate for finalization of draft Board Resolution	None	2 hours	Ms. Amelia G. Merluza <i>Acting Chief HRDO Human Resource Development Division</i>
	6. Finalize draft Board Resolution	None	1 hour	Ms. Marnie Anunciado <i>Administrative Staff (JO), Recruitment Unit- Human Resource Development Division</i>
	7. Signs & endorse Board Resolution to the other members of the Board	None	1 hour	Ms. Amelia G. Merluza <i>Acting Chief HRDO Human Resource Development Division</i>
TOTAL:		None	2 days, & 35 minutes	



10. PROCESS OF DEPLOYMENT OF JANITORIAL AND SECURITY SERVICES

Receives contract for Janitorial and Security Services for implementation.

Office or Division:	General Services Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	LRA Central Office and Registries of Deeds			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contract (Approved)		Land Registration Authority (LRA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwarded approved contract from BAC.	1. Receives the approved contract and forward the contract to the Chief of GSD.	None	10 minutes	Ms. Eunalize E. Zapanta <i>(Administrative Aide IV)</i>
	2. GSD conducts meeting with Service Providers to discuss deployment of people, guns / ammunition for guards and delivery of supplies and materials for janitorial personnel to different Registries of Deeds and in the Central Office.	None	2 days and 30 minutes	Atty. Robert G. Fumera <i>(Chief of GSD),</i> Ms. Grace O Culannay <i>(GSD Assistant Chief)</i> Mr. Edwin Calmona <i>(Chief of Security)</i>
	3. GSD Chief coordinates with the Registries of Deeds for the deployment of security guards and janitorial personnel.	None	4 days	Atty. Robert G. Fumera <i>(Chief of GSD)</i>
TOTAL:		None	6 days & 40 minutes	



11. PROCESSING OF DISBURSEMENT VOUCHER

Receives claims for payment of services and reimbursement of expenditures and travelling.

Office or Division:	General Services Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may Avail:	Private Suppliers / Service Providers / LRA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Utility Bills		Service Provider thru the Register of Deeds		
Additional Requirements: Electric Bills – EMMF if Shared Bill Telephone Bills - Certification of Official Calls		LARES Head of Office Concerned		
Reimbursement of Expenses – Disbursement Voucher / Purchase Request / Original Receipts/ Summary of Expenses / Reimbursement of Travelling Expenses - Itinerary of Travel / Certificate of Travel Completed / Tickets / Certificate of Appearance / Official Receipts /		Claimants LRA Employees		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Service Provider transmits Statement of Account/ Utility Bill to the Registry of Deeds.	1. Receives Utility Bills and forward to in charge of preparation of Disbursement Voucher / Receives Disbursement Voucher for Reimbursement of Expenses.	None	5 minutes	Ms. Eunalize E. Zapanta <i>(Administrative Aide IV)</i>
	2. Review of supporting documents and preparation of Disbursement Vouchers.	None	5 minutes	Mr. Danny Delos Santos <i>(Administrative Aide IV)</i> <i>And</i> Ms. Hazel C. Tinio



				(Administrative Officer II)
	3. Forward Disbursement Voucher to Chief of GSD for review and signature.	None	3 minutes	Mr. Danny Delos Santos (Administrative Aide IV)
	4. Review of Disbursement Voucher and signature of GSD Chief.	None	5 minutes	Atty. Robert G. Fumera (Chief of GSD)
	5. Transmit signed Disbursement Voucher with supporting documents to Budget Section for preparation of Obligation Request Status.	None	3 minutes	Mr. Danny Delos Santos (Administrative Aide IV)
	6. Preparation and processing of Obligation Request Status (Budget Section).	None		
	7. Receives Disbursement Voucher with Obligation Request Status from Budget Section for signature of GSD Chief.	None	5 minutes	Mr. Danny Delos Santos (Administrative Aide IV)
	8. GSD Chief signs Obligation Request Status for utility payments.	None	3 minutes	Atty. Robert G. Fumera (Chief of GSD)
	9. Transmit the signed Obligation Request Status together with the Disbursement Voucher to Budget Division for processing	None	3 minutes	Mr. Danny Delos Santos (Administrative Aide IV)
TOTAL:		None	32 minutes	



12. PROVISION OF ACCOUNTABLE FORMS

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	LRA- Registrar of Deeds, Cashiers, and Accountable Officers from Ordinary Decree Section, and the Honorable Courts			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For “live” RDs: On-line request from Operation Support System (OSS)</p> <p>For “Manual RDs”, Ordinary Decree Section, and the Honorable Courts: Written request (1 original copy)</p>		<p>Operation Support System (OSS)</p> <p>Requesting Party</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. For “LIVE” RDs: All Requests shall be made through the Operation Support System (OSS)</p> <p>For “Manual RDS”, Ordinary Decree Section, Reconstitution Division, and the Honorable Courts: Requisition through written request or RIS</p>	<p>1. PSS-Judicial Unit examines request and prints the RIS for approval of the PSS Chief</p>	None	2 minutes	<p>Mary Jane C. Lazo <i>Administrative Aide IV, Property and Supply Section</i></p> <p><i>And</i></p> <p>Dolores C. Malang <i>Chief, Property and Supply Section</i></p>
	<p>2. PSS Chief evaluates the request and determines the availability of</p>	None	1 day	<p>Dolores C. Malang <i>Chief, Property and Supply Section</i></p>



	supplies from BSP			
	3. If approved PSS- Judicial Unit issues/dispatches requested forms	None	3 minutes	Dolores C. Malang <i>Chief, Property and Supply Section</i>
	TOTAL:	None	1 day & 5 minutes	



13. PROVISION OF COMMON-USE SUPPLIES

Issuance of Common-Use Supplies to the different Registries of Deeds and offices in the Central Office, this Authority.

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	All LRA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issuance Slip (RIS) or Letter Request (1 original copy)		Property and Supply Section (PSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or RIS	1. PSS-Supply Unit examines request	None	2 minutes	Noel R. Sabariza, <i>Administrative Aide III, Property and Supply Section</i>
	2. The Chief shall approve the request for the issuance of available common-use supplies	None	2 minutes	Dolores C. Malang, <i>Chief, Property and Supply Section</i>
	3. PSS-Supply Unit shall prepare Inventory Custodian Slip (ICS) for tangible assets (e.g. calculator, cutter, scissor)	None	3 minutes	Noel R. Sabariza, <i>Administrative Aide III, Property and Supply Section</i>
	4. If approved PSS-Supply Unit issues/ dispatches requested office equipment	None	5 minutes	Rico U. Tucay, <i>Administrative Assistant III, Property and Supply Section</i>
TOTAL:		None	12 minutes	



14. RECORDING AND ROUTING AND MAILING OF OUTGOING CORRESPONDENCE

Ensures accurate recording and timely dispatch of outgoing correspondence from the Office of the Administrator, Office of the Deputy Administrators and Legal Service.

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	LRA officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Correspondence		Office of the Administrator, Office of the Deputy Administrators, Legal Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the correspondence	1. Check and receive correspondence	None	15 minutes	Marcelina M. Canlas Administrative Aide II
	2. Encode the received correspondence a. Prepare the correspondence for mailing/distribution	None	1 hour	Marcelina M. Canlas Administrative Aide II
	3. Dispatch the correspondence	None	1 hour	Marcelina M. Canlas Administrative Aide II
TOTAL:		None	2 hour & 45 minutes	

Note: * Processing time is per transaction



15. RECORDING AND ROUTING OF REGISTERED MAIL CORRESPONDENCE

Ensures accurate recording and timely dispatch of incoming correspondence.

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	LRA officials & employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transmittal of delivered registered mails		Philpost		
Transmittal of recorded and dispatched incoming mails		Central Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the registered mail correspondence	1. Check received mails against the transmittal of Philpost	None	1 hour	Jordan Sasuca Asst. Land Registration Examiner Hubert Hubanib Administrative Aide IV Ferdinand Taguba Administrative Aide II Florzerfina Asuncion Records Officer I Elsi Paguinto Administrative Aide VI Loida Ganata & Jessa Mae Malapit Administrative Staff



	<p>2. Stamp date of receipt in the envelope and in the attached registry return card</p> <p>2.1 Detach registry return card</p>	None	2 hours	<p>Jordan Sasuca Asst. Land Registration Examiner</p> <p>Hubert Hubanib Administrative Aide IV</p> <p>Ferdinand Taguba Administrative Aide II</p> <p>Florzerfina Asuncion Records Officer I</p> <p>Elsi Paguinto Administrative Aide VI</p> <p>Loida Ganata & Jessa Mae Malapit Administrative Staff</p>
	3. Sorting and distribution of correspondence	None	1 hour	<p>Jordan Sasuca Asst. Land Registration Examiner</p> <p>Hubert Hubanib Administrative Aide IV</p> <p>Ferdinand Taguba Administrative Aide II</p> <p>Florzerfina Asuncion Records Officer I</p> <p>Elsi Paguinto Administrative Aide VI</p>



				Loida Ganata & Jessa Mae Malapit Administrative Staff
	4. Opening of mails and stamping of date of receipt in every page	None	2 hours	Jordan Sasuca Asst. Land Registration Examiner Hubert Hubanib Administrative Aide IV Ferdinand Taguba Administrative Aide II Florzerfina Asuncion Records Officer I Elsi Paguinto Administrative Aide VI Loida Ganata & Jessa Mae Malapit Administrative Staff
	5. Record/ encode the correspondence in the CRS system 5.1 Print the encoded data/transmittal		2 days	Jordan Sasuca Asst. Land Registration Examiner Hubert Hubanib Administrative Aide IV Ferdinand Taguba Administrative Aide II Florzerfina Asuncion Records Officer I



				Elsi Paguinto Administrative Aide VI Loida Ganata & Jessa Mae Malapit Administrative Staff
TOTAL:		None	3 days	

Note:

- * Processing time depends on the volume of registered mail delivered in bulk twice a week
- * Urgent correspondence are given priority



16. TERMINAL LEAVE PAY BENEFITS PROCESSING

Office or Division:	Human Resource Development Division (HRDD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may Avail:	Employees of LRA	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Terminal Leave Benefits claim:		
1. Letter of Intent (2 original copies)	Employee requesting	
2. Duly accomplished application for leave form (CSC Form no. 6, s. 1998) – (3 original copies)	LRA Human Resource Development Division (HRDD) or download @ www.csc.gov.ph	
3. Clearance from money, property, records & documents accountability signed by your immediate supervisor and Records Officer (3 original copies)	LRA Property and Supply Section/ Prepare Endorsement for signature of the Administrator	
4. General Clearance (CSC Form no. 7, s. 2017) - (3 original copies)	LRA Human Resource Development Division (HRDD)	
5. Statement of Assets, Liabilities, & Networth (SALN) as of date of retirement - (3 original copies)	Prepare Endorsement for signature of the Administrator (HRDD) or download @ www.csc.gov.ph	
6. Affidavit of no pending administrative case/s - (3 original copies)	Employee requesting	
7. Certification of no pending administrative case/s – (1 original copy & 2 certified photocopies)	LRA Land Registration Monitoring Division (LRMD)	
8. Ombudsman Clearance (1 original copy)	Office of the Ombudsman	
9. Department of Budget (DBM Form Annex A) – List of Actual Retirees to be Paid (4 Original copies)	LRA Budget Division / LRA Human Resource Development Division (HRDD)	
10. Voucher (4 original copy)	LRA Human Resource Development Division (HRDD)	
11. Endorsement to the Office of the Deputy Administrator for Administration (1 original copy)	LRA Human Resource Development Division (HRDD)	
For GSIS Claim :		



1. Duly accomplished GSIS Retirement Application (Form no. 06302017-RET)- (2 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
1. Service Records (1 original copy)	LRA Human Resource Development Division (HRDD)
For GSIS Claim (Died in service) :	
If Claimant is the spouse:	
1. Duly accomplished application form for Funeral Benefit (GSIS Form: 03182014a-AFB)- (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
2. Death Certificate of member with the surviving spouse (1 original copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)
3. Affidavit of Surviving Heirs/Surviving Spouse/Guardian of Minor/Dependent Children (GSIS Form no. 06242017-ASLH)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
4. Marriage Contract of Member with the surviving spouse (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
5. Birth Certificate of the spouse, If the spouse is not a GSIS member (1 original copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)
If the claimant is other than the spouse:	
1. Duly accomplished application form for Funeral Benefit (GSIS Form: 03182014a-AFB)- (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
2. Death Certificate of member with the surviving spouse (1 original copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)
3. Birth Certificate of the claimant, If the claimant is not a GSIS member (1 original copy), OR	Local Civil Registrar / Philippine Statistics Authority (PSA)
4. Two (2) valid Government issued Identification Cards (Originals & 1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec
5. Death Certificate of legal spouse of the member who died, if married (1 original copy), OR	Local Civil Registrar / Philippine Statistics Authority (PSA)
6. Notarized Waiver in favor of the claimant (3 original copies), AND	Surviving spouse of the member – if still alive



7. Two (2) valid Government issued Identification Cards (Originals & 1 photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec		
8. Official receipts of funeral expenses issued in the name of the claimant (original copies)		Funeral Home		
For PAG-IBIG Claim:				
1. Duly accomplished Pag-Ibig Application for Provident Benefits (APB) claim (Form no. HQP-PFF-040) – (2 original copy)		PAG-IBIG Fund / downloadable @ www.pagibigfund.gov.ph		
2. Two (2) valid Identification Card (Original and 1 photocopy)		Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec		
3. Birth Certificate (1 authenticated copy)		Philippine Statistics Authority (PSA)		
4. Marriage contract, if applicable (1 authenticated copy)		Local Civil Registrar / Philippine Statistics Authority (PSA)		
5. Service Records (1 original copy)		LRA Human Resource Development Division (HRDD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent with complete attachment of required documentations	1. Receive letter of intent with attachment	None	3 Minutes	Ms. Chrislyn Talaoc , Administrative Staff (JO) Human Resource Development Division
	2. Forward document to personnel in charge		3 Minutes	Ms. Chrislyn Talaoc , Administrative Staff (JO) Human Resource Development Division
	2. Attach Service Records, Leave Credits computation, DBM Annex A Form,	None	1 day	Personnel In Charge per Region:



	Memorandum to Cashier, Endorsement & voucher			<p>Ms. Rosario N. Tiongco (CO) Ms. Gey Ann Benito (CAR, R1 & 2) Ms. Jenith S. Ong (CO & R-3 & 8) Ms. Maria Donata D. Hilario (R4A & B) Ms. Martina Glorinda C. Carlos (R-5,9, 11, 12, 13, & BARMM) Ms. Gwendolyn P. Bartolome (R-7) Ms. Abdul Hanan B. Mala (R-6 & 10), Ms. Cheenee M. De Leon (NCR) – Service & Records Unit, Human Resource Development Division</p>
	3. Prepare separate certified copies for DBM		30 Minutes	<p>Mr. Carlos Acosta Jr. /Ms. Chrislyn Talaoc, Administrative Staff (JO) Human Resource Development Division</p>
	4. Forward to Chief HRDO for initial /signature		3 Minutes	<p>Ms. Chrislyn Talaoc, Administrative Staff (JO)</p>



				Human Resource Development Division
	5. Initial/Sign documents and endorse to Disbursement Section		1 Hour	Ms. Amelia G. Merluza Acting Chief HRDO Human Resource Development Division
	6. Forward documents required for GSIS & Pag-ibig to Liaison Office		3 Minutes	Ms. Chrislyn Talaoc, Administrative Staff (JO) Human Resource Development Division)
	7. Hand carry document to GSIS & Pag-ibig		2 days	Liaison Officer in charge for GSIS: Mr. Carmelito O. Amacio, Admin. Officer III, Human Resource Development Division Liaison Officer in charge for Pag-ibig: Mr. Jimmy J. Ayson Admin. Aide III, , Human Resource Development Division
TOTAL:		None	2 days, 2 Hours, & 42 minutes	



17. TRAVEL AUTHORITY REQUEST (ABROAD)

Office or Division:	Human Resource Development Division (HRDD)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	Employees of LRA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter to DOJ for signature of the Administrator (1 original copy)	LRA Human Resource Development Division			
2. Letter requesting authority to travel (2 original copies)	Requesting employee			
3. Application for leave form (CSC Form no. 6, s. 1998) – (3 original copies)	LRA Human Resource Development Division (HRDD) or download @ www.csc.gov.ph			
4. Affidavit stating that travel expenses are for personal expense of the requesting party (1 original copy)	Employee requesting			
5. Certification of no pending administrative case (1 original copy)	LRA Land Registration Monitoring Division (LRMD)			
6. Income Tax Return (ITR) (1 original copy)	LRA Accounting Division			
7. Periodical Individual Employee Attendance Report (PIEAR) month prior to request (1 certified photocopy)	LRA Human Resource Development Division (HRDD)			
8. Appointment/Oath of Office, for new hires (1 certified copy)	LRA Human Resource Development Division (HRDD)			
9. Request recommendation for alternate personnel in his/her absence – for Register of Deeds & Cashier employees only (1 original copy)	Requesting employee			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for authority to travel with complete attachment	1. Receive request	None	5 Minutes	Ms. Chrislyn Talaoc, Administrative Staff (JO)



				Human Resource Development Division
	2. Forward request to personnel in charge for Leave Balance		5 Minutes	Ms. Chrislyn Talaoc, Administrative Staff (JO) Human Resource Development Division
	3. Fill in Leave Balance on the Leave Application & Preparation Endorsement for signature of the Administrator		1 hour & 30 minutes	Personnel In Charge per Region: Ms. Rosario N. Tiongco (CO) Ms. Gey Ann Benito (CAR, R1 & 2) Ms. Jenith S. Ong (CO & R-3 & 8) Ms. Maria Donata D. Hilario (R4A & B) Ms. Martina Glorinda C. Carlos (R-5,9, 11, 12, 13, & BARMM) Ms. Gwendolyn P. Bartolome (R-7) Ms. Abdul Hanan B. Mala (R-6 & 10), Ms. Cheenee M. De Leon (NCR) – Service & Records Unit, Human Resource



				Development Division
	4. Review & Signs/initial Leave Application Form & Endorsement		1 Hour	Ms. Amelia G. Merluza Acting Chief HRDO Human Resource Development Officer
	5. Endorse to the Office of the Director II, Administrative Service		15 Minutes	Ms. Amelia G. Merluza, Acting Chief Admin. Officer (Chief HRDO) - Human Resource Development Officer
	6. Hand carry signed Endorsement to DOJ		2 days	Assigned Liaison Officer for DOJ: Ms. Wilfredo B. Obina, Legal Assistant I, Mr. Ronald Navarro (Alternate), Administrative Aide IV (Clerk II) Human Resource Development Division
TOTAL:		None	2 days, 2 hours, & 55 minutes	



Central Office

External Services



1. ADMINISTRATIVE RECONSTITUTION

The Reconstitution Division resolves petitions for administrative reconstitution of lost or destroyed original copies of certificates of title filed in accordance with the provision of Sec. 5 of RA 26, as amended by Sec. 2 of RA 6732. Currently, there are fourteen (14) Registries of Deeds where administrative reconstitution is allowed.

Office or Division:	Reconstitution Division, Rooms 208 and 302
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Petitioner/s (registrants) and their counsel or duly authorized representative.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Reconstitution Division, Rooms 208 and 302	Reconstitution Division, Rooms 208 and 302
Highly Technical	Highly Technical
a) Petition – must be clear, without any erasures, originally signed by the registrant/ petitioner and duly notarized. The petition must be filed in the name of the principal/ registered owner, his assigns, or other persons having an interest on the property	1. Pro forma (Petition) form can be secured at the Reconstitution Division, Rooms 208 and 302 2. Petition must be in triplicate copies.
b) Affidavit required under LRA Circular No. 13– must be clear, without any erasures, originally signed by the registrant/ petitioner and duly notarize.	1. Pro forma (Affidavit) form can be secured at the Reconstitution Division, Rooms 208 and 302. 2. Affidavit must be in triplicate copies, originally signed by the registrant and the notary public.
c) 3 copies of the latest tax declaration on lot. If the certificate of title subject of the petition is a condominium certificate of title, then the tax declaration should be on the condominium unit.	City Assessor's office concerned.
d) 3 copies of the latest tax clearance on the property described in the certificate of title subject of the petition.	City Assessor's office concerned
Type of Case/Condition/Situation	
If the petition is filed by an authorized representative, please see to it that the petition is filed in the name of the principal and not in the name of the authorized representative. The copy of the special power of attorney which should be attached to the petition must	Person being represented



refer to the filing of the petition for administrative reconstitution. In case of a corporation the copy of the Secretary's Certificate/ Board Resolution giving the representative the authority to sign and file the petition.	
OTHERS	
a) Secretary's Certificate/ Board Resolution	Company/ organization
b) Tax map	From the assessor's office
c) Special Power of Attorney	Person being represented
d) Deed of Absolute Sale, Deed of Assignment etc.	The parties/registrants/ petitioner
e) Birth Certificate	From the parties/registrants/ petitioner
f) Death Certificate	The parties/registrants/ petitioner
g) Extra Judicial Settlement of Heirs	The parties/registrants/ petitioner
h) Cadastral map / lot data computation	DENR/ LMB
i) Certification/ Transmittal	From the register of deeds

A) Procedure at the Register of Deeds

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
1. Client must file appropriate petition complete with supporting documents with the appropriate Registry of Deeds. Clients should bring with her/him the owner's duplicate for purposes of comparison with the submitted photocopy there. Registry Examiner thereafter certifies on the submitted photocopy of the certificate of	1. The Register of Deeds must check if the petition complies with all the requirements of RA 6732 and LRA Circular No. 13. He shall see to it that the petitioner has the legal standing to file the petition. He shall examine the owner's or the co-owner's duplicate, as the case may be, and see to it that it is in due form without any apparent intentional alteration or	None	5 days (LRC Circular No. 02-2002. February 20, 2002)	<i>List of Register of Deeds with Administrative Reconstitution.</i> Atty. Elbert Quilala <i>Quezon City</i> Atty. Ramon Cruz Sampana <i>Bulacan</i> Atty. Dalisay Sacdalan <i>Valenzuela</i> Atty. Julius Abalos Hidalgo <i>Meycauayan</i> Atty Neil Adrian



<p>title that it is the exact reproduction of the owner's duplicate presented by the petitioner.</p>	<p>erasure. If the owner's or co-owner's duplicate is <u>patently fake</u>, he shall confiscate the same pursuant to the provisions of LRA Circular No. 97-12-B dated December 2, 1997. He must also see to it that the three photocopies of the owner's or co-owner's duplicate is the exact reproduction of the owner's or co-owner's duplicate. He must see to it that the area indicated on the tax declaration (which must be attached to the petition) is the as that indicated on the owner's or co-owner's duplicate. He must see to it that the petitioner has attached documentary proof that the real property taxes due on the property covered by the certificate of title has been paid in full at least two (2) years prior to the filing of the petition.</p>			<p>Baldono Pargas <i>Batangas City</i></p> <p>Atty. Victoriano D. Caubang II <i>Camarines Sur</i></p> <p>Ms. Magnolia Corazon Jove (OIC) <i>Iriga City</i></p> <p>Atty. Warren-Derick Legaspi (acting regional) <i>Calapan, Oriental Mindoro</i></p> <p>Ms. Nelia Busa Amoyo (OIC) <i>Borongan, Eastern Samar</i></p> <p>Atty. Egdona Madriaga Mananquil (acting) <i>Ilagan, Isabela</i></p> <p>Atty. Emeterio Villanoza, Jr. <i>Palo, Leyte</i></p> <p>Atty. Micheal Nebrija – Deputy Register of Deeds IV (acting) <i>La Union</i></p> <p>Atty. Lorna M. Salangsang-Dee <i>Pampanga</i></p>
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	<p>If the owner's or co-owner's duplicate presented by the petitioner is patently fake and is therefore not in due form, or if the petition has failed to meet any of the other requirements, the RD must reject the petition outright.</p> <p>If, on the other hand, the RD is satisfied that the petition meets all the requirement, he shall transmit all the petitions to the Reconstitution Division within five (5) days from receipt of the petitions. <u>(Please note that the transmittal of the petition is in batches, that is, a transmittal may involve from one to twenty petitions or more).</u></p>			<p>Ms. Darlen Panagdato Patriarca (OIC) <i>Sultan Kudarat</i></p>
	<p>2. Central Records Section receives and records transmittal and logs the same in its logbook.</p>	<p>None</p>	<p>4 days</p>	<p>Flozerfida B. Asuncion.</p>
	<p>3. Central Records Section indorses transmittal to the</p>	<p>None</p>	<p>1 day</p>	<p>Flozerfida B. Asuncion.</p>



	Reconstitution Division.			
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B) Procedure at the Reconstitution Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSON RESPONSIBLE
	1. Receiving Clerk of the Reconstitution Division receive and logs transmittal (petitions with annexes) from Central Records employee. The receiving Clerk, thereafter, shall sort the petitions and then indorses the documents to the Administrative Clerks concerned.	None	5 days	Nonette Amparo <i>Receiving clerk (frontliner)</i>
	2. Admin clerk concerned verifies if certificate of title is already the subject of a prior administrative and/or judicial petition.	None	5 days	<i>work assignment based on the Region where the property is situated.</i> Cynthia N. Alfon <i>Admin Aide I for La Union & Pampanga</i> Teresita E. Cariño <i>Admin Assistant II for Bulacan, Valenzuela and Meycauayan</i> Diana May F. Remo <i>(Job Order) Admin Clerk for Batangas City,</i>



				<p><i>Camarines sur, Iriga City, Borongan Eastern Samar, Ilagan Isabela</i></p> <p>Herany De Paz <i>Admin Aide IV for Palo Leyte</i></p> <p>Romeo D. Aquino <i>Admin Aide I for Quezon City</i></p> <p>Winston Lee H. Munar <i>Admin Aide IV for Oriental Mindoro</i></p>
	<p>3. If the subject certificate of title is not a re-filed petition or is not covered by a prior petition filed by another person, the Admin Clerk shall indorse the petition to the Reconstitution Information Officer ("RIO Officer" for brevity).</p>	None	5 days	<p><i>work assignment based on the Region where the property is situated</i></p> <p>Cynthia N. Alfon <i>Admin Aide I for La Union & Pampanga</i></p> <p>Teresita E. Cariño <i>Admin Assistant II for Bulacan, Valenzuela and Meycauayan</i></p> <p>Diana May F. Remo <i>Admin Clerk for Batangas City, Camarines sur, Iriga City, Borongan, E. Samar Ilagan, Isabela Sultan Kudarat</i></p> <p>Herany De Paz <i>Admin Aide IV for Palo Leyte</i></p>



				<p><i>Sultan Kudarat</i></p> <p>Romeo D. Aquino <i>Admin Aide I for Quezon City</i></p> <p>Winston Lee H. Munar <i>Admin Aide IV for Oriental Mindoro</i></p>
	<p>4. The RIO Officer checks if the petition and supporting documents are all in order and if the petitioner has the legal standing to file the petition.</p> <p>If the petition lacks any requirement, or if there is no document/s which show/s that the petitioner has the legal standing to file the petition, the RIO Officer shall indorse such petitions back to the RD by batches.</p>	None	6 days	<p>Atty. Jojee Nepomuceno <i>Rio Officer</i></p>
	<p>5. When all the legal documentary requirements are in, the Admin Clerk logs the detail of the transactions in the System. (Entry Stage)</p>	None	2 days	<p><i>Work assignment is based on the Region where the property is situated</i></p> <p>Cynthia N. Alfon <i>Admin Aide I for La Union & Pampanga</i></p> <p>Teresita E. Cariño <i>Admin Assistant II for Bulacan, Valenzuela and Meycauayan</i></p>



				<p>Diana May F. Remo Admin Clerk for Batangas City, Camarines sur, Iriga City, Borongan Eastern Samar, Ilagan Isabela</p> <p>Herany De Paz Admin Aide IV for Palo Leyte</p> <p>Romeo D. Aquino Admin Aide I for Quezon City</p> <p>Winston Lee H. Munar Admin Aide IV for Oriental Mindoro</p>
	6. The Petitions and its attachments are scanned and uploaded into the PHILARIS Computer System.	None	6 days	<p>Scanning/ Uploading: Jeric H. Jino Administrative Aide IV (frontliner)</p> <p>Evelyn Lagutan Administrative Aide IV (frontliner)</p> <p>Romeo D. Aquino Administrative Aide I (frontliner)</p> <p>Teresita E. Cariño Administrative Asst II (frontliner)</p> <p>Raphael Joseph C. Montevirgen Cartographer I (frontliner)</p>



				<p>Joveneil C. Praun <i>Administrative Aide VI (frontliner)</i></p>
	7. Admin Clerk encodes all pertinent data into the system	None	2 days	<p><i>Work assignment is based on the Region where the property is situated</i></p> <p>Cynthia N. Alfon <i>Admin Aide I for La Union & Pampanga</i></p> <p>Teresita E. Cariño <i>Admin Assistant II for Bulacan, Valenzuela and Meycauayan</i></p> <p>Diana May F. Remo <i>Admin Clerk for Batangas City, Camarines sur, Iriga City, Borongan Eastern Samar, Ilagan Isabela</i></p> <p>Herany De Paz <i>Admin Aide IV for Palo Leyte</i></p> <p>Romeo D. Aquino <i>Admin Aide I for Quezon City</i></p> <p>Winston Lee H. Munar <i>Admin Aide IV for Oriental Mindoro</i></p>
	8. Cartographer plots the parcel/s described in the title to the MIMS based on the	None	5 days	<p><i>Cartographers and their respective work assignments based on the</i></p>



	<p>submitted technical description. If other documents or information (such as the Geographic Position and Plane Coordinates of the tie point or reference point, Projection or Cadastral maps, approved plans, or tax maps) will be needed in order to be able to accurately plot the parcel, a request is prepared and signed by the Cartographer and sent to the concerned party or governmental agency.</p>			<p><i>ending number of the EPEB Number, is as follows:</i></p> <p>Rosendo Olermo <i>Cartographer II – Ending in number (0) zero</i></p> <p>Jose Antonio Dizon <i>Cartographer I – ending in number 6</i></p> <p>Danilo Vega <i>Cartographer I – Ending in number 5</i></p> <p>Lorenzo Cruz <i>Cartographer I – Ending in numbers 2 & 9</i></p> <p>Leah Dagohoy <i>Cartographer I – Ending in number 4</i></p> <p>Roi Rabang <i>Cartographer I – Ending in number 3</i></p> <p>Warlito Reyes <i>Cartographer I – Ending in number 7</i></p> <p>Michael Dionisio <i>Cartographer I – Ending in number 1</i></p> <p>Raphael Joseph C. Montevirgen <i>Cartographer I – Ending in number 8</i></p>
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				<p>Crestevenson Sebastian <i>Cartographer I – CLOA/ EP/CARP</i></p>
	<p>9. Handling Examiner shall indorse the petitions to the following offices: the Plan Exam Section, the Ordinary Decree Section, the Cadastral Decree Section and Property Section to obtain pertinent information regarding the Record Number, the Survey Number, the Decree Number and the Serial Number and check if these information are consistent with those indicated on the purported certificates of title subject of the petitions. If the Record (technically referred to as the “Expediente”), the Blue Book, or the Decree are still available at the Vault Section of the Docket Division, the Handling Examiner will obtain detailed information therefrom and see if the information contained in the</p>	None	c/o of the offices mention in Agency Action Step 9	<p><i>The list of Handling Examiners and their respective work assignment based on the ending of the EPEB Numbers, is as follows:</i></p> <p>Mechaela Reyn Obiado ALRE – <i>Ending in number 2</i></p> <p>Fernando Afalla LRE I – <i>Ending in number 1</i></p> <p>Carmela Padigos LRE I – <i>Ending in number 4</i></p> <p>Florencia Malang LRE I – <i>Ending in number 9</i></p> <p>Reymund Guieb LRE I – <i>Ending in number 7</i></p> <p>Dante Paule LRE I – <i>Ending in number 8</i></p> <p>Jocelyn Lominog LRE I –</p>



	<p>purported certificates of title are consistent with what is indicated in these official records. If a microfilm copy of the title is available, a microfilm printout thereof is obtained from MCD. If the plan is available from the SCD, MCD or Vault Section, a copy thereof is also obtained.</p> <p>If the purported certificates of title were administratively issued certificates of titles (such as free patents, homestead patents, sales patents, residential sales patents, miscellaneous sale patents, special patents, a request for detailed information (re-claimant or applicant or patentee, application number, date of issuance of the patent, and the lot and survey numbers and location thereof) regarding the issuance of these patents are sent to the CENRO, PENRO and/or</p>			<p><i>Ending in number</i> 5</p> <p>Charie Mae Lozano <i>LRE I –</i> <i>Ending in number</i> 3</p> <p>Irene Flora <i>LRE I –</i> <i>Ending in number</i> 6</p>
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	<p>Land Management Bureau. If necessary, a request for information regarding the tax declaration of the property is sent to the Assessor's Office.</p> <p>If discrepancy arises in the projection of the property or in the information obtained from other offices, further verification shall be made such as, but not limited to, obtaining further information and/or documents from other offices such as Regional Offices of the DENR. If necessary photocopies of cancelled owner's or co-owner's duplicate certificates of title are obtained from the concerned Registry for comparison purposes. Or a request for pertinent information or documents (such as certified copies of pertinent pages of the Primary Entry Book) from the RD is made. In some cases, the Handling Examiner</p>			
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	conducts research from other governmental institutions, such as the UP Law Library, etc.			
	10. Senior Technical Examiner reviews the technical findings of the handling examiners and makes the appropriate recommendation to the Chief. If further verification is required, he shall indorse the petitions back to the Handling Examiner.	None	10 days	Hermany Samson <i>Senior Technical Examiner</i>
	11. The Chief approves or denies the petitions.	None	10 days	Atty. Jose Mamerto Cabatu <i>- Chief Reconstitution Division</i>
	12. Admin Clerk prints the administrative order and prepare the transmittal letters to the RDs.	None	4 days	Emily Panambo <i>Administrative Aide I</i>
	13. Chief signs the computer print-out of the Orders, as well as, the transmittal letters.	None	2 days	Atty. Jose Mamerto Cabatu <i>- Chief Reconstituting Officer</i>
	14. The signed administrative orders and transmittal letters are sent to the RDs		2 days	1. Deliza Balili Admin clerk for Quezon City (if order pertains to RD-QC)



	personally or through mail.			2. Central Records Section (for order pertaining to other registries)
	TOTAL:	None	94 Days	

*Time duration is based on “by batch” of documents received by employee concerned and not per petition (or per transaction) as the former is more realistic.

Please note:

- That the above stated duration for each activity may vary depending on the workload of the concerned employee at the time of the processing of the transactions.
- That for purposes of efficiency, the schedule of work to be done by an employee is usually scheduled on a per activity basis. Please bear in mind that employees are multitasking such that it is more efficient for them to schedule an activity-- such as typing of Reports-- at one given time, and another activity-- such as the entry and encoding-- at another given time.



2. AMENDMENT OF TECHNICAL DESCRIPTION (SECTION 108 OF PRESIDENTIAL DECREE 1529)

This procedure intends to provide a uniform system of controls to ensure that all requirements of Section 108 Presidential Decree 1529 and other related laws are strictly complied and maintained and the Amendment of Technical Description be released timely and report to court is error free.

Office or Division:	Cadastral Decree Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by Clerk of Courts				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Petition			Court	
2. Certified copy of Title			Registry of Deeds	
3. Technical Description certified by DENR			} DENR Regional Offices	
4. Lot Data Computation (1 Original and 2 Photocopy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No client steps required. All documents are submitted to Clerk of Courts.	1. Cadastral Decree Section clerk receives and checks documents submitted by Clerk of Court Division.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	2. Scanning and uploading of additional documents.	None	3 days	Ma. Victoria F. Amata <i>Cartographer I</i>
	3. Recording and forwarding of documents to Land Projection Section for plotting.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	4. After plotting, clerk will distribute documents to assigned examiner.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	5. For examination and verification of the Report to Court. If there are discrepancies, prepares letter to	None	3 days	Examiners with assigned ending number are as follows: E-JAT no. 1 Ma. Teresa M. Gime



	DENR-LMS Regional Offices for verification. (proceed to E- JAT WITH COMPLIANCE)			<i>Examiner I</i> E-JAT no. 2 Jonathan C. Navata <i>Examiner I</i> E-JAT no. 3 Jonathan L. Limpiada <i>Cartographer II</i> E-JAT no. 4 Rubynita V. Caguioa <i>Examiner I</i> E-JAT no. 5 Jennylyn R. Sacdalan <i>Examiner I</i> E-JAT no. 6 Angelito E. Delgado <i>Examiner I</i> E-JAT no. 7 Ruby R. Padua <i>Examiner I</i> E-JAT no. 8 Jomark B. Cardinoza <i>Examiner I</i> E-JAT no. 9 Alexander C. Manuel <i>Examiner I</i> E-JAT no. 0 Jenny Rose C. Calaycay <i>Examiner I</i>
	6. Printing of prepared Report.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	7. Checking of prepared Report.	None	3 days	Heidi B. Arce <i>Assistant Chief</i>



	8. Review and approval of the Report.	None	3 days	Ricardo R. Nilo Chief, Cadastral Decree Section
	8.1 Review and sign letter addressed to DENR-LMS or Manifestation to Court.	None	1 day	Ricardo R. Nilo Chief, Cadastral Decree Section
	9. Printing of final Report and for signature of Examiner, Asst. Chief, Chief.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	9.1 The clerk will send the letter to Records Section for registered mailing or forward to Original Registration Division.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	10. Forward Report to Department on Registration Examiner.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	TOTAL:	None	20 days	
<i>E-JAT WITH COMPLIANCE</i>				
	1. Received compliance form Records Section.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	2. Upon receipt of compliance from DENR, for scanning and uploading of additional documents.	None	3 days	Ma. Victoria F. Amata <i>Cartographer I</i>
	2.1 For recording and forwarding of compliance to Land Projection Section for re-plotting.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	2.2 Forward compliance to	None	1 day	Ma. Victoria F. Amata



	examiner after re-plotting.			<i>Cartographer I</i>
	3. For re-examination and preparation of Indorsement.	None	5 days	Assigned Examiner
	4. Printing of prepared Report.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	5. Checking of prepared Report.	None	3 days	Heidi B. Arce <i>Assistant Chief</i>
	6. Review and approval of the Report.	None	3 days	Ricardo R. Nilo Chief, Cadastral Decree Section
	7. Printing of final Report and for signature of Examiner, Asst. Chief, Chief.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	8. Forward Report to Department on Registration Examiner.	None	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	TOTAL:	None	20 days	

Notes:

Processing time is subject to changes depending on the following:

1. Volume of transactions.
2. Waiting for compliance from other government agencies concerned.
3. Availability of the examiners and signatories when they are assigned to do other official tasks.
4. Philaris System issues.

Assignment of transaction to examiner:

e.g. Epeb – E-JAT-2020000001 – shall be assigned to Ma. Teresa M. Gime



3. APPLICATION FOR ISSUANCE OF DECREE OF REGISTRATION IN ORDINARY LAND REGISTRATION (MANUAL/E-ORD PROCESS)

The requirements and procedures being followed when the Folder of Documents (Expediente) was assigned to Decree Section.

Office or Division:	Ordinary Decree Section (Room 316)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Decision/Judgment		Clerks of Court-Regional Trial Court/Municipal Trial Court/Municipal Trial Court in Cities		
Order for Issuance of Decree w/ Certification by the Clerk of Court		Clerks of Court-Regional Trial Court/Municipal Trial Court/Municipal Trial Court in Cities		
Decision of the Court of Appeals		Information Section, Court of Appeals		
Supreme Court Decision (in case of appeal)		Judgment Division, Supreme Court		
LRA Report(After the case has been plotted & examined		Docket Division-Vault (Room 107)		
Supplementary Report/Final/Report/Manifestation		Docket Division-Vault (Room 107)		
Order or Resolution of the Court approving recommendation in LRA Report/Supplementary Report/Final Report		Clerks of Court-Regional Trial Court/Municipal Trial Court/Municipal Trial Court in Cities		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants- to verify if plan ok by Plan Examination Section	1.Receives the Folder of Documents(Expediente) from Plan Examination Section or Docket Vault Section, records the case in the record book, index card & assign the Folder of Documents(Expediente) to its respective examiner, using the ending number of the Folder Documents	None	30 Minutes	Maria Andrea V. Ledres, Cartographer I Erika Florrane D. Malang, ADA IV



	(Expediente)/LRA Record Number.			
	2. Examiner examines and evaluate the completeness of the records/documents . If the records are complete, Examiner prepares draft of decree.	None	4 Days	Jan Louis L. Lanzona, LR Examiner I
	3. Assistant Chief ODS, reviews and checks the completeness of documents and the prepared draft of decree.	None	2 Days	Mary Anne M. Mortel, Acting Assistant Chief
	4. Approves draft of Decree with Folder of Documents(Expediente)	None	2 Days	Rhodora M. Urriquia, Acting Chief
	5. Typist types draft of Decree and Title.	None	2 Days	Maria Noime V. Sabayo – Admin. Staff Rowena G. Turla, Cartographer I
	6. Proof reading of typed Title/Decree	None	4 Hours	Jan Louis L. Lanzona LR Examiner I Maripaz M. Palomo, LR Examiner I Genoveva C. Javier, LR Examiner I Jam C. Diamse, LR Examiner I Leif Mark Andrew G. Fontiveros,



				LR Examiner I
	7. Assistant Chief reviews/ proofread Title and Decree.	None	5 Hours	Mary Anne M. Mortel, Acting Assistant Chief
	8. Approves and Signs Title/Decree with Folder of Documents(Expediente)	None	6 Hours	Rhodora M. Urriquia, Acting Chief
	9. Recording of title/decree with Folder of Documents(Expediente)	None	30 Minutes	Maria Andrea V. Ledres, Cartographer I Erika Florrane D. Malang, ADA IV
TOTAL:		None	12 Days	



4. APPROVAL OF SUBDIVISION PLAN (PSD, PCS & PCS)

This procedure intends to provide a uniform system of controls to ensure that all requirements of subdivision and consolidation plans for approval and other related laws are strictly complied and maintained.

Office or Division:	Receiving & Releasing Section, Subdivision and Consolidation Division			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified copy of title			Registry of Deeds	
2. Complete survey returns (prepared plan, lot data computation, fieldnotes cover)			Geodetic Engineer or authorized representative	
3. Cadastral map/Previous approved Plan			DENR Regional Offices	
4. Authorization letter if not to be submitted by Geodetic engineer itself			Geodetic Engineer	
5. Other supporting documents as required (SPA, Partition Agreement, Deed of Sale, Secretary`s Certificate, ETC			Geodetic Engineer or authorized representative, owner/s, corporation, etc	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit survey returns for approval * Make sure to secure the assessment form and payment order	1. Checks the completeness of the submitted survey returns. 1.1 Issue the assessment form and payment order	NONE	1 day	Ruby Lelay Examiner I Astrid Andres ADA IV Mabini Vistan Admin Asst. III
2. Pay the Required Fees * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the assessment form and order of payment 2.1 issue Official Receipt	12.00/ lot, 1.20/cor, 10.00/ survey envelope, 60.00 print, & 241.45 IT Fee Additional if needed: 30.00 cancellation	1 day	Cashier
	3. Scan all survey returns and all supporting	NONE	5 days	Ruby Lelay Examiner I



	<p>documents submitted (system)</p> <p>3.1 upload all scanned documents (System)</p> <p>3.2 Encode all lot data computation using local coordinates. (system)</p> <p>3.3 Recording on entry book (manual)</p> <p>3.4 forward to Plan Examination Section (SCD)</p>			<p>Astrid Andres ADA IV</p> <p>Mabini Vistan Admin Asst. III</p> <p>Julie Jean M. Pabuayan ADA IV</p> <p>Bon Jovi Soriano LRE I</p> <p>Aniceta Guillermo Admin Staff</p> <p>Juvy Regonaos Lares Personnel</p> <p>Mar Nico Ramos Lares Personnel</p> <p>Ralph Michael Bansil Lares Personnel</p>
PROCEDURE AT PLAN EXAMINATION SECTION (SUBDIVISION & CONSOLIDATION DIVISION)				
PROCEDURE AT DIVISION CHIEF, SUBDIVISION & CONSOLIDATION DIVISION (SCD)				
FORWARDED TO DIRECTOR, LAND REGISTRATION OPERATION SERVICE (LROS)				
	<p>4. After approval of the Deputy Administrator, receive and record all approved plan signed by the Administrator</p> <p>4.1 print approved plan.</p> <p>4.2 forward to examiner (Plan Examination section SCD)</p>	NONE	1 day	<p>Ruby Lelay Examiner I</p> <p>Astrid Andres ADA IV</p> <p>Mabini Vistan Admin Asst. III</p> <p>Julie Jean M. Pabuayan ADA IV</p>



PROCEDURE AT PLAN EXAMINATION SECTION (SUBDIVISION & CONSOLIDATION DIVISION)				
3. payment of sepia film 3.1 withdraw sepia copy of approved plan and the corresponding technical description	5. printing of the technical description and printing the approved plan on sepia film 5.1 releasing of approved plan.	200 / approved plan	1 day	Mabini Vistan Admin Asst. III Julie Jean M. Pabuyan ADA IV
	TOTAL:	12.00/ lot, 1.20/ corner, 10.00 survey envelop, 60.00 print & 241.45 IT fee	9 Working Days	

NOTE: Requirements assumed to be complete

Processing time per transaction is subject to changes depending on the following:

1. System downtime/slowdown/error
2. When the subject plan has many resulting lots, many corners or many consolidated lots
3. Volume of transactions
4. Misrouting of documents and/or loss of documents.
5. When examiner and section chiefs are assigned to do other official tasks and business such as but not limited to committee activities, meetings, verification surveys and attending court hearings as ordered by the court.

NOTE: FEES TO BE PAID, Depends on the number of lots, corners plus 200.00 for sepia copy of plan



5. APPROVAL OF SUBDIVISION PLAN (PSD, PCS & PCS)

This procedure intends to provide a uniform system of controls to ensure that all requirements of subdivision and consolidation plans for approval and other related laws are strictly complied and maintained.

Office or Division:	Plan Examination Section, Subdivision and Consolidation Division			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C G2G			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified copy of title			Registry of Deeds	
2. Complete survey returns (prepared plan, lot data computation, fieldnotes cover)			Geodetic Engineer or authorized representative	
3. Cadastral map/Previous approved Plan			DENR Regional Offices	
4. Authorization letter if not to be submitted by Geodetic engineer itself			Geodetic Engineer	
5. Other supporting documents as required (SPA, Partition Agreement, Deed of Sale, Secretary's Certificate, ETC			Geodetic Engineer or authorized representative, owner/s, corporation, etc	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If no additional requirements and/or compliance, No client step required for this stage. However, client has the option to follow up the status of the application in this office.	1. Verifies and examines submitted survey returns (manual)	NONE	15 days	Robert Correa Examiner II
	1.2 Encode on system. (system)			Krystifanny Joy Benzon Examiner I
	1.3 verifies projection of subject lot (System)			Rachelle Reparado Examiner I
	1.4 verifies record no., mode of titling, on available records on file			Maya Casmin Pabalan Examiner I
	1.5 verifies supporting documents if applicable such as but not limited to secretary's certificate, deed of sale, extrajudicial			Zans Lacanilao Examiner I
				Roehl DC Nicanor Examiner II
				Renato Pangdan Examiner I
				Francisco Perez Jr.



	<p>settlement of estate, affidavit</p> <p>1.6 record and updates available records book</p> <p>1.7 (if needed) prepares pending letter to Geodetic Engineer for compliance of additional requirements</p> <p>1.8 affix signature and forward to Final Examiner</p>			<p>Examiner I</p> <p>Julius Angelo Cuenca Examiner I</p> <p>Romualdo Eusebio Examiner I</p> <p>Zitadelia Valino Examiner I</p> <p>Jimmy Tugas Jr. Examiner I</p> <p>Miguela Angela Perez Examiner I</p> <p>Ruedivie Ann Gulam Examiner II</p> <p>Adelaida Guerrero Examiner I</p>
<p>2. Pay the Required Fees * Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Re-verify survey returns and all documents submitted</p> <p>2.1 affix signature and forward to Chief, SCD</p>	NONE	3 day	<p>Marco Castro Asst. Chief SCD</p> <p>Rolando Nague Jr. Engr III</p> <p>Recto Tagacay Engr III</p> <p>Shane Pinson Engr III</p>
PROCEDURE AT DIVISION CHIEF, SUBDIVISION & CONSOLIDATION DIVISION (SCD)				
FORWARDED TO DIRECTOR, LAND REGISTRATION OPERATION SERVICE (LROS)				
FORWARDED TO OFFICE OF THE DEPUTY ADMINISTRATOR				
	<p>3. Verifies the correctness of the generated technical description on the</p>	NONE	2 day\	<p>Robert Correa Examiner II</p> <p>Krystifanny Joy Benzon Examiner I</p>



	<p>system against the approved plan</p> <p>3.1 recommends for printing of technical description</p>			<p>Rachelle Reparado Examiner I</p> <p>Maya Casmin Pabalan Examiner I</p> <p>Zans Lacanilao Examiner I</p> <p>Roehl DC Nicanor Examiner II</p> <p>Renato Pangdan Examiner I</p> <p>Francisco Perez Jr. Examiner I</p> <p>Julius Angelo Cuenca Examiner I</p> <p>Romualdo Eusebio Examiner I</p> <p>Zitadelia Valino Examiner I</p> <p>Jimmy Tugas Jr. Examiner I</p> <p>Miguela Angela Perez Examiner I</p> <p>Ruedivie Ann Gulam Examiner II</p> <p>Adelaida Guerrero Examiner I</p>
	TOTAL:	None	20 Working Days	



6. APPROVAL OF SUBDIVISION PLAN (PSD, PCS & PCS)

This procedure intends to provide a uniform system of controls to ensure that all requirements of subdivision and consolidation plans for approval and other related laws are strictly complied and maintained.

Office or Division:	Division Chief, Subdivision and Consolidation Division			
Classification:	Complex Transactions			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified copy of title			Registry of Deeds	
2. Complete survey returns (prepared plan, lot data computation, fieldnotes cover)			Geodetic Engineer or authorized representative	
3. Cadastral map/Previous approved Plan			DENR Regional Offices	
4. Authorization letter if not to be submitted by Geodetic engineer itself			Geodetic Engineer	
5. Other supporting documents as required (SPA, Partition Agreement, Deed of Sale, Secretary's Certificate, ETC			Geodetic Engineer or authorized representative, owner/s, corporation, etc	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up the status of the application in this office.	1. Receives and record the subdivision plan for approval	NONE	1 hour	Karen Balane Carto I
	2. Final verification and affixes signature for recommendation to Director, Department on Registration	NONE	4 working days	Engr. Helen J. Tababa Chief, Subdivision & Consolidation Division
	3. Receives and record the subdivision plan and forwards to Director or Examiner (for compliance/additional requirements) .	NONE	1 hour	Karen Balane Carto I
	TOTAL:	NONE	6 Working Days	



NOTE: Requirements assumed to be complete

Processing time per transaction is subject to changes depending on the following:

1. System downtime/slowdown/error
2. When the subject plan has many resulting lots, many corners or many consolidated lots
3. Volume of transactions
4. Misrouting of documents and/or loss of documents.
5. When examiner and section chiefs are assigned to do other official tasks and business such as but not limited to committee activities, meetings, verification surveys and attending court hearings as ordered by the court.



7. APPROVAL OF SUBDIVISION PLANS

This procedure ensures the correctness of plans subject for approval of Deputy Administrators for Operation and Administration.

Office or Department:	Office of the Deputy Administrator for Operation and Administration (Administrator's Office)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by LRA Comprehensive Agrarian Reform Program Division - LRA CARP				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Certified copy of title 2. Complete survey returns (prepared plan, lot data computation, fieldnotes cover) 3. Other Supporting documents as required by the Subdivision and Consolidation Division 			Office of the Director of Land Registration Operation Service (LROS)	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Receives, Records and examines the subdivision/consolidation of plans from the Office of the Director of Land Registration Operation Service (LROS)	NONE	3 days	Mr. Mamerto Macabenta Administrative Staff
	2. Forwarded to the Office of Deputy Administrators for Operations, for approval (for more than 9 lots); Office of the Deputy Administrator for Administration (for not more than 9 lots)	NONE	5 days	Imelda Teneza Administrative Assistant III Office of Dep Administrator for Operation Mr. Jonathan Jose Administrative Assistant III
	3. Receives, Records, Dry Seals the approved plans from the Office of two Deputy Administrators and Releases to the Receiving & Releasing Section of Subdivision and Consolidation Division.	NONE	1 day	Mr. Mamerto Macabenta Administrative Staff



	TOTAL:	NONE	9 Working Days	
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Estimated processing time per transaction:

1. 9 working days from examination, evaluation, approval, signing and releasing of certification.
2. Processing time is subject to changes depending on the following:
 - 2.1 Volume of transactions.
 - 2.2 Waiting for compliance to other government agencies concerned (DENR Regional Offices)
 - 2.3. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.



8. CERTIFICATION/CERTIFIED TRUE COPY VERIFICATION (CCV) CASES WITH CADASTRAL RECORDS

This procedure intends to provide a uniform system of controls to activities from preparation to timely release of certification and to ensure the status of certification is error free.

Office or Division:	Cadastral Decree Section			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by One Stop Shop – Windows 10 & 11				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Original Official Receipt			Presenter	
For representative claiming the certification				
1. Secure authorization letter from the presenter			} Requesting Party	
2. Photocopy of one (1) Government ID of the presenter and representative				
3. Original Official Receipt				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit request form.	1. Prepare the assessment form and received official receipt together with the request form.	NONE	1 working day	Donna D. Santos <i>Administrative Aide VI</i> Lord Adam B. Cabuslay <i>Cartographer I</i>
2. Pay the certification fee.	2. Received payment from the client and issue an official receipt.	LRA Fee P30.00 + IT Service Fee P143.72 + 12% VAT P17.25 Total P190.97		Mica Ella Grace A. Solitario <i>Cashier at One Stop Shop – Window 5</i>
	3. Distribute documents to assigned examiner.	NONE	1 working day	Jess Israel Lambating <i>Administrative Staff</i>



	<p>4. For examination and verification of Cadastral lot status.</p>	<p>NONE</p>	<p>3 working days</p>	<p>Examiners with assigned ending number in E-CCV are the following:</p> <p>E-CCV no. 1 Ma. Teresa M. Gime <i>Examiner I</i></p> <p>E-CCV no. 2 Jonathan C. Navata <i>Examiner I</i></p> <p>E-CCV no. 3 Jonathan L. Limpiada <i>Examiner I</i></p> <p>E-CCV no. 4 Rubynita V. Caguioa <i>Examiner I</i></p> <p>E-CCV no. 5 Jennylyn R. Sacdalan <i>Examiner I</i></p> <p>E-CCV no. 6 Angelito E. Delgado <i>Examiner I</i></p> <p>E-CCV no. 7 Ruby R. Padua <i>Examiner I</i></p> <p>E-CCV no. 8 Jomark B. Cardinoza <i>Examiner I</i></p> <p>E-CCV no. 9 Alexander C. Manuel <i>Examiner I</i></p> <p>E-CCV no. 0 Jenny Rose C. Calaycay <i>Examiner I</i></p>
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	5. Review and approval of prepared certification.	NONE	3 working days	Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i> Heidi B. Arce <i>Assistant Chief</i> Juan U. Yerro, Jr. <i>Examiner II</i>
	6. Print approved certification for signature of the examiners.	NONE	1 working day	Roland Dela Torre <i>Data Controller I</i>
	7. For signature of printed certification.	NONE	1 working day	Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i> Heidi B. Arce <i>Assistant Chief</i> Juan U. Yerro, Jr. <i>Examiner II</i>
3. Receive certification.	8. Releasing of printed certification to the client.	NONE	1 working day	Donna D. Santos <i>Administrative Aide VI</i> Lord Adam B. Cabuslay <i>Cartographer I</i>
	TOTAL:	P190.97	11 working days	

Note:

Processing time is subject to changes depending on the following:

1. Volume of transactions.
2. Waiting for compliance from other government agencies concerned.
3. Availability of the examiners and signatories when they are assigned to do other official tasks.
4. Philaris system issues.
5. Eleven (11) working days processing time per transaction.

Assignment of transaction to examiner:

e.g. Epeb – CCV-2020-000001 – shall be assigned to Ma. Teresa M. Gime.



9. CERTIFICATION/CERTIFIED TRUE COPY VERIFICATION (CCV) SURVEY WITHOUT CADASTRAL RECORD

This procedure intends to provide a uniform system of controls to activities from preparation to timely release of certification and to ensure the status of certification is error free.

Office or Division:	Cadastral Decree Section			
Classification:	Highly Technical			
Types of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by One Stop Shop – Windows 10 &11				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified copy of Technical Description / Lot Data Computation.			} DENR Regional Offices	
2. Blueprint / Certified True Photocopy of Cadastral Map with BL Cad Survey no. and BL Case no.				
3. Geographic Position and Plane Coordinates (GPPC)				
4. Secure Certificate of No Record from DENR Regional Offices if no record available.				
For representative claiming the certification				
1. Secure authorization letter from the presenter			} Requesting Party	
2. Photocopy of one (1) Government ID of the presenter and representative				
3. Original Official Receipt				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit request form.	1. Prepare the assessment form and received official receipt together with the request form.	NONE	1 day	Donna D. Santos <i>Administrative Aide VI</i>
2. Pay the certification fee.	2. Received payment from the client and issue an official receipt.	LRA Fee P30.00 +IT Service Fee P143.72 + 12% VAT P17.25 Total P190.97		Mica Ella Grace A. Solitario <i>Cashier at One Stop Shop - Window 5</i>



	3. For scanning and uploading of the Technical Description and Cadastral Map.	NONE	3 days	Christine Grace Merin <i>Administrative Staff</i>
	3.1 For recording and forwarding of documents to Land Projection Section for plotting.	NONE	1 day	Christine Grace Merin <i>Administrative Staff</i>
	3.2 For distribution of documents to examiner after plotting.	NONE	1 day	Christine Grace Merin <i>Administrative Staff</i>
	3.3 For examination and verification of Cadastral lot status. If there are discrepancies, prepares letter to DENR-LMS Regional Offices for verification.	NONE	5 days	Examiners with assigned ending number in E-CCV are the following: E-CCV no. 1 Ma. Teresa M. Gime <i>Examiner I</i> E-CCV no. 2 Jonathan C. Navata <i>Examiner I</i> E-CCV no. 3 Jonathan L. Limpada <i>Cartographer II</i> E-CCV no. 4 Rubynita V. Caguioa <i>Examiner I</i> E-CCV no. 5 Jennylyn R. Sacdalan <i>Examiner I</i>



				<p>E-CCV no. 6 Angelito A. Delgado <i>Examiner I</i></p> <p>E-CCV no. 7 Ruby R. Padua <i>Examiner I</i></p> <p>E-CCV no. 8 Jomark B. Cardinoza <i>Examiner I</i></p> <p>E-CCV no. 9 Alexander C. Manuel <i>Examiner I</i></p> <p>E-CCV no. 0 Jenny Rose C. Calaycay <i>Examiner I</i></p>
	<p>4. Review and approval of prepared certification.</p> <p>4.1 Review and sign letter addressed to DENR-LMS.</p>	NONE	<p>4 days</p> <p>1 day</p>	<p>Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i></p> <p>Heidi B. Arce <i>Assistant Chief</i></p> <p>Juan U. Yerro, Jr. <i>Examiner II</i></p>
	<p>5. Print approved certification for signature of the examiners.</p> <p>5.1 The clerk will send the letter to Records Section for registered mailing.</p>	NONE	<p>1 day</p> <p>1 day</p>	<p>Roland Dela Torre <i>Data Controller I</i></p> <p>Jerome J. Talosig <i>Admin. Aide IV</i></p>
	<p>6. For signature of printed certification.</p>	NONE	<p>1 day</p>	<p>Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i></p> <p>Heidi B. Arce <i>Assistant Chief</i></p>



				Juan U. Yerro, Jr. <i>Examiner II</i>
3. Receive certification.	7. Releasing of printed certification to the client.	NONE	1 day	Donna D. Santos <i>Administrative Aide VI</i> Lord Adam B. Cabuslay <i>Cartographer I</i>
	TOTAL:	P190.97	20 days	
CCV-SURVEY WITH COMPLIANCE				
	1. Received compliance from Records Section.	NONE	1 day	Jess Israel Lambating <i>Administrative Staff</i>
	2. Upon receipt of compliance from DENR, for scanning and uploading of additional documents.	NONE	3 days	Jess Israel Lambating <i>Administrative Staff</i>
	2.1 For recording and forwarding of compliance to Land Projection Section for re-plotting.	NONE	1 day	Jess Israel Lambating <i>Administrative Staff</i>
	2.2 Forward compliance to examiner after re-plotting.	NONE	1 day	Jess Israel Lambating <i>Administrative Staff</i>
	3. For re-examination and verification of Cadastral lot status.	NONE	5 days	Assigned Examiner
	4. Review and approval of prepared certification.	NONE	4 days	Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i> Heidi B. Arce <i>Assistant Chief</i>



				Juan U. Yerro, Jr. <i>Examiner II</i>
	5. Print approved certification for signature of the examiners.	NONE	1 day	Roland Dela Torre <i>Data Controller I</i>
	6. For signature of printed certification.	NONE	1 day	Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i> Heidi B. Arce <i>Assistant Chief</i> Juan U. Yerro, Jr. <i>Examiner II</i>
4. Receive certification.	7. Releasing of printed certification to the client.	NONE	1 day	Donna D. Santos <i>Administrative Aide VI</i> Lord Adam B. Cabuslay <i>Cartographer I</i>
	TOTAL:	None	18 days	

Note:

Processing time is subject to changes depending on the following:

1. Volume of transactions.
2. Waiting for compliance from other government agencies concerned.
3. Availability of the examiners and signatories when they are assigned to do other official tasks.
4. Philaris system issues.
5. Twenty (20) working days processing time per transaction with no technical issues when plotted.
Eighteen (18) working days processing time per transaction upon compliance of the additional documents.

Assignment of transaction to examiner:

e.g. Epeb – CCV-2020-000001 – shall be assigned to Ma. Teresa M. Gime.



10. CERTIFICATION/CERTIFIED TRUE COPY VERIFICATION (CCV) COMPREHENSIVE AGRARIAN REFORM PROGRAM – CARP

This procedure intends to provide a uniform system of controls to activities from preparation to timely release of certification and to ensure the status of certification is error free.

Office or Department:	Cadastral Decree Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by LRA Comprehensive Agrarian Reform Program Division - LRA CARP				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Checklist of requirements are available and to be submitted to Department of Agrarian – Bureau of Land Tenure and Improvement, Elliptical Road, Quezon City.			Department of Agrarian – Bureau of Land Tenure and Improvement, Elliptical Road, Quezon City.	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No client steps required. All documents must be submitted to Department of Agrarian – Bureau of Land Tenure and Improvement Section and to be forwarded by DAR-BLTI to LRA Central Office - CARP Division for processing.	1. Upon receipt of documents from CARP clerk, for examination, verification and preparation of certification. 1.2 If technical issues arises, examiners prepares letter to DENR Regional Offices for additional requirements.	None	3 days	Troy B. Garceron <i>CARP Examiner I</i>
PROCEDURE AT DENR REGIONAL OFFICES				
	2. Once documents are complied, for re-examination.	NONE	3 days	Troy B. Garceron <i>CARP Examiner I</i>
	3. Approval of evaluated prepared certification.	NONE	3 days	Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i>



	4. Printing approved certification with signature of examiner.*	NONE	5 days	Presilla T. Ducusin <i>CARP Statistic Section Examiner I</i>
	5. Signed printed certification and forward the same to the releasing clerk.	NONE	3 days	Troy B. Garceron <i>CARP Examiner I</i> Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i>
2. Receive certification.	6. Released approved certification to clients.	NONE	3 days	Presilla T. Ducusin <i>CARP Statistic Section Examiner I</i>
	TOTAL:	NONE	20 Days	

Note:

Processing time is subject to changes depending on the following:

1. Volume of transactions.
2. Waiting for compliance to other government agencies concerned.
3. The availability of the examiners and signatories when they are assigned to do other official tasks.
4. Philaris system issues.



11. CERTIFICATION OF STATUS OF PLAN APPROVED BY LRA

Ensure to issue accurate Certification of Status of Plan Approved by LRA

Office or Division:	Subdivision and Consolidation Division: Vault Section			
Classification:	Complex transaction			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Duly accomplished request form of approved plan</i>		<i>LRA One-Stop-Shop</i>		
<i>Duly accomplished assessment form</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit duly accomplished request form for Certification of Status of Approved Plan	3. Received request form and supporting documents. 1.1 Check the requested Plan in the system including the supporting documents.	None	1 day	Rodrigo Manansala <i>Administrative Staff & Sherwin Sanchez</i> <i>Examiner 1</i>
	4. Entry request Certification of Status of Approved Plan a. Print assessment form	None		Rodrigo Manansala <i>Administrative Staff & Sherwin Sanchez</i> <i>Examiner 1</i>
2. Submit the assessment form to the cashier for payment of fees	3. Received assessment form including the required fee of the requested document	Php190.97		Cashier



3. After payment, submit the OR and assessment form to the entry clerk for recording	4. Record the OR number in the assessment form	None		Rodrigo Manansala <i>Administrative Staff & Sherwin Sanchez</i> <i>Examiner 1</i>
	5. Research the Status of Approved Plan Requested 5.1 Status of Approved Plan from Vault (Room 211 & 210) 5.2 Status of Approved Plan and Lot Description from Vault (Room 107) 5.3 Encoding Certification Document	None	4 Day	Bonjovi Soriano <i>Examiner 1 & Ethel Lerio</i> <i>Admin. Aide VI</i>
	8. Verifies & Proofs read the Certification Encoded and Send for Printing	None	1 Day	Shane Alexander Pinson <i>Engineer III</i>
	9. Print the approved Certified True Copy of Technical Description	None		Paul David Zaldivar <i>Examiner 1</i>
	10. Affixing Signature by the verifying staff 10.1 Affixing signature of the approver	None		Paul David Zaldivar <i>Examiner 1 & Shane Alexander Pinson</i> <i>Engineer III</i>
	11. Scanning & uploading of Approved Certified	None	1 Day	Paul David Zaldivar <i>Examiner 1</i>



	True Copy of Technical Description			
4. Received OR, requested Certified Copy of Technical Description and Electronic Copy of Approved Plan	12. Issues Certified True Copy of Technical Description, O.R. & the submitted Electronic Copy of approved Plan 12.1.Requires transacting public to sign in the log sheet	None		Rodrigo Manansala Administrative Staff & Sherwin Sanchez Examiner 1
TOTAL:		Php190.97	7 Working Days	



12. COLLECTION OF PAYMENTS FROM PAYING PUBLIC

Receives Order of Payment, issuance of receipt, remittance of collection to the servicing bank, and preparation and submission of report.

Office or Division:	Cashiering Services Section (CSS)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may Avail:	Public Clients and Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Processing Office		
2. Duplicate copy of Official Receipt		Cashiering Services Section		
3. Validated Deposit Slips		Government Servicing Bank		
4. Receiving Copy of List of Deposited Collections		Government Servicing Bank		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Order of Payment issued by the Processing Office.	1. Receives Order of Payment, encodes data and prints the Official Receipt (OR)	None	3 minutes	Mica Ella Grace A. Solitario <i>(Collecting Officer)</i>
2. Pays the required fees and returns to the Processing Office.	2. Collects payment and releases the Official Receipt.	Fees specified in the Order of Payment	2 minute	Mica Ella Grace A. Solitario <i>(Collecting Officer)</i>
3. Compliance of COA Cir. No. 2015-007 dated October 22, 2015 Prescribing the Government Accounting Manual for	3. Records daily collections in the Cash Receipts Records (CRR).	None	4 hours	Mica Ella Grace A. Solitario/ Jomar Gallardo <i>(Collecting Officer/Administrative Staff)</i>



the Use of All National Government Agencies				
4. Reconciles the OR with the amount collected. Prepares the deposit slip and List of Deposited Collections.	4. Reconciles the OR with the amount collected. Prepares the deposit slip and List of Deposited Collections	None	2 hours	Mica Ella Grace A. Solitario/ Venus P. Legaspino <i>(Collecting Officer/Administrative Staff)</i>
	5. Deposits collections to the servicing bank.	None	4 hours	Mica Ella Grace A. Solitario <i>(Collecting Officer)</i>
TOTAL:		None	10 days, 6 hours & 6 minutes	



13. DISPATCHING OF OUTGOING CORRESPONDENCE

Ensures accurate recording and transmitting of outgoing correspondence.

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Correspondence		Originator - concerned unit		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the outgoing correspondence	1. Check and receive correspondence	None	4 hours	George V. Montojo Administrative Aide IV Keno Perocho Administrative Staff Gilbert dela Cruz Administrative Aide IV
	1.1. Sort received correspondence 1.2. Encode in the CRS system 1.3. Print encoded data (transmittal and registry return card)			
	2. Cut and attach registry return card in the mail envelope	None	4 hours	George V. Montojo Administrative Aide IV Keno Perocho Administrative Staff Gilbert dela Cruz Administrative Aide IV
	2.1. Attach barcode in the registry return card and mail envelope 2.2. Deliver to Philpost			
TOTAL:		None	1 day	

Note:

- * For a daily average of 200 outgoing correspondence
- * Daily delivery to Philpost @ 3:30pm
- * Cut off time @ 12:00noon (All outgoing correspondence received after the cut off time will be mailed the next day)



14. INSCRIPTION OF TECHNICAL DESCRIPTION (SECTION 21 OF REPUBLIC ACT 26)

This procedure intends to provide a uniform system of controls to ensure that all requirements of Section 21 Republic Act 26 and other related laws are strictly complied and maintained and the Inscription of Technical Description be released timely and indorsement to Registry of Deeds is error free.

Office or Division:	Cadastral Decree Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by One Stop Shop – Window 16				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request			Requesting Party	
2. Certified copy of title and trace back title (RT Title)			Registry of Deeds	
3. Prepared plan / re-surveyed plan (1 Sepia and 2 blue print copy)			} DENR Regional Offices	
4. Technical Description certified by DENR				
5. Lot Data Computation (1 Original copy and 2 photocopy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete requirements to Cadastral Decree Section	1. Checks the completeness and correctness of documents for inscription. 1.1 Advise clients to have it received in Window 16 of One Stop Shop for proper documentation.	NONE	1 day	Jonathan L. Limpiada <i>Cartographer II</i> Heidi B. Arce <i>Assistant Chief</i> Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i>
	2. For entry, scanning, uploading and assigning of E-AAT number generated in the system after receiving from Window 16 of One Stop Shop.	NONE	3 days	Ma. Victoria F. Amata <i>Cartographer I</i>



	3. For recording and forwarding of documents to Land Projection Section for plotting.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	4. After plotting, clerk will distribute documents to assigned examiner.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	5. For examination and verification of Indorsement. If there are discrepancies, prepares letter to DENR-LMS Regional Offices for verification.	NONE	3 days	Examiners with assigned ending number are as follows: E-AAT no. 1 Ma. Teresa M. Gime <i>Examiner I</i> E-AAT no. 2 Jonathan C. Navata <i>Examiner I</i> E-AAT no. 3 Jonathan L. Limpiada <i>Cartographer II</i> E-AAT no. 4 Rubynita V. Caguioa <i>Examiner I</i> E-AAT no. 5 Jennylyn R. Saccalan <i>Examiner I</i> E-AAT no. 6 Angelito E. Delgado <i>Examiner I</i> E-AAT no. 7 Ruby R. Padua <i>Examiner I</i> E-AAT no. 8



				<p>Jomark B. Cardinoza <i>Examiner I</i></p> <p>E-AAT no. 9 Alexander C. Manuel <i>Examiner I</i></p> <p>E-AAT no. 0 Jenny Rose C. Calaycay <i>Examiner I</i></p>
	6. Printing of prepared Indorsement.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	7. Checking of prepared Indorsement.	NONE	3 days	Heidi B. Arce <i>Assistant Chief</i>
	8. Review and approval of the Indorsement.	NONE	3 days	Ricardo R. Nilo Chief, Cadastral Decree Section
	8.1 Review and sign letter addressed to DENR-LMS.	NONE	1 day	Ricardo R. Nilo Chief, Cadastral Decree Section
	9. Printing of final Indorsement and for signature of Examiner, Asst. Chief, Chief.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	9.1 The clerk will send the letter to Records Section for registered mailing.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	10. For transmittal of Indorsement to Department on Registration.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	TOTAL:	NONE	20 working days	



E-AAT WITH COMPLIANCE				
	1. Received compliance from Records Section.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	2. Upon receipt of compliance from DENR, for scanning and uploading of additional documents.	NONE	3 days	Ma. Victoria F. Amata <i>Cartographer I</i>
	2.1 For recording and forwarding of compliance to Land Projection Section for re-plotting.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	2.2 Forward compliance to examiner after re-plotting.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	3. For re-examination and preparation of Indorsement.	NONE	5 days	Assigned Examiner
	4. Printing of prepared Indorsement.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	5. Checking of prepared Indorsement.	NONE	3 days	Heidi B. Arce <i>Assistant Chief</i>
	6. Review and approval of the Indorsement.	NONE	3 days	Ricardo R. Nilo Chief, Cadastral Decree Section
	7. Printing of final Indorsement and for signature of Examiner, Asst. Chief, Chief.	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
	8. Forward Indorsement to Department on	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>



	Registration Examiner.			
	TOTAL:	NONE	20 days	

Note:

Processing time is subject to changes depending on the following:

1. Volume of transactions.
2. Waiting for compliance from other government agencies concerned.
3. Availability of the examiners and signatories when they are assigned to do other official tasks.
4. Philaris System issues.

Assignment of transaction to examiner:

e.g. Epeb – E-AAT-2020000001 – shall be assigned to Ma. Teresa M. Gime



15.INDORSEMENT PREPARED UNDER INSCRIPTION OF TECHNICAL DESCRIPTION (SEC. 21 OF PD 1529) ELECTRONIC ADMINISTRATIVE AMENDMENT OF TECHNICAL DESCRIPTION (EAAT)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Original Registration Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by One Stop Shop – Window 16				
1. Letter request		Requesting party		
2. Certified copy of title and trace back title (RT Title)		Registry of Deeds		
3. Prepared plan / re-survey plan (1 Sepia copy and 2 blue print copy)		DENR Regional Offices		
4. Technical Description certified by DENR		DENR Regional Offices		
5. Lot Data Computation (1 Original copy and 2 photocopy)		DENR Regional Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the Inscription of Technical Description(EAAT).	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
	2 Final review and affixes signature to the prepared Indorsement.	None	3 days	Engr. Ante V. Gamiao <i>Division Chief</i>



	3. Receive, record and photocopy (e.g. Indorsement, Letter request, Technical Description, true electronic copy of TCT and print copy or re-survey plan) and forward to Central Records Section for mailing.	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
TOTAL:		None	4 Days	

Processing time is subject to changes depending on the following:

1. Misrouting of documents and/or loss of documents.
2. Volume of transactions.
3. Waiting for compliance to other government agencies concerned.
4. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
5. Delay in plotting of lot due to technical issues.



14. INDORSEMENT PREPARED UNDER INSCRIPTION OF TECHNICAL DESCRIPTION (SEC. 108 OF PD 1529) ELECTRONIC JUDICIAL AMENDMENT OF TECHNICAL DESCRIPTION (EJAT)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Original Registration Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by Clerks of Court				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the Report and Manifestation (EJAT).	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
	2 Final review and affixes signature to the prepared report and Manifestation.	None	3 days	Engr. Ante V. Gamiao <i>Division Chief</i>
	3. Receive, record the Report/ Manifestation with transmittal and forward to Central Records Section for mailing.	None	30 minutes	Ruela U. Abuy <i>LRE I</i>
TOTAL:		None	4 Days	

Processing time is subject to changes depending on the following:

1. Misrouting of documents and/or loss of documents.
2. Volume of transactions.
3. Waiting for compliance to other government agencies concerned.
4. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
5. Delay in plotting of lot due to technical issues.



15. ISSUANCE OF CADASTRAL DECREE / TITLE

This procedure intends to provide a uniform system of controls to ensure that all requirements of Presidential Decree no. 1529 and other related laws are strictly complied and maintained and the release of decree / title is on time and error free.

Office or Department:	Cadastral Decree Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by Docket Division				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Applicants can get copies of application form and requirements from LRA Docket Division or <u>Courts</u> .			LRA Docket Division and <u>Courts</u>	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.No client steps required. All documents must be submitted to courts <u>and other government agencies involve in the issuance of decree / title.</u>	1. The authenticated documents forwarded by Docket Division will be received by Cadastral Decree Section clerk to be distributed to the assigned examiners.	NONE	1 day	Jerome J. Talosig Admin. Aide IV
	2. Cadastral Decree examiners will attach the documents to Expediente for recording in “Record Book of Cadastral Lots” and prepare the Technical Description draft if the documents are complete.	NONE	1day	Examiners with assigned region are as follows: Region no. 1 Jenny Rose C. Calaycay <i>Examiner I</i> Region no. 2 Jonathan C. Navata <i>Examiner I</i> Region no. 3 Alexander C. Manuel <i>Examiner I</i> Region no. 4



				<p>Ruby R. Padua <i>Examiner I</i></p> <p>Region no. 5 Ma. Teresa M. Gime <i>Examiner I</i></p> <p>Region no. 6 Angelito E. Delgado <i>Examiner I</i></p> <p>Region no. 7 Jun Yerro <i>Examiner I</i></p> <p>Region no. 8 Jennylyn Sacdalan <i>Examiner I</i></p> <p>Region no. 9 & 10 Rubynita V. Caguioa <i>Examiner I</i></p> <p>Region no. 11 Jomark B. Cardinoza <i>Examiner I</i></p> <p>Region no. 12 Jun Yerro <i>Examiner I</i></p> <p>ARMM Angelito E. Delgado <i>Examiner I</i></p> <p>CAR Ma. Teresa M. Gime <i>Examiner I</i></p>
	3. If the documents are incomplete, Cadastral Decree examiners will prepare a letter to DENR Regional	NONE	Care of DENR	DENR-LMS Regional Offices DENR-CENRO RTC/MTC



	Offices and letter/report to Court.			
	<p>4. Once complied, Cadastral Decree examiners will forward the Technical Description draft to Cadastral Decree Cartographer for entry of MTD number.</p> <p>4.1 Cartographer will forward the same back to examiners with MTD number to Cadastral Decree clerk for distribution.</p>	NONE	1 day	Jonathan L. Limpiada <i>Cartographer II</i>
	<p>5. The Cadastral Decree clerk will forward Technical Description draft for plotting to Land Projection Section.</p> <p>6. After plotting, Cadastral Decree clerk will receive the documents for recording and forward the same to the examiners.</p>	NONE	1 day	Ma. Victoria F. Amata <i>Cartographer I</i>
		NONE	1 day	<p>Examiners with assigned region:</p> <p>Region no. 1 Jenny Rose C. Calaycay <i>Examiner I</i></p> <p>Region no. 2 Jonathan C. Navata <i>Examiner I</i></p> <p>Region no. 3 Alexander C. Manuel <i>Examiner I</i></p> <p>Region no. 4 Ruby R. Padua <i>Examiner I</i></p> <p>Region no. 5</p>



				<p>Ma. Teresa M. Gime <i>Examiner I</i></p> <p>Region no. 6 Angelito E. Delgado <i>Examiner I</i></p> <p>Region no. 7 Jun Yerro <i>Examiner I</i></p> <p>Region no. 8 Jennylyn Sacdalan <i>Examiner I</i></p> <p>Region no. 9 & 10 Rubynita V. Caguioa <i>Examiner I</i></p> <p>Region no. 11 Jomark B. Cardinoza <i>Examiner I</i></p> <p>Region no. 12 Jun Yerro <i>Examiner I</i></p> <p>ARMM Angelito E. Delgado <i>Examiner I</i></p> <p>CAR Ma. Teresa M. Gime <i>Examiner I</i></p>
	7. Cadastral Decree examiners will prepare the documents for editing and final checking.	NONE	3 days	<p>Victoria F. Amata Cartographer I</p> <p>Examiners with assigned region:</p> <p>Region no. 1</p>



				<p>Jenny Rose C. Calaycay <i>Examiner I</i></p> <p>Region no. 2 Jonathan C. Navata <i>Examiner I</i></p> <p>Region no. 3 Alexander C. Manuel <i>Examiner I</i></p> <p>Region no. 4 Ruby R. Padua <i>Examiner I</i></p> <p>Region no. 5 Ma. Teresa M. Gime <i>Examiner I</i></p> <p>Region no. 6 Angelito E. Delgado <i>Examiner I</i></p> <p>Region no. 7 Jun Yerro <i>Examiner I</i></p> <p>Region no. 8 Jennylyn Sacdalan <i>Examiner I</i></p> <p>Region no. 9 & 10 Rubynita V. Caguioa <i>Examiner I</i></p> <p>Region no. 11 Jomark B. Cardinoza <i>Examiner I</i></p> <p>Region no. 12 Jun Yerro <i>Examiner I</i></p> <p>ARMM</p>
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				Angelito E. Delgado <i>Examiner I</i> CAR Ma. Teresa M. Gime <i>Examiner I</i>
	8. For final checking	NONE	3 days	Heidi B. Arce <i>Assistant Chief</i>
	9. For review and approval of the documents.	NONE	2 days	Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i>
	10. For typing of decree/title	NONE	2 day	Warlito R. Obra <i>Administrative Staff</i>
	11. Proofreading of decree/title.	NONE	1 day	Jenny Rose C. Calaycay <i>Examiner I</i>
	12. For review of typed decree.	NONE	2 days	Heidi B. Arce <i>Assistant Chief</i>
	13. For review and signature.	NONE	1 day	Ricardo R. Nilo <i>Chief, Cadastral Decree Section</i>
	14. Documents to be forwarded to Original Registration Division for approval	NONE	10 minutes per transaction	Joanne A. Rosario <i>Administrative Staff</i>
	TOTAL:	NONE	17 days and 4 hrs and 10 minutes*	

* from receiving of documents to Docket Division up to release of decree/title to Cadastral Decree Section

Processing time is subject to changes depending on the following:

1. Misrouting of documents and/or loss of documents.
2. Volume of transactions.
3. Waiting for compliance to other government agencies concerned.
4. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
5. Delay in plotting of lot due to incomplete documents and overlapping.



16. ISSUANCE OF CERTIFICATION

Promptly issues certification as to date of receipt of correspondence.

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form		Room 410, Central Records Section		
Government ID		BIR, Phil post, DFA, PSA, SSS, GSIS, PAG-IBIG)		
Documentary stamp		BIR		
Official receipt		Cashier - OSS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request form	1. Give the request form to the client	None	10 Minutes	Florzerfina Asuncion Records Officer I Jessa Mae Malapit Administrative Staff Loida Ganata Administrative Staff Jordan Sasuca Assistant Land Registration Examiner Hubert Hubanib Administrative Aide IV Ferdinand Taguba Administrative Aide II



	<p>2. Receive the request form for assessment of fees</p> <p>2.1. Issue assessment fee</p>	<p>Certification fee - PHP30</p>	<p>15 minutes</p>	<p>Florzerfina Asuncion Records Officer I</p> <p>Jessa Mae Malapit Administrative Staff</p> <p>Loida Ganata Administrative Staff</p> <p>Jordan Sasuca Assistant Land Registration Examiner</p> <p>Hubert Hubanib Administrative Aide IV</p> <p>Ferdinand Taguba Administrative Aide II</p>
<p>2. Pay the required fees at the Cashier located at One-stop-shop (OSS) by showing the request form with assessment fee. (Make sure to secure Official Receipt that will be issued upon payment)</p>	<p>3. Start processing the request</p>	<p>None</p>	<p>20 minutes</p>	<p>Florzerfina Asuncion Records Officer I</p> <p>Jessa Mae Malapit Administrative Staff</p> <p>Loida Ganata Administrative Staff</p> <p>Jordan Sasuca Assistant Land Registration Examiner</p> <p>Hubert Hubanib Administrative Aide IV</p> <p>Ferdinand Taguba Administrative Aide II</p>



<p>3. Return to Room 410 for the processing and release of the requested certification</p>	<p>4. Check the Official receipt; and copy the OR number and amount paid in the space provided in the certification</p>	<p>None</p>	<p>15 minutes</p>	<p>Florzerfina Asuncion Records Officer I</p> <p>Jessa Mae Malapit Administrative Staff</p> <p>Loida Ganata Administrative Staff</p> <p>Jordan Sasuca Assistant Land Registration Examiner</p> <p>Hubert Hubanib Administrative Aide IV</p> <p>Ferdinand Taguba Administrative Aide II</p>
<p>4. Provide documentary stamp</p>	<p>5. Print and attach documentary stamp and affix initial</p>	<p>None</p>	<p>15 minutes</p>	<p>Florzerfina Asuncion Records Officer I</p> <p>Jessa Mae Malapit Administrative Staff</p> <p>Loida Ganata Administrative Staff</p> <p>Jordan Sasuca Assistant Land Registration Examiner</p> <p>Hubert Hubanib Administrative Aide IV</p> <p>Ferdinand Taguba Administrative Aide II</p>



	<p>6. Chief signs the certification</p> <p>6.1 Release the certification</p>	None	15 minutes	<p>Norilyn T. Tomas Chief, Central Records Section</p> <p>Florzerfina Asuncion Records Officer I</p> <p>Jessa Mae Malapit Administrative Staff</p> <p>Loida Ganata Administrative Staff</p> <p>Jordan Sasuca Assistant Land Registration Examiner</p> <p>Hubert Hubanib Administrative Aide IV</p> <p>Ferdinand Taguba Administrative Aide II</p>
TOTAL:		Php30.00	1 hour & 30 minutes	



17. ISSUANCE OF CERTIFICATION/INDORSEMENT (National Commission on Indigenous Peoples)

This procedure intends to provide a uniform system of controls to ensure that all the requirements in the issuance of Certification are strictly complied and maintained. Certification of status for survey plans claimed by the ICC's and IP's as requested through the NCIP. Determine the land projection status of the isolated lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Original Registration Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	NCIP, ICC's, IP's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Provided by Plan Examination Section				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the prepared Certification/Indorsement.	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
	2 Final review and affixes signature to the prepared Certification/Indorsement.	None	3 days	Engr. Ante V. Gamiao <i>Division Chief</i>
	3. Receive, record, photocopy and inform the NCIP Office for pick-up of the Certification/Indorsement	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
TOTAL:		None	3 Days and 1 hour	

Processing time is subject to changes depending on the following:

1. Misrouting of documents and/or loss of documents.
2. Volume of transactions.
3. Waiting for compliance to other government agencies concerned.
4. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
5. Delay in plotting of lot due to technical issues.



18. ISSUANCE OF CERTIFICATE OF LOT STATUS ON CADASTRAL LAND

Certificate of Cadastral Lot Survey covered by Cadastral Land Registration Cases

Office or Division:	Cadastral Decree Section			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS IN CLAIMING CERTIFICATION				WHERE TO SECURE
Original Official Receipt				Presenter
For representative claiming the certification:				Requesting Party
Secure authorization letter from the presenter				
Photocopy of (1) Government ID of the presenter and representative				
Original Official Receipt				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit request form.	1. Prepare the assessment form.	None	10 minutes per request	Admin. Aide VI Cartographer I
2. Pay the certification fee.	2. Received payment from the client and issue an official receipt.	LRA Fee P30.00 IT Service Fee P143.72 + 12% VAT P17.25 Total P190.97	10-15 minutes per lot	Cashier at One Stop Shop Window 5
3. Present the official receipt to the officer of the day.	3. Received official receipt together with the request form.	None	10 minutes per request	Admin. Aide VI Cartographer I



	4. Distribute documents to assigned examiner for verification and preparation of certification.	None	3 days without plotting	Examiners with assigned ending number in E-CCV are the following E-CCV no. 1 Examiner I E-CCV no. 2 Examiner I E-CCV no. 3 Cartographer II E-CCV no. 4 Examiner I E-CCV no. 5 Examiner I E-CCV no. 6 Examiner I E-CCV no. 7 Examiner I E-CCV no. 8 Examiner I E-CCV no. 9 Examiner I E-CCV no. 10 Examiner I
	5. Evaluated prepared certification.	None	2 days	Chief, Cadastral Decree Section Asst. Chief Examiner II
	6. Print the approved certification with signature of the examiner.	None	1 day	Data Controller I
	7. Signed printed certification and forward the same to the releasing clerk.	None	1 day	Chief, Cadastral Decree Section Asst. Chief Examiner II
4. Receive certification.	8. Released approved certification to the client	None	10-20 minutes per request	Admin. Aide VI Cartographer I
TOTAL:		P 190.97	7 Days, 55 minutes	



		40-55 minutes processing time per transaction.	
		7 days for examination, approval and issuance of certificate.	

Note: Processing time is subject to changes depending on the volume of transactions per individual(s) and other government agencies concerned.



19. ISSUANCE OF CERTIFICATE OF LOT STATUS ON CADASTRAL LAND

Certificate of Cadastral Lot Survey not covered by Cadastral Land Registration Cases

Office or Division:	Cadastral Decree Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certified copy of Technical Description / Lot Data Computation			DENR REGIONAL OFFICES	
Blueprint / Certified True Copy of Cadastral Map with BL Cad Survey no. and BL Case no.				
Geographic Position and Plane Coordinates (GPPC)				
Secure Certificate of No Record from DENR Regional Offices if no record available				
For representative claiming the certification:			Requesting Party	
Secure authorization letter from the presenter				
Photocopy of (1) Government ID of the presenter and representative				
Original Official Receipt				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit request form.	1. Received request form with Cadastral Map and Technical Description. 1.1 Prepare the assessment form.	NONE	10 minutes per request 30 minutes per request	Admin. Aide V Cartographer I
2. Pay the certification fee.	2. Received payment from the client and issue an official receipt.	LRA Fee PHP 30.00 + IT Service Fee PHP 143.72 + + 12% VAT PHP 17.25 Total	10-15 minutes per lot	Cashier at One Stop Shop Window 5



		PHP 190.97		
3. Present the official receipt to the officer of the day.	3. Received official receipt together with the request form and the requirements completed.	NONE	10 minutes per request	Admin. Aide VI Cartographer I
	4. Verification of status of Cadastral Lots (documents to be forwarded to Land Projection Section for plotting)	NONE	3 working days upon receipt from One Stop Shop for scanning and uploading; (paused-clock) 3.2. 5 working days after plotting from Land Projection Section	Examiners with assigned ending number in E-CCV are the following: E-CCV no. 1 Examiner I E-CCV no. 2 Examiner I E-CCV no. 3 Cartographer II E-CCV no. 4 Examiner I E-CCV no. 5 Examiner I E-CCV no. 6 Examiner I E-CCV no. 7 Examiner I E-CCV no. 8 Examiner I E-CCV no. 9 Examiner I E-CCV no. 10 Examiner I
	5. Evaluated prepared certification.	NONE	2 working days	Chief, Cadastral Decree Section Asst. Chief Examiner II



	6. Print the approved certification with signature of the examiner.	NONE	1 working day	Data Controller I
	7. Signed printed certification and forward the same to the releasing clerk.	NONE	1 working day	Chief, Cadastral Decree Section Asst. Chief Examiner II
5. Receive certification.	8. Released approved certification to the client	NONE	10-20 minutes per request	Admin. Aide VI Cartographer I
TOTAL:		P 190.97	12 Days, 1 hour & 5 minutes 1 hour and 5 minutes processing time per transaction. 12 working days for examination, approval and issuance of certificate.	

Note: Processing time is subject to changes depending on the volume of transactions per individual(s) and other government agencies concerned.



20. ISSUANCE OF CERTIFICATION OF STATUS (ISOLATED SURVEYS)

Certification of status for isolated surveys is issued to individuals needing this document for personal reference or as a requirement in the application for free patent in the DENR, wherein the status of the subject plan is stated based on the records on file in this Authority.

Office or Division:	Plan Examination Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Upon application:				
Clear and readable copy of Approved Plan and/or Technical Description of the subject lot, duly certified by the Chief of Surveys Division, DENR – Land Management Services of the region concerned (1 certified true copy)		DENR Regional Office where the subject lot is located		
Clear and readable copy of Lot Data Computation Sheet (1 certified true copy)		DENR Regional Office where the subject lot is located		
Cadastral Map (CM) covering the subject lot (1 certified true copy)		DENR Regional Office where the subject lot is located		
Upon claiming/release of the certification of status:				
Requesting Party / Client				
Government issued identification card		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.		
Official Receipt		Cashier, One Stop Shop (OSS)		
Representative				
Authorization letter / Special Power of Attorney		Requesting Party / Client being represented		
Government issued identification card of the requesting party/client (1 photocopy)		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.		
Government issued identification card of the representative		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.		
Official Receipt		Cashier, One Stop Shop (OSS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request form at the One Stop Shop (OSS) Window 12	1. Give the request form to the client	None	15 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i> Leonisa R. Curioso



				<i>Administrative Aide I</i>
2. Submit the requirements at the OSS Window 12	<p>2. Receive the requirements and Inspect/review for completeness</p> <p>2.1 Encode the client's name and address and the submitted requirements</p> <p>2.2 Compute the fees and prints the Assessment and Payment Order Form</p> <p>2.3 Give the Request Form and the Assessment and Payment Order Form to the client for payment of fees</p>	None	30 mins.	<p>Dolores L. Gacutan <i>Administrative Aide IV</i></p> <p>Leonisa R. Curioso <i>Administrative Aide I</i></p>
3. Pay the Certification and IT Fee	<p>3. Accept the payment based on the Assessment and Payment Order Form</p> <p>3.1 Issue the Official Receipt</p>	<p>IT Fee: P143.72 12% VAT: P17.25 LRA cert.: P30.00 per lot applied</p>	15 mins.	Mica Ella Grace Solitario <i>Cashier</i>
4. Return the Request Form and the Assessment and Payment Order Form and present Official Receipt to the PES Clerk at OSS Window 12	<p>4. Receives the Request Form</p> <p>4.1 Endorse the submitted requirements for scanning and uploading to the</p>	None	1 day	<p>Dolores L. Gacutan <i>Administrative Aide IV</i></p> <p>Leonisa R. Curioso <i>Administrative Aide I</i></p>



	computerized system			
5. Wait for the transaction to be processed within the specified processing time, but may still opt to follow-up on his/her transaction after 10 working days in person or through phone call.	5. Scan the endorsed requirements and upload in the system.	None	1 day	Rafael Mueva <i>Administrative Staff</i>
	5.1 Forward the transaction, together with the hardcopy of the documents to the Land Projection Section (LPS) for plotting/verification of the subject lot/s.		15 mins. (transaction is within the jurisdiction of LPS)	Dolores L. Gacutan <i>Administrative Aide IV</i> Leonisa R. Curioso <i>Administrative Aide</i>
	5.2 Receive hardcopy of the transaction upon endorsement from the LPS after their plotting/verification and endorse to the assigned examiner	None	15 mins.	Rafael Mueva <i>Administrative Staff</i> Jarrah Mitch Lopez <i>Administrative Staff</i> Perla L. Balao <i>Administrative Staff</i>
	5.3 Upon receipt of hardcopy and the transaction in the system, examine/analyze the plan and plotting, and conduct research of records, including records from different sections, as		10 days, 5 hrs, 30 mins.	Nicolasito C. Sucuangco <i>Land Registration Examiner II</i> Roehl D. Nicanor <i>Land Registration Examiner II</i> Federico B. Riototar <i>Land Registration Examiner I</i> Bianca Marie D. Manzanades



	<p>necessary. If subject lot is without any discrepancies in the plotting, prepare Certification of Status. However, if subject lot/s is with discrepancies in the plotting, draft letter to the concerned DENR-LMS Office for verification/correction, with copy furnished to the client. Forward transaction to the PES Checker.</p>			<p><i>Land Registration Examiner I</i></p> <p>Cherry Ann L. Flores <i>Land Registration Examiner I</i></p> <p>Glenn O. Cahilig <i>Land Registration Examiner I</i></p> <p>Joselle Antonette P. Gan <i>Land Registration Examiner I</i></p> <p>Crisostomo Isabelito Allauigan <i>Land Registration Examiner I</i></p> <p>Mikee Krishna Mateo <i>Land Registration Examiner I</i></p>
	<p>5.4 Review transaction if ok for approval or if with corrections. If with corrections, endorse back to PES Examiner. If without corrections, forward transaction to printing queue if Certification of Status is approved. If letter to DENR, sign printed letter and endorse to PES Clerk for mailing.</p>	<p>None</p>	<p>7 days</p> <p>30 mins.</p>	<p>Jennelyn Bacosa <i>Land Registration Examiner I</i></p> <p>Alexander Montemayor, Jr. <i>Land Registration Examiner I</i></p> <p>Marishane D. Cruz <i>Engineer II</i></p> <p>Earnswell Q. Quillang <i>Engineer II</i></p> <p>Arnel A. Rayos <i>Engineer II</i></p> <p>Mary Anne M. Mortel <i>Engineer II</i></p>



	5.5 Print Certification of Status and give to the Examiner and Checker for signature / mail DENR letter			Dolores L. Gacutan <i>Administrative Aide IV</i> Perla L. Balao <i>Administrative Staff</i>
6. Receive Certification of Status or copy of letter to DENR, whichever is applicable. See checklist of requirements upon claiming/release. Sign the logbook of released certifications.	6. Release Certification of Status or give copy of letter to DENR, whichever is applicable. 6.1 Stamp the Official Receipt "released" and indicate the date of release 6.2 Give the logbook of released certifications	None	30 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i> Leonisa R. Curioso <i>Administrative Aide I</i> Rafael Mueva <i>Administrative Staff</i> Jarrah Mitch Lopez <i>Administrative Staff</i> Perla L. Balao <i>Administrative Staff</i>
	TOTAL:	P190.97 (for 1 lot)	20 days	

A transaction's total processing time may be affected by the following factors:

1. When the subject lot has a very large area and an extensive examination and research is needed
2. Unavailability of records/references
3. System down time
4. Bulk of incoming transactions
5. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.



21. ISSUANCE OF CERTIFICATION OF STATUS NATIONAL COMMISSION ON INDEGENOUS PEOPLES (NCIP)

Certification of status for survey plans claimed by the ICCs and IPs as requested through the NCIP.

Office or Division:	Plan Examination Section			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NCIP, ICCs, IPs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Upon application:				
Clear and readable copy of the Survey Plan of the subject lot, duly signed by the Director of the Ancestral Domains Office, NCIP (1 sepia copy)		NCIP		
Clear and readable copy of Lot Data Computation Sheet (1 certified true copy)		NCIP		
Upon claiming/release of the certification of status:				
Requesting Party / Client				
Government issued identification card		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.		
Official Receipt		Cashier, One Stop Shop (OSS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request form at the One Stop Shop (OSS) Window 12	1. Give the request form to the client	None	15 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i> Leonisa R. Curioso <i>Administrative Aide I</i>
2. Submit the requirements at the OSS Window 12	2. Receive the requirements and Inspect/review for completeness 2.1 Encode the client's name and address and the submitted requirements	None	30 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i>



	<p>2.2 Compute the fees and prints the Assessment and Payment Order Form</p> <p>2.3 Give the Request Form and the Assessment and Payment Order Form to the client for payment of fees</p>			Leonisa R. Curioso <i>Administrative Aide I</i>
3. Pay the Certification and IT Fee	<p>3. Accept the payment based on the Assessment and Payment Order Form</p> <p>3.1 Issue the Official Receipt</p>	<p>IT Fee: P143.72 12% VAT: P17.25 LRA cert.: P30.00 per lot applied</p>	15 mins.	Mica Ella Grace Solitario <i>Cashier</i>
4. Return the Request Form and the Assessment and Payment Order Form and present Official Receipt to the PES Clerk at OSS Window 12	<p>4. Receives the Request Form</p> <p>4.1 Endorse the submitted requirements for scanning and uploading to the computerized system</p>	None	1 day	<p>Dolores L. Gacutan <i>Administrative Aide IV</i></p> <p>Leonisa R. Curioso <i>Administrative Aide I</i></p>
5. Wait for the transaction to be processed within the specified processing time, but may still opt to follow-up on his/her transaction after 10 working days in person or through phone call.	<p>5. Scan the endorsed requirements and upload in the system.</p> <p>5.1 Forward the transaction, together with the hardcopy of the documents to the Land Projection Section (LPS) for plotting/verification of the subject lot/s.</p>		1 day	Rafael Mueva <i>Administrative Staff</i>
	<p>5.2 Receive hardcopy of the</p>	None	15 mins.	<p>15 mins. (transaction is within the jurisdiction of LPS)</p> <p>Dolores L. Gacutan <i>Administrative Aide IV</i></p> <p>Leonisa R. Curioso <i>Administrative Aide</i></p> <p>Rafael Mueva</p>



	<p>transaction upon endorsement from the LPS after their plotting/verification and endorse to the assigned examiner</p> <p>5.3 Upon receipt of hardcopy and the transaction in the system, examine/analyze the plan and plotting, and conduct research of records, including records from different sections, as necessary. If subject lot is without any discrepancies in the plotting, prepare Certification of Status. However, if subject lot/s is with discrepancies in the plotting, draft Indorsement addressed to the NCIP. Forward transaction to the PES Chief.</p>	None	10 days	<p><i>Administrative Staff</i></p> <p>Jarah Mitch Lopez <i>Administrative Staff</i></p> <p>Perla L. Balao <i>Administrative Staff</i></p> <p>Nicolasito C. Sucuangco <i>Land Registration Examiner II</i></p> <p>Roehl D. Nicanor <i>Land Registration Examiner II</i></p> <p>Federico B. Riototar <i>Land Registration Examiner I</i></p> <p>Bianca Marie D. Manzanades <i>Land Registration Examiner I</i></p> <p>Cherry Ann L. Flores <i>Land Registration Examiner I</i></p> <p>Glenn O. Cahilig <i>Land Registration Examiner I</i></p> <p>Joselle Antonette P. Gan <i>Land Registration Examiner I</i></p> <p>Crisostomo Isabelito Allauigan <i>Land Registration Examiner I</i></p>
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				<p>Mikee Krishna Mateo <i>Land Registration Examiner I</i></p> <p>Jennelyn Bacosa <i>Land Registration Examiner I</i></p> <p>Alexander Montemayor, Jr. <i>Land Registration Examiner I</i></p> <p>Marishane D. Cruz <i>Engineer II</i></p>
	<p>5.4 Review transaction if okay for approval or if with corrections. If with corrections, endorse back to PES Examiner. If without corrections, forward transaction to the ORD Chief for further review.</p>		7 days	<p>Filbert E. Baccay <i>Engineer III</i></p>
	<p>5.5 If transaction has been checked by the ORD Chief and is with corrections, endorse back to PES Examiner. If without corrections, forward transaction to printing queue for printing of Certification of Status.</p>	None	15 mins.	<p>Dolores L. Gacutan <i>Administrative Aide IV</i></p> <p>Perla L. Balao <i>Administrative Staff</i></p>
	<p>5.6 Print Certification of Status and give to the Examiner and</p>		15 mins.	<p>Dolores L. Gacutan <i>Administrative Aide IV</i></p>



	<p>PES Chief for signature.</p> <p>5.7 Endorse Certification of Status to ORD Chief for signature.</p>		<p>15 mins.</p>	<p>Leonisa R. Curioso <i>Administrative Aide I</i></p> <p>Rafael Mueva <i>Administrative Staff</i></p> <p>Jarah Mitch Lopez <i>Administrative Staff</i></p> <p>Perla L. Balao <i>Administrative Staff</i></p>
	TOTAL:	P190.97 (for 1 lot)	20 days	



22. ISSUANCE OF CERTIFICATE OF NO LAND HOLDINGS

Office or Division:	Document and Index Section, Docket Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Barangay Clearance (1 original copy, within 6 months from date of issue)		Barangay Hall		
Certification/Clearance from Municipal Assessor's Office (1 original Copy, within 6 months from the date of issue)		Municipal Assessor's Office		
Government Issued Identification Card (1 Original and 1 photocopy, with picture and complete address)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, and Barangay Hall, Municipal Hall		
Representative				
Barangay Clearance (1 original copy, within 6 months from date of issue)		Barangay Hall		
Certification/Clearance from Municipal Assessor's Office (1 original Copy, within 6 months from the date of issue)		Municipal Assessor's Office		
Government Issued Identification Card of the Principal and Representative (1 Original and 1 photocopy, with picture and complete address)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, and Barangay Hall, Municipal Hall		
Authorization Letter		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit Request Form	1.1 Receives and checks details of request form if properly filled up and verify from records if the requesting party has	None	7 Minutes	Cristina Q. Legam <i>Administrative Aide I /</i> Shernette F. Diño



	a property in his/her name 1.2 Encodes and Issues bill of payment			<i>Administrative Aide IV</i>
1. Pays Certification Fee at the Cashier (OSS)	2. Receives payment from the requesting party and issues official receipt	IT Fee – PHP 143.72 12% VAT – PHP 17.25 LRA Cert. Fee – PHP 33.00	5 Minutes	Micaella Grace A. Solitario <i>Cashier (OSS)</i>
3. Submits official receipt (Room 105)	3.1 Receives and checks details of official receipt 3.2 Encodes certification in the system 3.3 Check and approves encoded certification in the system 3.4 Prints and signs verification portion of the certification	None	10 minutes	Cristina Q. Legam <i>Administrative Aide I /</i> Shernette F. Diño <i>Administrative Aide IV</i> Nildred D. Enriquez <i>Records Officer III /</i> Glorieta P. Lacabra <i>Records Officer III</i> Cristina Q. Legam <i>Administrative Aide I /</i>



	3.5 Signs Certification			<p>Shernette F. Diño <i>Administrative Aide IV</i></p> <p>Nildred D. Enriquez <i>Records Officer III /</i></p> <p>Glorieta P. Lacabra <i>Records Officer III</i></p>
4. Receives the certification	4. Releases certification	None	2 minutes	<p>Cristina Q. Legam <i>Administrative Aide I /</i></p> <p>Shernette F. Diño <i>Administrative Aide IV</i></p>
TOTAL:		PHP 190.97	24 Minutes	



23. ISSUANCE OF CERTIFIED TRUE COPY OF APPROVED SURVEY PLANS

This service intends to provide for timely issuance of the Certified True Copy of Approved Survey Plans (ASP).

Office or Division:	Information and Communications Technology Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Survey Plan Request Form (ASPRF) LS-SVS.FRM.2016.003 (1 original)		LRA One-Stop-Shop Front Desk		
Valid identification card with photo of the requestor / presenter. (1 original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, other government agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely accomplished ASPRF and submit together with the documentary requirements at Window 7 or 8	1. Verify the availability of the requested ASP in the database *Make sure that the documentary requirements are presented b. If unavailable, remark "No Record" in the ASPRF and return it to the client together with all the documentary requirements c. If available, encode the details in the system and print the Assessment Form and Payment Order (AFPO)	None	15 minutes	Marilyn Concepcion <i>Administrative Staff</i> Jerome Franco <i>Administrative Staff</i> Michael Duran <i>Site Support</i>



2. Receive the AFPO and pay the necessary fees at Window 5 (Cashier Counter)	2. Issue the Official Receipt (OR)	PHP 208.97	10 minutes	Mica Ella Grace Solitario <i>Administrative Officer I</i> Jomar Gallardo <i>Administrative Staff</i> Venus Legaspino <i>Administrative Staff</i>
3. Present the OR and AFPO at Window 9	3. Print and release the Certified True Copy of ASP together with the Acknowledgment Slip (AS)	None	20 minutes	Crispin Acosta Jr. <i>Computer Operator II</i> Jerome Franco <i>Administrative Staff</i>
4. Receive the requested Certified True Copy of ASP at Window 9 and affix signature to the log book and AS	4. File the AS and photocopy of the ID of the Client	None	5 minutes	Crispin Acosta Jr. <i>Computer Operator II</i> Jerome Franco <i>Administrative Staff</i>
TOTAL:		Php208.97	50 minutes	



24. ISSUANCE OF CERTIFIED TRUE COPY OF LRA ISSUANCES

Prompt issuance of certified true copy of LRA Circular, Memorandum and Memorandum Circular, and correspondence on file

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form		Room 410, Central Records Section		
Official receipt		Cashier - OSS		
Government issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request form	1. Give the request form to the client	None	10 Minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II Keno Perocho Administrative Staff
	2. Receive the request form for assessment of fees 2.1. Issue assessment fee	Certified true copy - PHP30.00 first page; PHP6 per succeeding page	15 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II Keno Perocho Administrative Staff
2. Pay the required fees at the Cashier located at One-stop-shop	3. Prepare the requested issuance	None	50 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas



(OSS) by showing the request form with assessment fee. (Make sure to secure Official Receipt that will be issued upon payment)				Administrative Aide II Keno Perocho Administrative Staff
3. Return to Room 410 for the processing and release of the requested issuance.	4. Check the Official Receipt 4.1. Issue the requested certified true copy		15 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II Keno Perocho Administrative Staff
TOTAL:		PHP30 first page; PHP6 per succeeding page	1 hour & 30 minutes	



25. ISSUANCE OF CERTIFIED TRUE COPY OF MICROFILMED TITLE

This service aims for a timely issuance of certified true copy (CTC) of microfilmed title and a certification of non-availability when no record is available.

Office or Division:	Information and Communications Technology Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.External Request Form OAICTD.FRM.2016.006 (1 original) with Plan Number and Property Location (Province/City/Municipality)		LRA One-Stop-Shop Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely accomplished External Request Form (ERF) together with the documentary requirements at Window 2 (Priority Lane) or 3 (Regular) a.If available in the PHILARIS database, follow the process on the Issuance of CTC of Titles b.If the requested title is unavailable, draft a letter	1. Verify the availability of the requested title in the PHILARIS database or Microfilm database *Make sure that the documentary requirements are presented a. If available in the PHILARIS database, refer the client to the process on Issuance of CTC of Titles b. If unavailable in the Microfilm database, issue a	None	10 minutes	Ruth Gamiao Administrative Staff Aveguelle Ocena Site Support Luis Gonzales Information System Researcher II Nestor Misalucha Information Technology Officer II (Issuance of Certification of Non-Availability)



requesting for issuance of certification of non-availability of title <i>(optional)</i>	certification of non-availability of title upon request c. If available in the Microfilm database, compute for necessary fees and indicate in the ERF			Luis Gonzales Information System Researcher II
2. Pay the necessary fees at Window 5 (Manual Official Receipt)	2. Issue the Official Receipt (OR)	PHP 42.00 For the 1 st 2 pages plus PHP 9.00 for every succeeding page	2 minutes	Mica Ella Grace Solitario Administrative Officer I Jomar Gallardo Administrative Staff Venus Legaspino Administrative Staff
3. Present the OR and ERF at Window 2	3. Print and stamp the copy of microfilmed title for evaluation and signature of the Approving Authority	None	30 minutes	Printing and stamping: Luis Gonzales Information System Researcher II Serenikka Jeane De Guzman Cartographer I Evaluation and Signature: Christina Pagtulingan



				Information Technology Officer II Luis Gonzales Information System Researcher II
4. Receive the copy of microfilmed title at Window 4 and affix signature in the ERF	4. File the ERF and the request letter for issuance of certification of non-availability of title, as applicable	None	5 minutes	Luis Gonzales Information System Researcher II
TOTAL:		PHP 42.00 For the 1st 2 pages plus PHP 9.00 for every succeeding page	47 minutes	

Note: Processing time is for 1 client being served at one time. Queuing time not included.



26. ISSUANCE OF CERTIFIED TRUE COPY OF NARRATIVE TECHNICAL DESCRIPTION

Ensure to issue Certified True Copy of Narrative Technical Description

Office or Division:	Subdivision and Consolidation Division: Vault Section			
Classification:	<i>Complex Transaction</i>			
Type of Transaction:	<i>Government to Citizen</i>			
Who may Avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished assessment form		LRA One-Stop-Shop		
Electronic copy of LRA/LRC Approved Plan				
Additional requirement				
For Reconstitution: Tax Declaration from the Assessor's Office				
For Registration: Certified True Copy of Title (at least 6 months)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request form including the required documents	1. Received request form and supporting documents. 1.1 Check the requested Plan in the system including the supporting documents.		1 day	Rodrigo Manansala <i>Administrative Staff & Sherwin Sanchez Examiner 1</i>
	2. Entry request Certified True Copy of Narrative Technical Description a. Print assessment form			Rodrigo Manansala <i>Administrative Staff & Sherwin Sanchez Examiner 1</i>



2. Submit the assessment form to the cashier for payment of fees	3. Received assessment form including the required fee of the requested document	Php195.97		Cashier
3. After payment, submit the OR and assessment form to the entry clerk for recording	4. Record the OR number in the assessment form including the Lot requested.			Rodrigo Manansala Administrative Staff Sherwin Sanchez Examiner 1
	5. Record, Scan documents & upload in the system.		1 day	Paul David Zaldivar Examiner 1
	6. Manual distribution of CCV & assigning to the Encoders			Paul David Zaldivar Examiner 1
	7. Examine submitted documents 7.1. Encoding of Technical Description 7.2. Research adjoining Lots of the subject Lot/s		3 days	Ethel C. Lerio Admin. Aide VI Kevin Noblejas Admin. Staff Edmar Bautista Admin. Staff
	8. Verifies & Proofs read the Technical Description (Y/N) Approved Technical Description and Send for Printing		1 day	Shane Alexander Pinson Engineer III
	9. Print the approved Certified True Copy of Technical Description			Paul David Zaldivar Examiner 1
	10. Affixing Signature by the verifying staff			Paul David Zaldivar Examiner 1 &



	10.1 Affixing signature of the approver			Shane Alexander Pinson <i>Engineer III</i>
	11. Scanning & uploading of Approved Certified True Copy of Technical Description			Paul David Zaldivar <i>Examiner 1</i>
4. Received OR, requested Certified Copy of Technical Description and Electronic Copy of Approved Plan	12. Issues Certified True Copy of Technical Description, O.R. & the submitted Electronic Copy of approved Plan 12.1 Requires transacting public to sign in the log sheet		1 day	Rodrigo Manansala <i>Administrative Staff & Sherwin Sanchez</i> <i>Examiner 1</i>
TOTAL:		Php195.97	7 Days	



27. ISSUANCE OF CERTIFIED TRUE COPY (CTC) OF TITLE

This service intends to provide for timely issuance of certified true copy of title at CO-Kiosk

Office or Division:	Information and Communications Technology Division			
Classification:	Simple (PHILARIS Titles) / Complex (Converted Titles)			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Request Form OAICTD.FRM.2016.007 (1 original) with Title number, Owner's Name, Property Location (Province/City/Municipality)		LRA One-Stop-Shop Front Desk		
Valid identification card with photo of the requestor / presenter. (1 original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag- IBIG, other government agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely accomplished External Request Form (ERF) together with the documentary requirements at Window 2 (Priority Lane) or 3 (Regular)	1. Verify the availability of the requested title/s in the database *Make sure that the documentary requirements are presented 1.1 If unavailable, remark "No Record" in the ERF and return it to the client together with all the documentary requirements 1.2 If available, encode the details in the	None	15 minutes	Ruth Gamiao Administrative Staff Aveguelle Ocena Site Support



	system and print the Assessment Form and Payment Order (AFPO)			
2. Receive the AFPO and pay the necessary fees at Window 1 (Cashier Counter)	2. Issue the Official Receipt (OR)	<p>PHP 644.97 (outside the local RD) and PHP 196.97 (for local RD) for the first 2 pages + PHP 38.19 for every succeeding pages.</p>	10 minutes	<p>Eleanor Docot Administrative Officer I</p> <p>Karen Delos Santos Administrative Staff</p>
3. Present the OR and AFPO at Window 3 or 4	<p>3. Approve the request</p> <p>5.2 Print and release the Certified True Copy of Title (CTC) together with the Acknowledgment Slip (AS)</p>	None	<p>1 day (For PHILARIS Titles)</p> <p>3 days (For Converted Titles)</p>	<p>Christina Pagtulingan Information Technology Officer II</p> <p>Luis Gonzales Information System Researcher II</p> <p>Records Officer of Host RD (Approval for Converted Title)</p> <p>For Printing of CTC:</p> <p>Karen Joyce Cipriano Site Support</p>



				Maria Cristina Gonzales Site Support
4. Receive the requested CTC at Window 4 and affix signature in the log book and AS 1.1 For representatives, present the authorization letter and photocopy of both the presenter's and representative's valid ID	5. File the AS, authorization letter and photocopies of the valid IDs	None	5 minutes	Karen Joyce Cipriano Site Support Maria Cristina Gonzales Site Support
TOTAL:		PHP 644.97 (outside the local RD) and PHP 196.97 (for local RD) for the first 2 pages + PHP 38.19 for every succeeding pages.	1 day, 30 minutes (For PHILARIS Titles) 3 days, 30 minutes (For Converted Titles)	

Note: Processing time is for 1 client being served at one time. Queuing time not included.



28. ISSUANCE OF DECREE OF REGISTRATION CADASTRAL PROCEEDINGS

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. The procedure stated below covers the activities from the Cadastral Decree Section. Then forwarded to Original Registration Division for final review and approval of the Division Chief.

Office or Division:	Original Registration Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by Docket Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the prepared Title/ Decree to ORD Book	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
	2. Review and affixes initial to the prepared Title/ Decree.	None	2 days	Engr. Angelita D. Sarmiento <i>Assistant Division Chief</i>
	3. Final review and affixes signature to the prepared Title/ Decree.	None	2 days	Engr. Ante V. Gamiao <i>Division Chief</i>
	4. Receives and record to ORD Book and forwards the prepared Title/Decree with expediente to Land Registration Operations Service for Directors approval	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>



TOTAL:	None	4 days and 1 hour	
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Processing time is subject to changes depending on the following:

1. When the subject lot has a very large area and an extensive examination and research is needed
2. Unavailability of records/references
3. System down time
4. Bulk of incoming transactions
5. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.



29. ISSUANCE OF DECREE OF REGISTRATION ORDINARY LAND REGISTRATION PROCEEDING (MANUAL AND COMPUTERIZED PROCESS)

The procedure stated below covers the activities of the Plan Examination Section only, upon receipt of the transaction in the computerized system and the Expediente from the Docket Division or the Land Projection Section.

Office or Division:	Plan Examination Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Applicants of land registration through judicial proceedings			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by the Docket Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1. Receive, record in the logbook, and index the Expediente. 1.1 Endorse the Expediente for examination to the Examiner assigned.	None	30 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i> Leonisa R. Curioso <i>Administrative Aide</i> Rafael Mueva <i>Administrative Staff</i> Jarrah Mitch Lopez <i>Administrative Staff</i> Perla L. Balao <i>Administrative Staff</i>
	2. Examine the plan/s and other pertinent documents attached to the case.			Nicolasito C. Sucuangco <i>Land Registration Examiner II</i> Roehl D. Nicanor



	<p>2.1 Prepare Report to Court stating the result of the examination done. If with clarifications about the case, or if with discrepancies on the subject lot/s, or if with lacking requirements, prepares letter/s to the government agency concerned or to the Court, copy furnished to the applicant.</p> <p>2.2 For cases wherein all requirements prior to the issuance of decree are satisfied and are attached to the Expediente, and no discrepancies exist on the subject plan, recommend for "Okay" and sign the plan.</p> <p>2.3 Endorse transaction and the Expediente to PES Chief for checking.</p>	None	12 days	<p><i>Land Registration Examiner II</i></p> <p>Federico B. Riototar <i>Land Registration Examiner I</i></p> <p>Bianca Marie D. Manzanades <i>Land Registration Examiner I</i></p> <p>Cherry Ann L. Flores <i>Land Registration Examiner I</i></p> <p>Glenn O. Cahilig <i>Land Registration Examiner I</i></p> <p>Joselle Antonette P. Gan <i>Land Registration Examiner I</i></p> <p>Crisostomo Isabelito Allauigan <i>Land Registration Examiner I</i></p> <p>Mikee Krishna Mateo <i>Land Registration Examiner I</i></p> <p>Jennelyn Bacosa <i>Land Registration Examiner I</i></p>
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				<p>Alexander Montemayor, Jr. <i>Land Registration Examiner I</i></p> <p>Marishane D. Cruz <i>Engineer II</i></p>
	<p>3. Check draft Report to Court and/or letter/s. If with corrections, return transaction to Examiner, if none, sign initials on the Report and/or letter/s and endorse transaction to ORD Chief for final checking.</p> <p>3.1 For cases that are recommended for "Okay", conduct final examination of the Expediente and plan. If with corrections, return transaction to Examiner, if none, sign plan and endorse transaction to ODS for encoding of decree.</p>	None	7 days and 7 hours	<p>Filbert E. Baccay <i>Engineer III</i></p> <p>Earnswell Q. Quilang <i>Engineer II</i></p>
	<p>4. Record in the logbook, endorse to the proper Division or Section, and index the Expediente.</p>	None	30 mins.	<p>Dolores L. Gacutan <i>Administrative Aide IV</i></p> <p>Leonisa R. Curioso <i>Administrative Aide</i></p>



				Rafael Mueva <i>Administrative Staff</i> Jarah Mitch Lopez <i>Administrative Staff</i> Perla L. Balao <i>Administrative Staff</i>
	TOTAL:	None	20 days	

A transaction's total processing time may be affected by the following factors:

1. When the subject lot has a very large area and an extensive examination and research is needed
2. Unavailability of records/references
3. System down time
4. Bulk of incoming transactions
5. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.



30. ISSUANCE OF DECREE OF REGISTRATION ORDINARY PROCEEDINGS (MANUAL & E-ORD PROCESS)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. The procedure stated below covers the activities from the Ordinary Decree Section, upon receipt of the transaction in the computerized system and the Expediente from the Ordinary Decree Section. Then forwarded to Original Registration Division for final review and approval of the Division Chief.

Office or Division:	Original Registration Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by Docket Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the prepared Title/ Decree to ORD Book	None	30 minutes	Joanne A. Rosario Administrative Staff Ruela U. Abuy <i>LRE I</i>
	2. Review and affixes initial to the prepared Title/ Decree.	None	2 days	Engr. Angelita D. Sarmiento <i>Assistant Division Chief</i>
	3. Final review and affixes signature to the prepared Title/ Decree.	None	2 days	Engr. Ante V. Gamiao <i>Division Chief</i>
	4. Receives and record to ORD Book and forwards the prepared Title/Decree with expediente to Land Registration Operations Service for Directors approval	None	30 minutes	Joanne A. Rosario Administrative Staff Ruela U. Abuy <i>LRE I</i>
TOTAL:		None	4 days and 1 hour	



Processing time is subject to changes depending on the following:

1. When the subject lot has a very large area and an extensive examination and research is needed
2. Unavailability of records/references
3. System down time
4. Bulk of incoming transactions
5. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.



31. ISSUANCE OF DECREE OF REGISTRATION PROCEEDINGS REPORTS AND LETTERS (FROM CADASTRAL DECREE SECTION)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. The procedure stated below covers the activities from the Plan Examination Section, upon receipt of the transaction in the computerized system and the Expediente from the Docket Division or the Land Projection Section. Then forwarded to Original Registration Division for final review and approval of the Division Chief.

Office or Division:	Original Registration Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by the Docket Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1. Receives, records and photocopy the letters/ reports.	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
	2. Review and affixes initial to the prepared letters/ reports.	None	2 days	Engr. Angelita D. Sarmiento <i>Assistant Division Chief</i>
	3. Final review and affixes signature to the prepared letters/ reports.	None	2 days	Engr. Ante V. Gamiao <i>Division Chief</i>
	4. Receives, check, record and forwards the prepared letters/ reports with expediente to Land Registration Operations Service for Directors approval	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
TOTAL:		None	4 days and 1 hour	



Note: For transaction of complete documents.

Processing time is subject to changes depending on the following:

1. When the subject lot has a very large area and an extensive examination and research is needed
2. Unavailability of records/references
3. System down time
4. Bulk of incoming transactions
5. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.



32. ISSUANCE OF MICROFILM COPY OF DECREE OF REGISTRATION, PHOTOCOPY/CERTIFIED COPY OF LAND RECORDS IN ORDINARY AND/OR CADASTRAL CASE (DOCUMENTS)

Office or Division:		Vault Section, Docket Divisions		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may Avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Information Form/Request Form		Docket Vault Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up and submit Information Form	1. Receives Information Form/Request Form and verify if Land Record is available. If available issues request form	None	1 Minute	Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i> John Lesther D. Ayson <i>Administrative Aide VI</i>
2. Fills up Request Form	2. Receives Request Form and issues bill of payment	None	2 Minutes	Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i> John Lesther D. Ayson <i>Administrative Aide VI</i>



<p>3. Pays Issuance/ Certification Fee at the Cashier</p>	<p>3. Receives payment from client and issue official receipt</p>	<p>Document: Certification fee – PHP 30.00 Issuance fee - PHP3.00 *PHP9.00/ succeeding page</p>	<p>10 Minutes</p>	<p>Mica Ella Grace A. Solitario <i>Cashier (OSS)</i></p>
<p>4. Presents official receipt to the staff</p>	<p>4. Receives and check Official Receipt. Retrieve records from file and print documents requested 4.1 Section Chief evaluates and signs document requested for certification as true copy</p>	<p>None</p>	<p>3 Minutes</p>	<p>Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i> John Lesther D. Ayson <i>Administrative Aide VI</i> Rosario H. Aquino <i>Acting Section Chief</i></p>
<p>5. Receives the requested photocopy/ certified copy of land records</p>	<p>5. Release photocopy/ certified copy of documents requested such as decrees, plans, technical description & other documents</p>	<p>None</p>	<p>2 Minutes</p>	<p>Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i></p>



	pertaining to land record request			John Lesther D. Ayson <i>Administrative Aide VI</i>
	TOTAL:	PHP33.00 PHP9.00 /succeedin g page	18 Minutes	



33. ISSUANCE OF PHOTOCOPY/CERTIFIED COPY OF LAND RECORDS IN ORDINARY AND/OR CADASTRAL CASE (PLANS)

Office or Division:		Vault Section, Docket Divisions		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may Avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Information Form/Request Form		Docket Vault Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up and submit Information Form	1. Receives Information Form/ Request Form and verify if Land Record is available. If available issues request form	None	1 Minute	Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i> John Lester D. Ayson <i>Administrative Aide VI</i>
2. Fills up Request Form	2. Receives Request Form and issues bill of payment	None	2 Minutes	Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i> John Lester D. Ayson <i>Administrative Aide VI</i>



3. Pays Issuance/ Certification Fee at the Cashier	3. Receives payment from client and issue official receipt	Plan: Certification fee – PHP 42.00/plan	10 Minutes	Mica Ella Grace A. Solitario <i>Cashier (OSS)</i>
4. Presents official receipt to the staff	4. Receives and check Official Receipt. Retrieve records from file and print documents requested 4.1 Section Chief evaluates and signs document requested for certification as true copy	None	3 Minutes	Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i> John Lester D. Ayson <i>Administrative Aide VI</i> Rosario H. Aquino <i>Acting Section Chief</i>
5. Receives the requested photocopy/ certified copy of land records	5. Release photocopy/ certified copy of documents requested such as decrees, plans, technical description & other documents pertaining to land record request	None	2 Minutes	Alexis B. Alejandro <i>Administrative Aide III</i> Lorinda SG. Lopez <i>Administrative Aide IV</i> John Lester D. Ayson <i>Administrative Aide VI</i>
TOTAL:		PHP 42.00	18 Minutes	



34 LAND PROJECTION OF CCV CADASTRAL LOTS SURVEY

Determine the land projection status of the Cadastral lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• None		• None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage.	1. Upon receiving the Hard copies from Cadastral Decree Section (room 203) By the Frontliner Cartographers 1.1 Record the received hardcopy in incoming Logbook 1.2 Trace the CCV EPEB no. of the client (ex. E-CCV-2019-012345) seen on the Upper right of the Receipt. 1.3 Assign the Transaction on the respective Cartographers	None	1 day	* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i> * Ms. Erolyn Advincula <i>Frontliner (Cartographer-I)</i> * Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i>
None	2. Distribute the Hard copies to Unit Cartographer by the Frontliner Cartographers	None	7 working days	<i>Cartographers and their respective work assignment based on the ending of the</i>



	<p>2.1 Received the Hard copies of Transaction</p> <p>2.2 Write the transaction Number on the Monitoring sheet.</p> <p>2.3 Encode the Technical Description in PhiLARES System.</p> <p>2.4 Examine the projected subject lot (if Record No. are available get the Record No. of Vault Room 106 for Examination)</p> <p>2.5 Encode the initial findings.</p> <p>2.6 Pass the Transaction for the next step with the hard copies to the assign Unit Head.</p>			<p><i>EPEB number , is as follows:</i></p> <p>Ending in number One (1).</p> <p>Charisse Amurao <i>(Cartographer I)</i></p> <p>Abigail Lacso <i>(Cartographer I)</i></p> <p>Ending in number Two (2).</p> <p>Shiela Wayway <i>(Cartographer II)</i></p> <p>Albert Lingayo <i>(Cartographer I)</i></p> <p>Ending in number Three (3).</p> <p>Faustino Rey Velasco <i>(Cartographer I)</i></p> <p>Jacky Valino <i>(Cartographer II)</i></p> <p>Ending in number Four (4).</p> <p>Imelda Manreza <i>(Cartographer II)</i></p> <p>Nina Jhen Tamayo <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Mark Kevin Biagtan <i>(LRE-1)</i></p> <p>Rechelle Rivera <i>(Cartographer I)</i></p>
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				<p>Ending in number Six (6).</p> <p>Anjanet Facal <i>(Cartographer I)</i></p> <p>Cielito Caedo <i>(Cartographer I)</i></p> <p>Ms. Rochelle Hembrador <i>(Cartographer-I)</i></p> <p>Ending in number Seven (7).</p> <p>Godfrie Bernardo <i>(Cartographer I)</i></p> <p>Florison Navarro <i>(LRE-1)</i></p> <p>Jeffrey Manaois <i>(Cartographer II)</i></p> <p>Ending in number Eight (8).</p> <p>Florencia Peralta <i>(Cartographer I)</i></p> <p>Pedro Ebuenga, Jr. <i>(Cartographer I)</i></p> <p>Diana Ponce <i>(Cartographer I)</i></p> <p>Ending in number Nine (9).</p> <p>Leo Marc Eusebio <i>(Cartographer I)</i></p> <p>Zeareen A. Vergara <i>(LRE-1)</i></p>
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				<p>Ending in Zero (0).</p> <p>Robert Paul Ancheta (Administrative Officer IV)</p> <p>Darwin Balajadia (Cartographer II)</p> <p>CARP TRANSACTION</p> <p>Willy Nague (Cartographer I)</p> <p>Eufemia Eudela (Accounting Clerk III)</p> <p>Leo Marc Eusebio (Cartographer I)</p> <p>Errolyn Advincula (Cartographer I)</p>
None	<p>3: Assigned transaction to Unit Head along with the hard copy/ies</p> <p>3.1 Record the received Hard copies on the Monitoring Sheet.</p> <p>3.2 Check, verify and re-examine the Encoded Technical Description and the findings of the Unit Cartographers. (If Unit head see any discrepancy on the finding of</p>		6 working days	<p><i>Unit Head and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Ending in number One (1).</p> <p>Raffy Talanay (Cartographer I)</p> <p>Ending in number Two (2).</p> <p>Hector Manahan (Cartographer I)</p>



	<p>the Cartographer, the transactions will be return to the Unit Cartographers)</p> <p>3.3 Encode the findings.</p> <p>3.4 Pass the transaction in LPS Chief for Verification along with the hard copies.</p>	None		<p>Ending in number Three (3).</p> <p>Fortunato Sabater <i>(Cartographer IV)</i></p> <p>Ralph Renz Paras <i>(Cartographer I)</i></p> <p>Ending in number Four (4).</p> <p>Melanie Cruz <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Illuminado Flores <i>(Cartographer I)</i></p> <p>Ending in number Six (6).</p> <p>Mathew Calma <i>(Cartographer I)</i></p> <p>Ending in number Seven (7).</p> <p>Roy Lacanilao <i>(Cartographer II)</i></p> <p>Ending in number Eight (8).</p> <p>Mario Tolentino <i>(Cartographer II)</i></p> <p>Ending in number Nine (9).</p>
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				<p>Benjamin Duldulao (Cartographer II)</p> <p>Ending in Zero (0).</p> <p>Cesar Reyes (Cartographer I)</p>
	<p>4. Assign to LPS Chief along with the Hard Copy/ies</p> <p>4.1 Record the received Hard copies on the Monitoring Sheet.</p> <p>4.2 Re-check, Re-verify and Re-examine the finding of the Unit Head.</p> <p>4.3 The LPS chief will send the transaction to Cadastral Decree Section (room 203), for the examination.</p> <p>4.4 Hard copies of Transaction will return to the Frontliners Cartographers</p>	None	5 working days	<p><i>LPS Chief and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Numbers Ending in:</p> <p>1 and 2: Fortunato Sabater (Cartographer IV)</p> <p>3 and 4: Nenita Dizon (Cartographer III)</p> <p>5 and 6: Josedante Rueda (Engr. III) LPS. Assistant Chief</p> <p>7 and 8: Michael Malumay (Cartographer III)</p> <p>9 and 0: Marino Javier (Cartographer I)</p> <p>Any number:</p> <p>Alexander D. Montemayor (Engr. II)</p>



				<i>LPS Chief</i> Ma. Marilyn Balacuit <i>(LRE I)</i>
	5. Listing of all Finish Hard Copies on the Out-Going Log book and return it back to Cadastral Decree Section (room 203)	None	1 working days	* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i> * Ms. Errolyn Advincula <i>Frontliner (Cartographer-I)</i> * Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i>
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Assigned work on Cartographer/s may vary if the responsible Cartographer/s is/are absent or on leave, the Frontliner Cartographers will pass the transaction on the next last ending number of the EPEB Transaction Number.
- EPEB No. are located at the right side of the official receipt of the client.



35. LAND PROJECTION ON CCV NCIP

Determine the land projection status of the Isolated lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	ICCP's AND NCIP's			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• None			• None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<p>1. Upon receiving the Hard copies from Plan Examination Section (room 104) By the Frontliner Cartographers</p> <p>1.1 Record the received hardcopy in incoming Logbook</p> <p>1.2 Trace the CCV EPEB no. of the client (ex. E-CCV-2019-012345) seen on the Upper right of the Receipt.</p> <p>1.3 Assign the Transaction on the respective Cartographers</p>	None	1 working day	<p>* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i></p> <p>* Ms. Errolyn Advincula <i>Frontliner (Cartographer-I)</i></p> <p>* Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i></p>
None	2. Distribute the Hard copies to Unit Cartographer by the Frontliner Cartographers	None	8 working days (upon receiving of Hard Copies)	<i>Cartographers and their respective work assignment based on the ending of the EPEB number, is as follows:</i>



	<p>2.1 Received the Hard copies of Transaction</p> <p>2.2 Write the transaction Number on the Monitoring sheet.</p> <p>2.3 Encode the Technical Description in PhiLARES System.</p> <p>2.4 Examine the projected subject lot (if Record No. are available get the Record No. of Vault Room 106 for Examination)</p> <p>2.5 Encode the initial findings.</p> <p>2.6 Pass the Transaction for the next step with the hard copies to the assign Unit Head.</p>			<p>Ending in number One (1).</p> <p>Charisse Amurao <i>(Cartographer I)</i></p> <p>Abigail Lacso <i>(Cartographer I)</i></p> <p>Ending in number Two (2).</p> <p>Shiela Wayway <i>(Cartographer II)</i></p> <p>Albert Lingayo <i>(Cartographer I)</i></p> <p>Ending in number Three (3).</p> <p>Faustino Rey Velasco <i>(Cartographer I)</i></p> <p>Jacky Valino <i>(Cartographer II)</i></p> <p>Ending in number Four (4).</p> <p>Imelda Manreza <i>(Cartographer II)</i></p> <p>Nina Jhen Tamayo <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Mark Kevin Biagtan <i>(LRE-1)</i></p> <p>Rechelle Rivera</p>
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				<p><i>(Cartographer I)</i></p> <p>Ending in number Six (6).</p> <p>Anjanet Facal <i>(Cartographer I)</i></p> <p>Cielito Caedo <i>(Cartographer I)</i></p> <p>Ms. Rochelle Hembrador <i>(Cartographer-I)</i></p> <p>Ending in number Seven (7).</p> <p>Godfrie Bernardo <i>(Cartographer I)</i></p> <p>Florison Navarro <i>(LRE-1)</i></p> <p>Jeffrey Manaois <i>(Cartographer II)</i></p> <p>Ending in number Eight (8).</p> <p>Florencia Peralta <i>(Cartographer I)</i></p> <p>Pedro Ebuenga, Jr. <i>(Cartographer I)</i></p> <p>Diana Ponce <i>(Cartographer I)</i></p> <p>Ending in number Nine (9).</p> <p>Leo Marc Eusebio <i>(Cartographer I)</i></p> <p>Zeareen A. Vergara</p>
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				<p>(LRE-1)</p> <p>Ending in Zero (0).</p> <p>Robert Paul Ancheta (Administrative Officer IV)</p> <p>Darwin Balajadia (Cartographer II)</p> <p>CARP TRANSACTION</p> <p>Willy Nague (Cartographer I)</p> <p>Eufemia Eudela (Accounting Clerk III)</p> <p>Leo Marc Eusebio (Cartographer I)</p> <p>Errolyn Advincula (Cartographer I)</p>
None	<p>3: Assigned transaction to Unit Head along with the hard copy/ies</p> <p>3.1 Record the received Hard copies on the Monitoring Sheet.</p> <p>3.2 Check, verify and re-examine the Encoded Technical Description and the findings of the Unit Cartographers.</p>			<p><i>Unit Head and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Ending in number One (1).</p> <p>Raffy Talanay (Cartographer I)</p> <p>Ending in number Two (2).</p>



	<p>(If Unit head see any discrepancy on the finding of the Cartographer, the transactions will be return to the Unit Cartographers)</p> <p>3.3 Encode the findings.</p> <p>3.4 Pass the transaction in LPS Chief for Verification along with the hard copies.</p>	None	5 Days	<p>Hector Manahan (<i>Cartographer I</i>)</p> <p>Ending in number Three (3).</p> <p>Fortunato Sabater (<i>Cartographer IV</i>)</p> <p>Ralph Renz Paras (<i>Cartographer I</i>)</p> <p>Ending in number Four (4).</p> <p>Melanie Cruz (<i>Cartographer I</i>)</p> <p>Ending in number Five (5).</p> <p>Illuminado Flores (<i>Cartographer I</i>)</p> <p>Ending in number Six (6).</p> <p>Mathew Calma (<i>Cartographer I</i>)</p> <p>Ending in number Seven (7).</p> <p>Roy Lacanilao (<i>Cartographer II</i>)</p> <p>Ending in number Eight (8).</p>
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				<p>Mario Tolentino (Cartographer II)</p> <p>Ending in number Nine (9).</p> <p>Benjamin Duldulao (Cartographer II)</p> <p>Ending in Zero (0).</p> <p>Cesar Reyes (Cartographer I)</p>
None	<p>4. Assign to LPS Chief along with the Hard Copy/ies</p> <p>4.1 Record the received Hard copies on the Monitoring Sheet.</p> <p>4.2 Re-check, Re-verify and Re-examine the finding of the Unit Head.</p> <p>4.3 The LPS chief will send the transaction to Plan Examination Section (room 104), for the examination.</p> <p>4.4 Hard copies of Transaction will return to the Frontliners Cartographers</p>	None	5 Days	<p><i>LPS Chief and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Numbers Ending in:</p> <p>1 and 2: Fortunato Sabater (Cartographer IV)</p> <p>3 and 4: Nenita Dizon (Cartographer III)</p> <p>5 and 6: Josedante Rueda (Engr. III) LPS. Assistant Chief</p> <p>7 and 8: Michael Malumay (Cartographer III)</p>



				<p>9 and 0: Marino Javier <i>(Cartographer I)</i></p> <p>Any number:</p> <p>Alexander D. Montemayor <i>(Engr. II)</i> <i>LPS Chief</i></p> <p>Ma. Marilyn Balacuit <i>(LRE I)</i></p>
None	5. Listing of all Finish Hard Copies on the Out-Going Log book and return it back to Plan Examination Section (room 104)	None	1 Day	<p>* Ms. Rochelle Hembrador <i>Frontliner</i> <i>(Cartographer-I)</i></p> <p>* Ms. Errolyn Advincula <i>Frontliner</i> <i>(Cartographer-I)</i></p> <p>* Mr. Arnel S. Sanguyo <i>Frontliner</i> <i>(Cartographer-I)</i></p>
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Assigned work on Cartographer/s may vary if the responsible Cartographer/s is/are absent or on leave, the Frontliner Cartographers will pass the transaction on the next last ending number of the EPEB Transaction Number.
- EPEB No. are located at the right side of the official receipt of the client.



36. LAND PROJECTION ON E-JAT AND E-AAT

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• None			• None	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage	1. Upon receiving the E-Jat or E-AAT documents from Cadastral Decree Section by the Frontliner Cartographers 1.1 Record on Incoming Record Book and Index Card 1.2 Assign the Transaction on the respective Cartographers 1.3 Transactions are assign to the Cartographers using the Ending Numbers.	None	1 day	* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i> * Ms. Errolyn Advincula <i>Frontliner (Cartographer-I)</i> * Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i>
None	2. Unit Cartographers	None	8 working days (upon receiving of Hard Copies)	<i>Cartographers and their respective work assignment based on the</i>



	<p>2.1 Encode the Technical Description</p> <p>2.2 Examine the projected subject Lots.</p> <p>2.3 Encode the initial findings/ Remarks</p>			<p><i>ending of the E-JAT and E-AAT Number, is as follows:</i></p> <p>Ending in number One (1).</p> <p>Raffy Talanay <i>(Cartographer I)</i></p> <p>Mark Kevin Biagtan <i>(LRE I)</i></p> <p>Ending in number Two (2).</p> <p>Marino Javier <i>(Cartographer I)</i></p> <p>Benjamin Duldulao <i>(Cartographer II)</i></p> <p>Ending in number Three (3).</p> <p>Sheila Wayway <i>(Cartographer II)</i></p> <p>Ending in number Four (4).</p> <p>Illuminado Flores <i>(Cartographer I)</i></p> <p>Anjanet Facal <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Micahel Malumay <i>(Cartographer III)</i></p> <p>Faustino Rey Velasco</p>
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				<p><i>(Cartographer I)</i></p> <p>Ending in number Six (6).</p> <p>Melanie Cruz <i>(Cartographer I)</i></p> <p>Rechelle Rivera <i>(Cartographer I)</i></p> <p>Ending in number Seven (7).</p> <p>Roy Lacanilao <i>(Cartographer II)</i></p> <p>Ending in number Eight (8).</p> <p>Mario Tolentino <i>(Cartographer II)</i></p> <p>Albert Lingayo <i>(Cartographer I)</i></p> <p>Ending in number Nine (9).</p> <p>Nenita Dizon <i>(Cartographer III)</i></p> <p>Charisse Amurao <i>(Cartographer I)</i></p> <p>Ending in Zero (0).</p> <p>Mathew Calma <i>(Cartographer I)</i></p>
None	3. Assign to LPS Chief or Assistant Chief along with the hard copy/ies	None	10 Days	<p>Alexander D. Montemayor <i>(Engr. II)</i> LPS Chief</p>



	<p>3.1 Check and Verify the encoded data and findings of the Unit Cartographers.</p> <p>3.2 The documents will return to the Frontliner Cartographers</p>			<p>Josedante Rueda (Engr. III) LPS. Assistant Chief</p>
None	4. Listing of all Finish Documents on the Out-Going Log book and return it to Cadastral Decree Section (Room 203)	None	1 day	<p>* Ms. Rochelle Hembrador Frontliner (Cartographer-I)</p> <p>* Ms. Errolyn Advincula Frontliner (Cartographer-I)</p> <p>* Mr. Arnel S. Sanguyo Frontliner (Cartographer-I)</p>
TOTAL:		None	20 days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- E-JAT and E-AAT Number are written on the front cover of the Folders along with the documents needed by the Cartographers and Examiners. (Example: E-JAT-2010000001/ E-AAT-2010000001)



37. LAND PROJECTION OF ISOLATED LOTS SURVEY

Determine the land projection status of the Isolated lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• None		• None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage	<p>1. Upon receiving the Hard copies from Plan Examination Section (room 104) By the Frontliner Cartographers</p> <p>1.1 Record the received hardcopy in incoming Logbook</p> <p>1.2 Trace the CCV EPEB no. of the client (ex. E-CCV-2019-012345) seen on the Upper right of the Receipt.</p> <p>1.3 Assign the Transaction on the respective Cartographers</p>	None	1 day	<p>* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i></p> <p>* Ms. Errolyn Advincula <i>Frontliner (Cartographer-I)</i></p> <p>* Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i></p>
None	2. Distribute the Hard copies to Unit Cartographer by the Frontliner Cartographers			<i>Cartographers and their respective work assignment based on the ending of the</i>



	<p>2.1 Received the Hard copies of Transaction</p> <p>2.2 Write the transaction Number on the Monitoring sheet.</p> <p>2.3 Encode the Technical Description in PhiLARES System.</p> <p>2.4 Examine the projected subject lot (if Record No. are available get the Record No. of Vault Room 106 for Examination)</p> <p>2.5 Encode the initial findings.</p> <p>2.6 Pass the Transaction for the next step with the hard copies to the assign Unit Head.</p>	None	7 days	<p><i>EPEB number, is as follows:</i></p> <p>Ending in number One (1).</p> <p>Charisse Amurao <i>(Cartographer I)</i></p> <p>Abigail Lacso <i>(Cartographer I)</i></p> <p>Ending in number Two (2).</p> <p>Shiela Wayway <i>(Cartographer II)</i></p> <p>Albert Lingayo <i>(Cartographer I)</i></p> <p>Ending in number Three (3).</p> <p>Faustino Rey Velasco <i>(Cartographer I)</i></p> <p>Jacky Valino <i>(Cartographer II)</i></p> <p>Ending in number Four (4).</p> <p>Imelda Manreza <i>(Cartographer II)</i></p> <p>Nina Jhen Tamayo <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Mark Kevin Biagtan <i>(LRE-1)</i></p> <p>Rechelle Rivera <i>(Cartographer I)</i></p>
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				<p>Ending in number Six (6).</p> <p>Anjanet Facal <i>(Cartographer I)</i></p> <p>Cielito Caedo <i>(Cartographer I)</i></p> <p>Ms. Rochelle Hembrador <i>(Cartographer-I)</i></p> <p>Ending in number Seven (7).</p> <p>Godfrie Bernardo <i>(Cartographer I)</i></p> <p>Florison Navarro <i>(LRE-1)</i></p> <p>Jeffrey Manaois <i>(Cartographer II)</i></p> <p>Ending in number Eight (8).</p> <p>Florencia Peralta <i>(Cartographer I)</i></p> <p>Pedro Ebuenga, Jr. <i>(Cartographer I)</i></p> <p>Diana Ponce <i>(Cartographer I)</i></p> <p>Ending in number Nine (9).</p> <p>Leo Marc Eusebio <i>(Cartographer I)</i></p> <p>Zeareen A. Vergara <i>(LRE-1)</i></p>
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				<p>Ending in Zero (0).</p> <p>Robert Paul Ancheta (Administrative Officer IV)</p> <p>Darwin Balajadia (Cartographer II)</p> <p>CARP TRANSACTION</p> <p>Willy Nague (Cartographer I)</p> <p>Eufemia Eudela (Accounting Clerk III)</p> <p>Leo Marc Eusebio (Cartographer I)</p> <p>Errolyn Advincula (Cartographer I)</p>
None	<p>3: Assigned transaction to Unit Head along with the hard copy/ies</p> <p>3.1 Record the received Hard copies on the Monitoring Sheet.</p> <p>3.2 Check, verify and re-examine the Encoded Technical Description and the findings of the Unit Cartographers. (If Unit head see any</p>	None	6 days	<p><i>Unit Head and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Ending in number One (1).</p> <p>Raffy Talanay (Cartographer I)</p> <p>Ending in number Two (2).</p> <p>Hector Manahan (Cartographer I)</p>



	<p>discrepancy on the finding of the Cartographer, the transactions will be return to the Unit Cartographers)</p> <p>3.3 Encode the findings.</p> <p>3.4 Pass the transaction in LPS Chief for Verification along with the hard copies.</p>			<p>Ending in number Three (3).</p> <p>Fortunato Sabater <i>(Cartographer IV)</i></p> <p>Ralph Renz Paras <i>(Cartographer I)</i></p> <p>Ending in number Four (4).</p> <p>Melanie Cruz <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Illuminado Flores <i>(Cartographer I)</i></p> <p>Ending in number Six (6).</p> <p>Mathew Calma <i>(Cartographer I)</i></p> <p>Ending in number Seven (7).</p> <p>Roy Lacanilao <i>(Cartographer II)</i></p> <p>Ending in number Eight (8).</p> <p>Mario Tolentino <i>(Cartographer II)</i></p>
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				<p>Ending in number Nine (9).</p> <p>Benjamin Duldulao (Cartographer II)</p> <p>Ending in Zero (0).</p> <p>Cesar Reyes (Cartographer I)</p>
None	<p>4. Assign to LPS Chief along with the Hard Copy/ies</p> <p>4.1 Record the received Hard copies on the Monitoring Sheet.</p> <p>4.2 Re-check, Re-verify and Re-examine the finding of the Unit Head.</p> <p>4.3 The LPS chief will send the transaction to Plan Examination Section (room 104), for the examination.</p> <p>4.4 Hard copies of Transaction will return to the Frontliners Cartographers</p>	None	5 days	<p><i>LPS Chief and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Numbers Ending in:</p> <p>1 and 2: Fortunato Sabater (Cartographer IV)</p> <p>3 and 4: Nenita Dizon (Cartographer III)</p> <p>5 and 6: Josedante Rueda (Engr. III) LPS. Assistant Chief</p> <p>7 and 8: Michael Malumay (Cartographer III)</p> <p>9 and 0: Marino Javier (Cartographer I)</p> <p>Any number:</p>



				Alexander D. Montemayor (Engr. II) LPS Chief Ma. Marilyn Balacuit (LRE I)
None	5. Listing of all Finish Hard Copies on the Out-Going Log book and return it back to Plan Examination Section (room 104)	NONE	1 day	* Ms. Rochelle Hembrador Frontliner (Cartographer-I) * Ms. Errolyn Advincula Frontliner (Cartographer-I) * Mr. Arnel S. Sanguyo Frontliner (Cartographer-I)
TOTAL:		None	20 days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Assigned work on Cartographer/s may vary if the responsible Cartographer/s is/are absent or on leave, the Frontliner Cartographers will pass the transaction on the next last ending number of the EPEB Transaction Number.
- EPEB No. are located at the right side of the official receipt of the client.



38. LAND PROJECTION ON MTD

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• None			• None	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Upon receiving the MTD documents from Cadastral Decree Section by the Frontliner Cartographers 1.1 Record on Incoming Record Book and Index Card 1.2 Assign the Transaction on the respective Cartographers 1.3 Transactions are assign to the Cartographers using the Ending Numbers.	None	1 day	* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i> * Ms. Errolyn Advincula <i>Frontliner (Cartographer-I)</i> * Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i>
None	2. Unit Cartographers 2.1 Encode the Technical Description	None	8 working days (upon receiving of Hard Copies)	<i>Cartographers and their respective work assignment based on the ending of the</i>



	<p>2.2 Examine the projected subject Lots.</p> <p>2.3 Encode the initial findings/ Remarks</p>			<p><i>MTD Number, is as follows:</i></p> <p>Ending in number One (1).</p> <p>Raffy Talanay <i>(Cartographer I)</i></p> <p>Ending in number Two (2).</p> <p>Marino Javier <i>(Cartographer I)</i></p> <p>Benjamin Duldulao <i>(Cartographer II)</i></p> <p>Ending in number Three (3).</p> <p>Sheila Wayway <i>(Cartographer II)</i></p> <p>Ending in number Four (4).</p> <p>Illuminado Flores <i>(Cartographer I)</i></p> <p>Anjanet Facal <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Micahel Malumay <i>(Cartographer III)</i></p> <p>Faustino Rey Velasco <i>(Cartographer I)</i></p> <p>Ending in number Six (6).</p> <p>Melanie Cruz</p>
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				<p>(Cartographer I)</p> <p>Rechelle Rivera (Cartographer I)</p> <p>Ending in number Seven (7).</p> <p>Roy Lacanilao (Cartographer II)</p> <p>Ending in number Eight (8).</p> <p>Mario Tolentino (Cartographer II)</p> <p>Albert Lingayo (Cartographer I)</p> <p>Ending in number Nine (9).</p> <p>Nenita Dizon (Cartographer III)</p> <p>Charisse Amurao (Cartographer I)</p> <p>Ending in Zero (0).</p> <p>Mathew Calma (Cartographer I)</p>
None	<p>3. Assign to LPS Chief or Assistant Chief along with the hard copy/ies</p> <p>3.1 Check and Verify the encoded data and findings of</p>	None	10 Days	<p>Alexander D. Montemayor (Engr. II) LPS Chief</p> <p>Josedante Rueda</p>



	the Unit Cartographers. 3.2 The documents will return to the Frontliner Cartographers			(Engr. III) LPS. Assistant Chief
None	4. Listing of all Finish Documents on the Out-Going Log book and return it to Cadastral Decree Section (Room 203)	None	1 day	* Ms. Rochelle Hembrador Frontliner (Cartographer-I) * Ms. Errolyn Advincula Frontliner (Cartographer-I) * Mr. Arnel S. Sanguyo Frontliner (Cartographer-I)
TOTAL:		None	20 Days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- MTD Number are written on the First Page of the Technical Description.
(Example: MTD-12345)



39. LAND PROJECTION ON ORDINARY LAND PROCEEDINGS (MANUAL AND COMPUTERIZE PROCESS)

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• None		• None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Upon receiving the Expediente (Manual or Computerize) documents from Cadastral Decree Section by the Frontliner Cartographers 1.1 Record on Incoming Record Book and Index Card 1.2 Assign the Transaction on the respective Cartographers 1.3 Transactions are assign to the Cartographers using the Ending Numbers.	None	1 day	* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i> * Ms. Errolyn Advincula <i>Frontliner (Cartographer-I)</i> * Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i>
None	2. Unit Cartographers	None	8 working days (upon receiving of Hard Copies)	<i>Cartographers and their respective work assignment based on the</i>



	<p>2.1 Encode the Technical Description</p> <p>2.2 Examine the projected subject Lots.</p> <p>2.3 Encode the initial findings/ Remarks</p>			<p><i>ending of the Record Number, is as follows:</i></p> <p>Ending in number One (1).</p> <p>Benjamin Duldulao <i>(Cartographer II)</i></p> <p>Cesar Reyes <i>(Cartographer I)</i></p> <p>Ending in number Two (2).</p> <p>Charisse Amurao <i>(Cartographer I)</i></p> <p>Ending in number Three (3).</p> <p>Faustino Rey Velasco <i>(Cartographer I)</i></p> <p>Ending in number Four (4).</p> <p>Imelda Manreza <i>(Cartographer II)</i></p> <p>Niña Jhen Tamayo <i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p>Sheila Wayway <i>(Cartographer II)</i></p>
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				<p>Ending in number Six (6).</p> <p>Albert Lingayo <i>(Cartographer I)</i></p> <p>Godfrie Bernardo <i>(Cartographer III)</i></p> <p>Ending in number Seven (7).</p> <p>Mark Kevin Biagtan <i>(LRE I)</i></p> <p>Rechelle Rivera <i>(Cartographer I)</i></p> <p>Cielito Caedo <i>(Cartographer I)</i></p> <p>Ending in number Eight (8).</p> <p>Pedro Ebuenga, Jr. <i>(Cartographer I)</i></p> <p>Anjanet Facal <i>(Cartographer I)</i></p> <p>Ending in number Nine (9).</p> <p>Hector Manahan <i>(Cartographer I)</i></p> <p>Ending in Zero (0).</p> <p>Melanie Cruz <i>(Cartographer I)</i></p> <p>Zeareen A. Vergara <i>(LRE-I)</i></p>
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None	<p>3. Assign to LPS Chief or Assistant Chief along with the hard copy/ies</p> <p>3.1 Check and Verify the encoded data and findings of the Unit Cartographers.</p> <p>3.2 The documents will return to the Frontliner Cartographers</p>	None	10 Days	<p>Alexander D. Montemayor (Engr. II) LPS Chief</p> <p>Josedante Rueda (Engr. III) LPS. Assistant Chief</p>
None	4.Listing of all Finish Documents on the Out-Going Log book and return it to Cadastral Decree Section (Room 203)	NONE	1 day	<p>* Ms. Rochelle Hembrador Frontliner (Cartographer-I)</p> <p>* Ms. Errolyn Advincula Frontliner (Cartographer-I)</p> <p>* Mr. Arnel S. Sanguyo Frontliner (Cartographer-I)</p>
TOTAL:		None	20 Working Days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Record Number are written on the front cover of the Expedientes. (Example: N-12345)



40. LAND PROJECTION ON TECHNICAL DESCRIPTION DRAFT

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• None			• None	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Upon receiving the documents from Cadastral Decree Section by the Frontliner Cartographers 1.1 Record on Incoming Record Book and Index Card 1.2 Assign the Transaction on the respective Cartographers 1.3 Transactions are assign to the Cartographers using the Ending Numbers.	None	1 working Day	* Ms. Rochelle Hembrador <i>Frontliner (Cartographer-I)</i> * Ms. Errolyn Advincula <i>Frontliner (Cartographer-I)</i> * Mr. Arnel S. Sanguyo <i>Frontliner (Cartographer-I)</i>
None	2. Unit Cartographers 2.1 Encode the Technical Description	None	8 working days	<i>Cartographers and their respective work assignment based on the ending of the</i>



	<p>2.2 Examine the projected subject Lots.</p> <p>2.3 Encode the initial findings/ Remarks</p>		<p>(MTD) TD DRAFT, is as follows:</p> <p>Ending in number One (1)</p> <p>Cielito Caedo (Cartographer I)</p> <p>Ending in number two (2)</p> <p>Albert Lingayo (Cartographer I)</p> <p>Ending in number Three (3).</p> <p>Darwin Balajadia (Cartographer II)</p> <p>Ending in number Four (4)</p> <p>Imelda Manreza (Cartographer II)</p> <p>Ending in number Five (5).</p> <p>Niña Jhen Tamayo (Cartographer I)</p> <p>Ending in number Six (6).</p> <p>Godfrie Bernardo (Cartographer I)</p> <p>Ending in number Seven (7).</p> <p>Jacklyn Beverlino Valino (Cartographer I)</p>
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				<p>Ending in number Eight (8).</p> <p>Florison Navaro (LRE-I)</p> <p>Ending in number Nine (9).</p> <p>Anjanet Facal (Cartographer I)</p> <p>Ending in Zero (0).</p> <p>Rechelle Ann Rivera (Cartographer I)</p>
None	<p>3. Assign to Preliminary Checker with the hard copy/ies</p> <p>3.1 Check and Verify the encoded data and findings of the Unit Cartographers.</p>	None	5 working Days	<p>Mario Tolentino (Cartographer II)</p> <p>Roy Lacanilao (Cartographer II)</p>
None	<p>4. Assign to Final Checker hard copy/ies</p> <p>4.1 Check and Verify the encoded data and findings of the Preliminary Checker.</p>	None	5 working Days	Nenita Dizon (Cartographer III)
None	<p>5. Listing of all Finish Documents on the Out-Going Log book and return it to Cadastral Decree Section (room 203)</p>	None	1 working day	<p>* Ms. Rochelle Hembrador Frontliner (Cartographer-I)</p> <p>* Ms. Errolyn Advincula Frontliner (Cartographer-I)</p>



				* Mr. Arnel S. Sanguyo <i>Frontliner</i> (<i>Cartographer-I</i>)
TOTAL		None	20 Working Days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- MTD Number of TD Draft are written on the First Page of the Technical Description.
(Example: MTD-12345)



41. PAYMENT OF OBLIGATIONS TO VARIOUS CLAIMANTS

Prepares payment and releasing of claims through the issuance of Checks or List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA). Prepares Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE), Advice of Checks Issued and Cancelled (ACIC) and Payroll Register through the Financial Data Entry System (FinDES).

Office or Division:	Cashiering Services Section (CSS)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may Avail:	Government, Private Suppliers and Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved payroll, voucher and the attached supporting documents.			Approving Office	
Official Receipt			Supplier/Client	
Authorization from Claimant and Identification Card.			Claimant/payee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires the status of claim at the counter.	1. Verifies the record if already paid and if none, refers to the processing units.	None	3 minutes	Lady Lyn P. Cadiao <i>(Administrative Staff)</i> Charity R. Franco <i>(Administrative Aide VI)</i> Eleanor L. Advincula <i>(Administrative Assistant II)</i>



2. Submits the approved payroll or voucher.	2. Receives the approved payroll or voucher with attached supporting documents.	None	1 minute	<p>Lady Lyn P. Cadiao (Administrative Staff)</p> <p>Charity R. Franco (Administrative Aide VI)</p> <p>Eleanor L. Advincula (Administrative Assistant II)</p>
	3. Determines the mode of payment if either by Check or LDDAP-ADA. Forwards to Section Chief if payment is through LDDAP-ADA.	None	2 minutes	<p>Guadalupe R. Prado Check Custodian (Administrative Officer II)</p>
	4. Prepares Check	None	4 minutes	<p>Guadalupe R. Prado Check Custodian (Administrative Officer II)</p>
	5. Encodes data in the LDDAP-ADA, prepares the SLIIE and prints the documents.	None	6 minutes	<p>Rene C. Batir/Lady Lyn P. Cadiao (Section Chief/ Administrative Staff)</p>
	6. Prepares (ACIC), encodes data of claimant in the FinDES and prints the ACIC and Payroll Register.	None	15 minutes	<p>Lady Lyn P. Cadiao (Administrative Staff)</p>



	7. Verifies the completeness of signatures on the payroll or voucher. Reviews the amount of Check or LDDA-ADA against the voucher or payroll. Affixes initial on the documents prepared and forward to the Staff for recording.	None	5 minutes	Rene C. Batir/Lady Lyn P. Cadio <i>(Section Chief/ Administrative Staff)</i>
	8. Records in the Log Book and forwards the documents to the Signatories.	None	5 minutes	Lady Lyn P. Cadio <i>(Administrative Staff)</i> Eleanor L. Advincula <i>(Administrative Assistant II)</i>
	9. Receives signed Check, LDDAP-ADA and the documents from the Signatories.	None	2 minutes	Lady Lyn P. Cadio <i>(Administrative Staff)</i> Charity R. Franco <i>(Administrative Aide VI)</i> Eleanor L. Advincula <i>(Administrative Assistant II)</i>
	10. Delivers LDDAP-ADA, SLIIE, ACIC and	None	2 hours	Eleanor L. Advincula



	Payroll Register to the bank.			<i>(Administrative Assistant II)</i>
	11. Records, releases or mails Check and LDDAP-ADA to Claimants.	None	5 minutes (Crediting of LDDAP-ADA and encashment of Check is not earlier than 24 hours pur. to DBM Cir. No. 2016-10 dated November 14, 2018)	Guadalupe R. Prado Check Custodian <i>(Administrative Officer II)</i>
	TOTAL:	None	2 hours and 41 minutes	



42. PROCESSING OF CLAIMS (DISBURSEMENT VOUCHER/PAYROLL)

Checks validity of claims and reviews Disbursement Vouchers/Payrolls for completeness and propriety of supporting documents.

Office or Division:	Accounting Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may Avail:	Creditors			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Disbursement Vouchers/Payroll			Claimant	
Obligation Request and Status			Budget Division	
Documentary requirements under COA Circular No. 2012-001 and other existing COA rules and regulations			Claimant	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards DVs/Payroll and Supporting Documents	1. Receives Disbursement Voucher/Payroll and supporting documents	None	5 minutes	Edgar T. Rayoso <i>Administrative Aide III</i>
	2. Checks completeness of documents and validity of the amount claimed. If documents are incomplete, returns the DV/Payroll to the GSD or HRDD.	None	4 days	Pauline Joy M. Bicera Accountant III Irma C. Encisa Assistant III Lourdes L. Cortes Administrative Assistant III Maria Teresa L. Bote Administrative Assistant II Carolyn I. Gaspe



				Administrative Assistant II Jovita P. Del Pilar Administrative Aide VI Arlyn N. Menor Administrative Aide VI
	3. Fills in Box B of the Disbursement Voucher	None	5 minutes	Pauline Joy M. Bicara Accountant III Irma C. Encisa Assistant III Lourdes L. Cortes Administrative Assistant III Maria Teresa L. Bote Administrative Assistant II Carolyn I. Gaspe Administrative Assistant II Jovita P. Del Pilar Administrative Aide VI Arlyn N. Menor Administrative Aide VI
	4. Signs Box C of the Disbursement Voucher and forwards DV and Payroll to Planning and Management Division.	None	1 day	Jairus M. Cabusi Accountant V
TOTAL:		None	5 days and 10 minutes	



43. REQUEST FOR CERTIFICATION OF STATUS IN ORDINARY LAND REGISTRATION CASES

The requirements and procedures for issuance of certification in Ordinary Land Registration Cases.

Office or Division:	Ordinary Decree Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated Certified True Copy of Original Certificate of Title/Transfer Certificate of Title. (<u>Cancelled Title</u> will not be accepted).		Register of Deeds of the Province/City (where the lot is situated) or One Stop Shop- Window 2 & 3		
OR				
Certification of Status of plan from Plan Examination Section or Cadastral Decree Section		One Stop Shop- Window 11 & 12		
OR				
Certified photocopy of decree		Vault Section - Room 107		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up request form, submit requirements for entry.	1. Evaluate request, as to the completeness of requirements. Verify Record Number and issue bill of payment	None	30 Minutes	Ma. Andrea V. Ledres- Cartographer I, Erika Florrane D. Malang- ADA IV
2. Pay the certification fee	2. Receives payment of certification fee & issue Official Receipt	IT Fee PHP160.97 + Issuance Fee PHP 30.00 = PHP190.97	30 Minutes	One Stop Shop Cashier Window 5
3. Present Official Receipt & Receive photocopy of Official Receipt for claiming the certification	3. Assigns submitted Documents to Examiner	None	15 minutes	Ma. Andrea V. Ledres- Cartographer I, Erika Florrane D. Malang, ADA IV



	4. Examiner examines and verify the submitted documents and check the status in the Ordinary Decree book.	None	2 days	Jan Louis L. Lanzona- LR Examiner I, Maripaz M. Palomo- LR Examiner I, Genoveva C. Javier- LR Examiner I Jam C. Diamse- LR Examiner I, Leif, Mark Andrew G. Fontiveros LR Examiner I
	5. Reverify the submitted documents and review findings of the examiner	None	6 Hours	Rhodora M. Urriquia- Acting Chief ODS
	6. Approves/signs the Certification			
4. Present photocopy of Official Receipt and receive the Certification of Status in Ordinary Land Registration Cases Receive/Sign in the logbook.	7. Dry seal and release the Certification together with the Official Receipt and submitted documents. (submitted documents were all photocopied for filing purposes).	None	45 Minutes	Ma. Andrea V. Ledres- Cartographer I, Erika Florrane D. Malang- ADA IV
TOTAL:		PHP190.97	3 Days	

Note: Requirements should be at least 6 months from date of issuance. If the title is subject for reconstitution, a copy of the petition for reconstitution of title, duly received by the court shall be submitted.



44. REVIEW AND APPROVAL OF PR PLAN AND TECHNICAL DESCRIPTION UNDER JUDICIAL RECONSTITUTION

This procedure intends to provide a uniform system of controls to ensure that all the requirements of Republic Act No. 26 and other related laws are strictly complied and maintained.

Office or Division:	Original Registration Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Provided by Reconstitution Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1. Receives and records the PR Plan and Technical Description.	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
	2. Review and affixes initial to the PR Plan and Technical Description.	None	2 days	Engr. Angelita D. Sarmiento <i>Assistant Division Chief</i>
	3. Final review and affixes signature to the PR Plan and Technical Description.	None	2 days	Engr. Ante V. Gamiao <i>Division Chief</i>
	4. Receives, check, record and forwards the PR Plan and Technical Description.	None	30 minutes	Joanne A. Rosario <i>Administrative Staff</i> Ruela U. Abuy <i>LRE I</i>
TOTAL:		None	4 days and 1 hour	

Processing time is subject to changes depending on the following:

1. Misrouting of documents and/or loss of documents.
2. Volume of transactions.
3. Waiting for compliance to other government agencies concerned.
4. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
5. Delay in plotting of lot due to technical issues.



45. ROUTING OF HAND CARRIED CORRESPONDENCE

Ensures accurate recording and dispatch of incoming correspondence

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Correspondence		Clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Hand over the correspondence	1. Check and stamp date of receipt in the correspondence	None	15 Minutes	Carmelita R. Marcelo Administrative Office IV
	2. Record the correspondence in the logbook	None	15 minutes	Carmelita R. Marcelo Administrative Office IV
	3. Distribute to all concerned office	None	30 minutes	Carmelita R. Marcelo Administrative Office IV
TOTAL:		None	1 hour	

Note: * Processing time is per transaction

* All received correspondence for the day shall be distributed to all concerned every 4:00pm

* Urgent correspondence shall be delivered immediately upon receipt.



46. ROUTING OF ISSUANCES

Ensures accurate recording, prompt distribution and safekeeping of LRA issuances (LRA circular, memorandum circular & memorandum) accurate

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LRA circular		Originator - (concerned unit)		
Memorandum circular				
Memorandum				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the issuance (LRA circular, memorandum)	1. Check and receive the issuance	None	10 Minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II
	2. Record/encode the issuance in the CRS system	None	10 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II
	3. Reproduce for distribution to all concerned	None	40 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II



	4. Stamp and initial issuance with "Certified True Copy" 4.1. Sign the issuance	None	2 hours	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II Norilyn T. Tomas Chief, Central Records Section
	5. Prepare distribution list of the issuance	None	15 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II
	6. Distribute to all concerned	None	4 hours	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II
	7. Scan the original copy then upload the PDF/image file in the CRS system	None	10 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II
	8. File the original copy in the folder for safekeeping	None	10 minutes	Herany de Paz Administrative Aide VI Marcelina Canlas Administrative Aide II
TOTAL:		None	7 hours & 35 minutes	



47. WALK-IN QUERIES

Legal advice to the inquiring public pertaining to property registration and related concerns

Office or Division:	Legal Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business Entity			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Title and other pertinent documents relating to the concern, if applicable		Concerned Offices and/or Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Records personal details (name and address) in the Walk-in Queries Log	5. Give Walk-in Queries Log to client	None	5 minutes	Odelle F. Aquino <i>Legal Asst. I</i> Editha Martha T. Webb <i>Admin. Asst. III</i> Maricel Prudente <i>Admin. Asst. III</i> Diana Rose S. Ilagan <i>Admin Aide IV</i> Maryknoll N. Marallag <i>Job Order</i>
	6. Lawyer assigned as Officer of the Day addresses the client's query	None	30 minutes	Ryan Arrieta <i>Atty. IV</i> Adrian M. Fadrilan <i>Atty. III</i>



				Salvalente Thaddeus B. Elizalde <i>Atty. III</i> Thirdee L. Medrano <i>Atty. II</i> Maritez R. Asencion <i>Atty. II</i> Ernalyn J. TAbayag <i>Atty. II</i>	
TOTAL:			None	35 minutes	



48. WRITTEN QUERIES

Office or Division:	Legal Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business Entity			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Query		Provided by the letter sender		
Supporting documents, if applicable		Provided by the letter sender		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up the status of the query in this office.	1. Administrative Staff receives and records the query in the logbook	None	30 minutes	Odelle F. Aquino <i>Legal Asst. I</i> Editha Martha T. Webb <i>Admin. Asst. III</i> Maricel Prudente <i>Admin. Asst. III</i> Diana Rose S. Ilagan <i>Admin Aide IV</i> Maryknoll N. Marallag <i>Job Order</i>
	2. Administrative Staff forwards the query to the Division Chief	None	30 minutes	Odelle F. Aquino <i>Legal Asst. I</i> Editha Martha T. Webb <i>Admin. Asst. III</i> Maricel Prudente



				<i>Admin. Asst. III</i> Diana Rose S. Ilagan <i>Admin Aide IV</i> Maryknoll N. Marallag <i>Job Order</i>
	3. Division Chief receives the query	None	30 minutes	Atty. Ma. Lourdes B. Rodriguez <i>Division Chief</i>
	4.1. Division Chief formulates and renders legal opinion OR 4.2. Division Chief assigns query to lawyer	None	2 days	Atty. Ma. Lourdes B. Rodriguez <i>Division Chief</i>
	5.1. Division Chief sends out the legal opinion 5.1.1. Administrative Staff records the legal opinion in the log book	None	30 minutes	Odelle F. Aquino <i>Legal Asst. I</i> Editha Martha T. Webb <i>Admin. Asst. III</i> Maricel Prudente <i>Admin. Asst. III</i> Diana Rose S. Ilagan <i>Admin Aide IV</i> Maryknoll N. Marallag <i>Job Order</i>
	5.2. Administrative Staff records the assignment of the written query and	None	30 minutes	Odelle F. Aquino <i>Legal Asst. I</i>



	forwards it to the assigned lawyer 5.2.1. Assigned lawyer drafts the legal opinion in response to the query		7 days	<p>Editha Martha T. Webb <i>Admin. Asst. III</i></p> <p>Maricel Prudente <i>Admin. Asst. III</i></p> <p>Diana Rose S. Ilagan <i>Admin Aide IV</i></p> <p>Maryknoll N. Marallag <i>Job Order</i></p> <p>Ryan Arrieta <i>Atty. IV</i></p> <p>Adrian M. Fadrilan <i>Atty. III</i></p> <p>Salvalente Thaddeus B. Elizalde <i>Atty. III</i></p> <p>Thirdee L. Medrano <i>Atty. II</i></p> <p>Maritez R. Asencion <i>Atty. II</i></p> <p>Ernalyn J. TAbayag <i>Atty. II</i></p>
	6. Assigned lawyer submits to the Division Chief the draft legal opinion for review	None	30 minutes	<p>Ryan Arrieta <i>Atty. IV</i></p> <p>Adrian M. Fadrilan <i>Atty. III</i></p>



				<p>Salvalente Thaddeus B. Elizalde <i>Atty. III</i></p> <p>Thirdee L. Medrano <i>Atty. II</i></p> <p>Maritez R. Asencion <i>Atty. II</i></p> <p>Ernalyn J. TAbayag <i>Atty. II</i></p>
	7. Division Chief reviews the draft	None	1 day	<p>Atty. Ma. Lourdes B. Rodriguez <i>Division Chief</i></p>
	8.1. Division Chief returns the draft legal opinion to assigned lawyer for revisions, if warranted 8.2. Division Chief approves legal opinion draft for final printing	None	1 day	<p>Atty. Ma. Lourdes B. Rodriguez <i>Division Chief</i></p>
	9.1. Assigned lawyer revises legal opinion, See Steps 8.1. and 8.2.	None	1 day	<p>Ryan Arrieta <i>Atty. IV</i></p> <p>Adrian M. Fadrilan <i>Atty. III</i></p> <p>Salvalente Thaddeus B. Elizalde <i>Atty. III</i></p> <p>Thirdee L. Medrano <i>Atty. II</i></p>



				<p>Maritez R. Asencion <i>Atty. II</i></p> <p>Ernaly J. TAbayag <i>Atty. II,</i></p> <p>Atty. Ma. Lourdes B. Rodriguez <i>Division Chief</i></p>
	10. Assigned lawyer prints final copy of the legal opinion and submits to the Division Chief for initials	None	1 hour	<p>Ryan Arrieta <i>Atty. IV</i></p> <p>Adrian M. Fadrilan <i>Atty. III</i></p> <p>Salvalente Thaddeus B. Elizalde <i>Atty. III</i></p> <p>Thirdee L. Medrano <i>Atty. II</i></p> <p>Maritez R. Asencion <i>Atty. II</i></p> <p>Ernaly J. TAbayag <i>Atty. II</i></p>
	11. Division Chief initials the legal opinion	None	30 minutes	<p>Atty. Ma. Lourdes B. Rodriguez <i>Division Chief</i></p>
	12. Administrative Staff records legal opinion in the log book	None	30 minutes	<p>Odelle F. Aquino <i>Legal Asst. I</i></p> <p>Editha Martha T. Webb</p>



				<i>Admin. Asst. III</i> Maricel Prudente <i>Admin. Asst. III</i> Diana Rose S. Ilagan <i>Admin Aide IV</i> Maryknoll N. Marallag <i>Job Order</i>
TOTAL:		None	12 days and 5 hours	



Regional/Field Offices External Services



1. ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION (MULTI-STAGE PROCESSING)

Issuance of Annotation on Certificate of Title

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Copy of Owners Duplicate Copy of Title		Registered Owner		
2. Original Copy of Cancellation/Release of Real Estate Mortgage Contract		Mortgagee		
3. Original Copy of Secretary's Certificate or Board Resolution (if Corporation)		Mortgagee		
4. Photocopy of the Presenters valid Identification Card (ID)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.</i>				
1. Place all the requirements in a long folder. Secure and fill out application / Registration Application Form ("RAF")	1. Provide RAF to the Client.	None	5 minutes	Client
2. Submit the folder with all the requirements to the Registration Information Officer ("RIO")	2. RIO shall call the queueing number of the client, and; 2.1 Check the completeness	None	45 minutes per transaction (depends on the number of titles submitted)	RIO



<p>together with the filled-up RAF for checking if all documentary requirements are complete.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>of the requirements submitted for registration;</p> <p>2.2 Verify from the vault whether original copy of title/s are intact; and</p> <p>2.3 Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>After confirming that the client has all the necessary documents for the transaction, the RIO shall then forward the documents to the Entry Clerk. Otherwise, the client shall be informed of the lacking requirements and return the folder/documents</p>			
<p>3. If documents are complete, the client shall wait for his/her queue to be called.</p>	<p>3. The Entry Clerk shall call the queueing number of the client and shall enter the transaction in the Electronic Primary Entry</p>	<p>None</p>	<p>45 minutes (depends on the number of title to be entered)</p>	<p>Entry Clerk</p>



	<p>Book ("EPEB") which shall generate EPEB Number.</p> <p>Information to be encoded are the following:</p> <p>3.1 Presenters Name, address, contact number, valid ID presented;</p> <p>3.2 Transaction Type including the consideration value;</p> <p>3.3 Title Reference (type and number);</p> <p>3.4 Notarial Information;</p> <p>3.5 Name of parties who executed the document.</p> <p>4. Select the documents submitted and additional documents as necessary.</p> <p>5. The Entry Clerk shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").</p>			
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<p>4. The Client shall carefully review and sign the Title Preview Notice (“TPN”).</p> <p>In case of erroneous data, the Client shall need to immediately inform the Entry Clerk for the necessary corrections.</p>	<p>6. Entry Clerk shall provide the printed AFPO and TPN to the client.</p>	<p>None</p>	<p>10 minutes</p>	<p>Entry Clerk</p>
<p>5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p>	<p>7. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.</p>	<p>PHP 30.00 (Entry Fees) + (10% of Consideration Value) + PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 30.00 (For new annotation) + PHP 30.00 (For each subsequent certificate of title) + PHP 30.00 (For each annotation)</p>	<p>5 minutes</p>	<p>Cashier</p>



		carried over) + PHP 150.00 (IT Service Fee for each subsequent certificate of title) + PHP 150.00 (IT Service Fee for each annotation carried over) + (1% of reg. fee or Php 10 whichever is higher) + PHP 30.00 (Fee for additional page)		
6. Client shall go to the assigned Scheduler to get the date of release of the transaction. Client shall return on the date of the release of the transaction.	8. The Scheduler shall advise the client of the release of the transaction, and indicate the same in the the AFPO which shall be presented during the release of the transaction.	None	5 minutes	Assigned Scheduler



	<p>9. For manual Titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the original copy of the title and verification of owner's duplicate copy by the Records Officer.</p>			
	<p>10. For manual titles, the Vault Keeper shall:</p> <p>10.1 Retrieve the original copy of the certificate of title from its volume/page;</p> <p>10.2 Attach the original copy of the certificate of title to each folder/transaction;</p> <p>10.3 Record the transaction and subject titles;</p> <p>10.4 Forward each folder/transaction to the Records Officer for verification of owner's duplicate copy submitted by the client.</p> <p>11. For eTitles, record the</p>	<p>None</p>	<p>3 working days (for Manual Titles)</p>	<p>Vault Keeper</p>



	transaction and forward the same to the Encoder.			
	12. For manual titles, the Records Officer shall validate the submitted Owner's Duplicate Copy of Title by comparing the same to the original on file with the Registry of Deeds and affix his/her initial before forwarding the transaction to the Encoder.	None	2 working days	Records Officer
	13. The Encoder shall encode the appropriate annotations on the subject title. 14. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	1 working days	Encoder
	15. For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file. 16. For eTitle, the Examiner shall examine the	None	2 working days	Land Registration Examiner



	<p>submitted Owner's Duplicate Copy of Title as against the file in the database.</p> <p>17. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>18. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>19. Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;</p> <p>20. Evaluate and determine the registrability of the documents submitted for registration;</p> <p>21. The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title</p>			
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	<p>to be generated is accurate based on the documents submitted.</p> <p>22. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>23. The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction.</p> <p>a. If denied, the Approver shall put in reason(s) for denial.</p> <p>24. The Approver will send the transaction to the Uploading module.</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
	<p>25. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p>	None	3 working days	Uploading Clerk



	26. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.			
	<p>27. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>28. Print the annotation page of the subject title.</p> <p>a. For the denied transaction, a Notice of Denial shall be printed.</p> <p>29. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>	None	3 working days	Printing Clerk
	30. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and all the main documents for	None	2 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p>



	<p>the approved transaction.</p> <p>a. The Approver shall sign the Notice of Denial for the denied transaction.</p>			Acting Deputy Registrar of Deeds
<p>7. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p> <p>For Authorize Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the Annotation before signing the Acknowledgement Receipt.</p>	<p>31. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <p>a. Retrieve the documents and titles from the files;</p> <p>b. Print the Acknowledgement Receipt;</p> <p>c. Release the Owner's Duplicate Copy with Annotation to the client.</p>	None	15 minutes	Releasing Clerk
	TOTAL:		<p>19 days and 2 hours and 10 minutes</p> <p>subject to extension as applicable under RA11032</p>	



2. ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Issuance of Annotation on Certificate of Title

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Copy of Owners Duplicate Copy of Title		Registered Owner		
2. Original Copy of Real Estate Mortgage Contract		Mortgagor or Mortgagee		
3. Original Copy of Documentary Stamp Return (BIR Form No. 2000)		Bureau of Internal Revenue (BIR)		
4. Original Copy of Documentary Stamp Tax (Metered/Stamp/electronic)		Banks		
5. Original Copy of Realty Tax Clearance (Land and Building if any)		City or Municipal/ Provincial Treasurer's Office		
6. Certified Copy of Tax Declaration (Land and Building if any)		City or Municipal/ Provincial Assessor's Office		
7. Original Copy of Secretary's Certificate or Board Resolution (if Corporation)		Mortgagor or Mortgagee, as the case may be		
8. Photocopy of the Presenters valid Identification Card (ID)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.</i>				
1. Place all the requirements in a long folder. Secure and fill out application / Registration	1. Provide RAF to the Client.	None	5 minutes	Client



Application Form ("RAF")				
<p>2. Submit the folder with all the requirements to the Registration Information Officer ("RIO") together with the filled-up RAF for checking if all documentary requirements are complete.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>RIO shall call the queueing number of the client, and;</p> <p>2.1 Check the completeness of the requirements submitted for registration;</p> <p>2.2 Verify from the vault whether original copy of title/s are intact; and</p> <p>2.3 Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>After confirming that the client has all the necessary documents for the transaction, the RIO shall then forward the documents to the Entry Clerk. Otherwise, the client shall be informed of the lacking requirements and return the folder/documents</p>	None	45 minutes per transaction (depends on the number of titles submitted)	RIO
3. If documents are complete, the client shall wait	3. The Entry Clerk shall call the queueing number	None	45 minutes (depends on the number of	Entry Clerk



<p>for his/her queue to be called.</p>	<p>of the client and shall enter the transaction in the Electronic Primary Entry Book ("EPEB") which shall generate EPEB Number.</p> <p>Information to be encoded are the following:</p> <ul style="list-style-type: none"> 3.1. Presenters Name, address, contact number, valid ID presented; 3.2. Transaction Type including the consideration value; 3.3. Title Reference (type and number); 3.4. Notarial Information; 3.5. Name of parties who executed the document. 3.6. Select the documents submitted and additional documents as necessary. 		<p>title to be entered)</p>	
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	4. The Entry Clerk shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").			
4. The Client shall carefully review and sign the Title Preview Notice ("TPN"). In case of erroneous data, the Client shall need to immediately inform the Entry Clerk for the necessary corrections.	5. Entry Clerk shall provide the printed Assessment Form and Payment Order ("AFPO") and TPN to the client.	None	10 minutes	Entry Clerk
5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.	6. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.	PHP 30.00 (Entry Fee) + (10% of Consideration Value) + PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 30.00 (For new annotation) + PHP 30.00	5 minutes from the time the Cashier call the client	Cashier



		<p>(For each subsequent certificate of title)</p> <p>+ PHP 30.00</p> <p>(For each annotation carried over)</p> <p>+ PHP 150.00</p> <p>(IT Service Fee for each subsequent certificate of title)</p> <p>+ PHP 150.00</p> <p>(IT Service Fee for each annotation carried over)</p> <p>+ (1% of reg. fee or Php 10 whichever is higher)</p> <p>+ PHP 30.00</p> <p>(Fee for additional page)</p>		
6. Client shall go to the assigned Scheduler to get the date of release of the transaction. Client shall return on the date of the release of the transaction.	7. The Scheduler shall advise the client of the release of the transaction, and indicate the same in the AFPO which shall be presented during	None	5 minutes	Assigned Scheduler



	<p>the release of the transaction.</p> <p>7. For manual Titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the original copy of the title and verification of owner's duplicate copy by the Records Officer.</p>			
	<p>8. For manual titles, the Vault Keeper shall:</p> <p>8.1. Retrieve the original copy of the certificate of title from its volume/ page;</p> <p>8.2. Attach the original copy of the certificate of title to each folder/transaction;</p> <p>8.3. Record the transaction and subject titles;</p> <p>8.4. Forward each folder/transaction to the Records Officer for verification of owner's</p>	None	3 working days (for Manual Titles)	Vault Keeper



	<p>duplicate copy submitted by the client.</p> <p>9. For eTitles, record the transaction and forward the same to the Encoder.</p> <p>10. For manual titles, the Records Officer shall validate the submitted Owner's Duplicate Copy of Title by comparing the same to the original on file with the Registry of Deeds and affix his/her initial before forwarding the transaction to the Encoder.</p>			
	<p>11. The Encoder shall encode the appropriate annotations on the subject title.</p> <p>12. The Encoder shall also proofread the encoded data before forwarding to the next module.</p>	None	1 working days	Encoder



	<p>13. For manual title. the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file.</p> <p>14. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database.</p> <p>15. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>16. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>17. Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;</p> <p>18. Evaluate and determine the registrability of the documents submitted for registration;</p>	None	3 working days	Land Registration Examiner
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	<p>19. The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title to be generated is accurate based on the documents submitted.</p> <p>20. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>21. The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction.</p> <p>a. If denied, the Approver shall put in reason(s) for denial.</p> <p>22. The Approver will send the transaction to the Uploading module.</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
	<p>23. The Uploading Clerk shall check the submitted documents and title/s if the main</p>	None	3 working days	Uploading Clerk



	<p>documents and title bears the signature of the approver.</p> <p>24. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>			
	<p>25. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>26. Print the annotation page of the subject title.</p> <p>a. For the denied transaction, a Notice of Denial shall be printed.</p> <p>27. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>	None	3 working days	Printing Clerk
	<p>28. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and all</p>	None	2 working days	Registrar of Deeds OIC - Registrar of Deeds



	<p>the main documents for the approved transaction.</p> <p>29. The Approver shall sign the Notice of Denial for the denied transaction.</p>			<p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
<p>7. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p> <p>For Authorize Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the Annotation before signing the Acknowledgement Receipt.</p>	<p>30. . The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <ol style="list-style-type: none"> 1. Retrieve the documents and titles from the files; 2. Print the Acknowledgement Receipt; 3. Release the Owner's Duplicate Copy with Annotation to the client. 	None	10 minutes	Releasing Clerk



	TOTAL:		14 working days and 2 hours and 8 minutes subject to extension as applicable under RA11032	
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3. ISSUANCE OF CERTIFICATION, CERTIFIED TRUE COPIES, AND VERIFICATION (CCV) OF DOCUMENTS ON FILE (MULTI-STAGE PROCESSING)

Issuance of Certified True Copy of Title (Title not yet in Database)

Office or Division:	Registry of Deeds, LRA One Stop Shop, LRA Kiosk			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Photocopy of the Presenters valid Identification Card			Client	
Filled-up Information Request Form			Registry of Deeds, LRA One Stop Shop, LRA Kiosk	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Information Request Form (“IRF”) completely and legibly.	1. Provide Information Request Form (IRF) to the client.	None	5 minutes	Client



<p>2. Submit the duly filled application/ Information Request Form (“IRF”) and all the requirements to the Entry Clerk.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>2. The Entry Clerk shall call the queueing number of the client and shall receive the IRF.</p> <p>3. The Entry Clerk shall check the existence of the subject title in the database.</p> <p>4. The Entry Clerk shall inform the client that the certificate of title subject of request for certified true copy is not yet on the database, hence, Conversion on Demand (“COD”) Process shall be done once request is entered and issuance and IT Service Fees are paid.</p>	<p>None</p>	<p>10 minutes per transaction</p>	<p>Entry Clerk</p>
	<p>5. The Entry Clerk shall enter the transaction in the CCV Electronic Primary Entry Book (“EPEB”) which shall generate EPEB Number. Information to be encoded are the following:</p> <p>5.1 Presenters Name, address, contact number, valid ID presented;</p> <p>5.2 Title Number of the requested certificate of title;</p>			



	<p>5.3 Number of copies to be requested.</p> <p>6. The Entry Clerk shall generate the fees and print a copy of the Assessment Form and Payment Order (“AFPO”).</p> <p>7. The Entry Clerk shall advise the clients to pay the required fees for the request to be processed and inform them that they will be notified as soon as the requested certified true copy is ready for release.</p>			
<p>3. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p>	<p>8. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt</p>	<p>PHP 36.00 (For the first two (2) pages) + PHP 6.00 (For each subsequent page(s) (pg 3+)) + PHP 143.72 (IT Service Fee for the first two (2) pages) + PHP 28.74</p>	<p>5 minutes</p>	<p>Cashier</p>



		<p>IT Service Fee for each subsequent page(s) (pg 3+)</p> <p>+</p> <p>PHP 400.00</p> <p>(IT Service Fee for network transmission)</p> <p>+</p> <p>PHP 30.00</p> <p>(LRA Fee)</p> <p>+</p> <p>PHP 52.00</p> <p>(IT Service Fee)</p>		
	Request for certified true copy of title will be forwarded to the Vault Section for retrieval of title/s.	None	6 working days	Vault Keeper
	<p>9. COD Process;</p> <p>9.1 The Certificate of Title subject of request for certified true copy shall be scanned and uploaded and the image shall be sent to COD Helpdesk;</p> <p>9.2 Database shall be updated so that the certificate of title subject of request for certified true copy shall be saved thereon.</p>	None	10 working days	RD/IMC



	10. Once the image of the subject title is already on the database, the Records Officer ("RO") shall approve the request for certified true copy.	None	1 day	Records Officer
	11. The Printing Clerk shall print the requested title on a CCV Form and must ensure that the serial of the CCV Form matches in the system before printing. 12. The Printing Clerk shall submit the printed CTC of title/s to the Releasing Clerk.	None	2 working days (depends on the number of titles requested)	Printing Clerk
4. Once informed, the client shall return to the Registry of Deeds. The client shall wait for his/her queue to be called. Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk. For Authorize Representative, a Special Power of Attorney shall	13. The Releasing Clerk shall contact the client through telephone or SMS, whichever is available to inform that the request is ready for release. 14. After proper identification, Releasing Clerk shall release to the client the requested certified true copy of title who will sign the Acknowledgement slip generated by the system;	None	10 minutes	Releasing Clerk



<p>be presented by the client.</p> <p>The Client shall carefully review the Certified True Copy of Title and sign the Acknowledgement Receipt.</p>				
<p style="text-align: right;">TOTAL:</p>			<p>19 working days and 30 minutes</p> <p>subject to extension as applicable under RA 11032</p>	



4. REGISTRATION OF CHATTEL MORTGAGE

Issuance of Registration of Chattel Mortgage

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Original Copy of Deed of Chattel Mortgage with Assignment with Affidavit of Good Faith			Mortgagor or Mortgagee	
Photocopy of Articles of Incorporation and By-Laws (if corporation)			Mortgagor	
Original or Certified True Copy of Secretary's Certificate or Board Resolution (if Corporation) of DTI Certificate of Registration for Single Proprietorship			Mortgagor or Mortgagee, as the case may be	
Original Copy of Documentary Stamp Tax Return with Official Receipts (BIR Form No. 2000 or Metered/ Stamped/ Electronic)			Bureau of Internal Revenue (BIR) / Banks	
Photocopy of the Presenters valid Identification Card (ID)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.</i>				
1. Place all the requirements in a long folder. Secure and fill out application / Registration Application Form ("RAF")	1. Provide RAF to the Client.	None	5 minutes	Client
2. Submit the folder with all the requirements to the Entry Clerk together with the filled-up RAF for	2. The Entry Clerk shall call the queueing number of the client and shall check the completeness of	None	15 minutes per transaction	Entry Clerk for Chattel Mortgage ("CM") Transaction



<p>checking if all documentary requirements are complete.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>the requirements submitted for registration;</p> <p>3. After confirming that the client has all the necessary documents for the transaction, the transaction shall be entered in the Chattel Mortgage ("CM") Electronic Primary Entry Book.</p> <p>Information to be encoded are the following:</p> <p>3.1 Presenters Name, address, contact number, valid ID presented;</p> <p>3.2 Transaction Type including the consideration value;</p> <p>3.3 Name of parties who executed the document.</p> <p>4. In case of lacking requirements, the client shall</p>			
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	<p>be informed and the documents shall be returned by the Entry Clerk.</p> <p>5. Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>6. The Entry Clerk shall then generate the fees and print a copy of the Assessment Form and Payment Order ("AFPO").</p> <p>7. The Entry Clerk shall stamp the date of release of the transaction on the AFPO.</p>			
<p>3. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p> <p>Client shall return on the date of the release of the transaction.</p>	<p>8. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.</p>	<p>PHP 30.00 (Entry Fee)</p> <p>+</p> <p>PHP 344.93 (IT Service Fee per Deed/ Document)</p> <p>+</p> <p>(10% of the consideration value)</p>	<p>5 minutes</p>	<p>Cashier</p>



		+ (1% of reg. fee or Php 10 whichever is higher)		
	<p>9. The Encoder shall encode the general information of the deed such as;</p> <p>9.1 Names and addresses of the Mortgagor/s and Mortgagee/s and their representative;</p> <p>9.2 If any, the consideration value and notarial information;</p> <p>9.3 The details of the mortgaged unit and the appropriate annotations.</p> <p>10. The Encoder shall also proofread the encoded data before forwarding to the next module.</p>	None	3 working days	Encoder



	<p>11. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>12. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>13. Evaluate and determine the registrability of the documents submitted for registration;</p> <p>14. The Examiner shall check and proofread all the encoded data, and ensure the accuracy of the same;</p> <p>15. The Examiner shall recommend the approval or denial of the transaction.</p>	None	2 working days	Land Registration Examiner
	<p>16. The Approver, after considering all the legal requirements of the transaction, shall decide whether to</p>			



	<p>approve or deny the transaction.</p> <p>17. The system shall generate a Chattel Mortgage Inscription (“CMI”) Number once approved. The Approver shall indicate the generated CMI Number on the main document subject of registration.</p> <p>17.1 If denied, the Approver shall estate in reason/ ground for denial.</p> <p>18. The Approver shall send the transaction to the Uploading module.</p>	None	2 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
	<p>19. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the Approver.</p> <p>20. All submitted documentary requirements</p>	None	2 working days	<p>Uploading Clerk</p>



	are scanned, uploaded, and converted for digital storage.			
<p>4. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification (Government issued ID) to the Releasing Clerk.</p> <p>For Authorize Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall sign the Acknowledgement Receipt.</p>	<p>21 .The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative ;</p> <p>22. Retrieve the documents and titles from the files;</p> <p>23. Print the Acknowledgement Receipt;</p>	None	10 minutes	Releasing Clerk
TOTAL:			9 days and 35 minutes	
			subject to extension as applicable under RA11032	



5. REGISTRATION OF OWNER'S DUPLICATE CERTIFICATE OF TITLE

Issuance of Owner's Duplicate Certificate of Title

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original or Certified Copy of Court Order/ Decision		Court		
Original Copy of Finality		Court		
Original Copy of Realty Tax Clearance (Land and Building if any)		City or Municipal/Provincial Treasurer's Office		
Photocopy of the Presenters valid Identification Card		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.</i>				
1. Place all the requirements in a long folder. Secure and fill out application / Registration Application Form ("RAF")	1. Provide RAF to the Client.	None	5 minutes	Client
2. Submit the folder with all the requirements to the Registration Information Officer ("RIO") together with	2. RIO shall call the queueing number of the client, and; 2.1 Check the completeness of the requirements	None	10 minutes per transaction	RIO



<p>the filled-up RAF for checking if all documentary requirements are complete.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>submitted for registration;</p> <p>2.2 Verify from the vault whether original copy of title/s are intact; and</p> <p>2.3 Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>After confirming that the client has all the necessary documents for the transaction, the RIO shall then forward the documents to the Entry Clerk. Otherwise, the client shall be informed of the lacking requirements and return the folder/documents.</p>			
<p>3. If documents are complete, the client shall wait for his/her queue to be called.</p>	<p>3. The Entry Clerk shall call the queueing number of the client and shall enter the transaction in the Electronic Primary Entry Book ("EPEB") which shall generate EPEB Number.</p>	<p>None</p>	<p>10 minutes</p>	<p>Entry Clerk</p>



	<p>Information to be encoded are the following:</p> <p>3.1 Presenters Name, address, contact number, valid ID presented;</p> <p>3.2 Transaction Type;</p> <p>3.3 Title Reference (type and number);</p> <p>3.4 Name of parties (Executed by/ In favor Of).</p> <p>3.5 Select the documents submitted and additional documents as necessary.</p> <p>4. The Entry Clerk shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").</p>			
<p>4. The Client shall carefully review and sign the Title Preview Notice ("TPN").</p> <p>In case of erroneous data, the Client shall</p>	<p>5. Entry Clerk shall provide the printed AFPO and TPN to the client.</p>	<p>None</p>	<p>5 minutes</p>	<p>Entry Clerk</p>



<p>need to immediately inform the Entry Clerk for the necessary corrections.</p>				
<p>5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p>	<p>6. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.</p>	<p>PHP 30.00 (Entry Fee) + PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 60.00 (Fixed Fee/ Registration Fee) + PHP 60.00 (For each certificate of title issued (owners duplicate)) + PHP 215.58 (IT Service Fee per title) + PHP 30.00 (For new annotation)</p>	<p>5 minutes</p>	<p>Cashier</p>



		<p>+ PHP 30.00 (For each subsequent certificate of title)</p> <p>+ PHP 30.00 (For each annotation carried over)</p> <p>+ PHP 150.00 (IT Service Fee for each subsequent certificate of title)</p> <p>+ PHP 150.00 (IT Service Fee for each annotation carried over)</p> <p>+ PHP 10.00 (Legal Research Fund)</p> <p>PHP 30.00 (Fee for additional page)</p>		
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<p>7. Client shall go to the assigned Scheduler to get the date of release of the transaction. Client shall return on the date of the release of the transaction.</p>	<p>7. The Scheduler shall advise the client of the release of the transaction, and indicate the same in the the AFPO which shall be presented during the release of the transaction.</p> <p>8. For manual Titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the original copy of the title and recording of transaction.</p>	<p>None</p>	<p>5 minutes</p>	<p>Assigned Scheduler</p>
	<p>9. For manual titles, the Vault Keeper shall:</p> <p>9.1 Retrieve the original copy of the certificate of title from its volume/page;</p> <p>9.2 Attach the original copy of the certificate of title to each folder/transaction;</p> <p>9.3 Record the transaction and subject titles;</p>	<p>None</p>	<p>2 working days (for Manual Titles)</p>	<p>Vault Keeper</p>



	<p>9.4 Forward each folder/transaction to the Records Officer for verification.</p> <p>9.5 For eTitles, record the transaction and forward the same to the Encoder.</p>			
	<p>10. The Encoder shall encode the general information of the subject title, the owner's information and the appropriate annotations.</p> <p>11. For manual Titles, the Encoder shall encode in the New Annotation Tab all carried over encumbrances.</p> <p>13. For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.</p> <p>14. The Encoder shall also proofread the encoded data before forwarding to</p>	<p>None</p>	<p>4 working days (depends on the number of Technical Description/s of Lot/s to be encoded and the number of annotations to be carried over)</p>	<p>Encoder</p>



	the next module.			
	15. Verification of Court Order and Certificate of Finality from the issuing Court.	None	2 working days (depends on the availability of the Clerk of Court)	Court Verifier
	<p>16. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>a. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>b. Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;</p> <p>c. Evaluate and determine the registrability of the documents submitted for registration ;</p> <p>d. The Examiner shall check and proofread all the</p>	None	3 working days	Land Registration Examiner



	<p>encoded data, and ensure that the output or the new title to be generated is accurate based on the documents submitted.</p> <p>e. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>17. The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction. The system will generate a New Title Number once approved. The Approver shall indicate the New Generated Title Number on the main document subject of the registration.</p> <p>a. If denied, the Approver shall state in reason(s)/ground for denial.</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>



	<p>a. The Approver will send the transaction to the Uploading module.</p>			
	<p>18. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p> <p>a. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>	None	2 working days	Uploading Clerk
	<p>19. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>a. Print the Memorandum of Encumbrance ("MOE") of the subject title.</p> <p>b. Print the Title;</p> <p>19.1. For the denied transaction, a Notice</p>	None	2 working days (depends on the number of Technical Description/s of Lot/s to be encoded and the number of annotations to be carried over)	Printing Clerk



	<p>of Denial shall be printed.</p> <p>c. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>			
	<p>20. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and the New Generated Title ("NGT").</p> <p>a. The Approver shall sign the Notice of Denial for the denied transaction.</p>	None	1 working day	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
<p>8. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof</p>	<p>21. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <p>a. Retrieve the documents and titles from the files;</p>	None	10 minutes	Releasing Clerk



<p>of identification to the Releasing Clerk. For Authorize Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the NGT and sign the Acknowledgment Receipt.</p>	<ul style="list-style-type: none"> b. Print the Acknowledgment Receipt; c. Show the NGT to the client for review. d. Release the NGT to the client. 			
	TOTAL:		19 working days and 45 minutes	



6. SERVICE: ISSUANCE OF CERTIFICATION, CERTIFIED TRUE COPIES, AND VERIFICATION (CCV) OF DOCUMENTS ON FILE

Issuance of Certified True Copy of Title Already in Database

Office or Division:	Registry of Deeds, LRA One Stop Shop, LRA Kiosk			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Photocopy of the Presenters valid Identification Card			Client	
Filled-up Information Request Form			Registry of Deeds, LRA One Stop Shop, LRA Kiosk	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Information Request Form (“IRF”) completely and legibly.	1. Provide Information Request Form (IRF) to the client.	None	5 minutes	Client
2. Submit the duly filled application/ Information Request Form (“IRF”) and all the requirements to the Entry Clerk. The Client shall wait for his/her queue to be called.	2. The Entry Clerk shall call the queueing number of the client and shall receive the IRF. 3. Entry Clerk shall enter the transaction in the CCV Electronic Primary Entry Book (“EPEB”) which shall generate EPEB Number. Information to be encoded are the following:	None	15 minutes per transaction	Entry Clerk



	<p>3.1 Presenters Name, address, contact number, valid ID presented;</p> <p>3.2 Title Number of the requested certificate of title;</p> <p>3.3 Number of copies to be requested.</p> <p>4 The Entry Clerk shall generate the fees and print a copy of the Assessment Form and Payment Order (“AFPO”).</p> <p>5 The Entry Clerk shall stamp the date of release of the transaction on the AFPO.</p>			
<p>3. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p>	<p>6. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt</p>	<p>PHP 36.00 (For the first two (2) pages) + PHP 6.00 (For each subsequent page(s) (pg 3+)) + PHP 143.72 (IT Service Fee for the first</p>	<p>5 minutes</p>	<p>Cashier</p>



		<p>two (2) pages)</p> <p>+</p> <p>PHP 28.74</p> <p>IT Service Fee for each subsequent page(s) (pg 3+)</p> <p>+</p> <p>PHP 400.00</p> <p>(IT Service Fee for network transmission)</p> <p>+</p> <p>PHP 30.00</p> <p>(LRA Fee)</p> <p>+</p> <p>PHP 52.00</p> <p>(IT Service Fee)</p>		
	7. Record Officer ("RO") shall approve the request for Certified True Copy.	None	1 working days	Records Officer
	8. The Printing Clerk shall print the requested title on a CCV Form and must ensure that the serial of the CCV Form	None	2 working days	Printing Clerk



	<p>matches in the system before printing.</p> <p>9. The Printing Clerk shall submit the printed CTC of title/s to the Releasing Clerk.</p>			
<p>4. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p> <p>For Authorize Representative , a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the Certified True Copy of Title and sign the Acknowledgement Receipt.</p>	<p>10. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <p>11. Retrieve the documents and titles from the files;</p> <p>12. Print the Acknowledgement Receipt;</p>	None	10 minutes	Releasing Clerk
TOTAL:			3 working days and 35 minutes	



7. SUBSEQUENT REGISTRATION

Issuance of Certificate of Title in Subsequent Registration

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Copy of Owners Duplicate Copy of Title		Registered Owner		
2. Original Copy of Deed of Absolute Sale with BIR-eCAR printed/stamped		Seller and Buyer		
3. Original Copy of BIR Certificate Authorizing Registration (“CAR”)		Bureau of Internal Revenue (BIR)		
4. Original Copy of Realty Tax Clearance (Land and Building if any)		City or Municipal/Provincial Treasurer’s Office		
5. Certified Copy of Tax Declaration (Land and Building if any)		City or Municipal/Provincial Assessors Office		
6. Original Copy or Certified Copy of Transfer Tax Receipt/Clearance		City or Municipal/Provincial Treasurer’s Office		
7. Original Copy of Affidavit of Publication		Newspaper Publication		
8. Affidavit/s - in case there are essential elements which are not indicated on the Deed of Sale such as citizenships of buyer/s and spouse, name of spouse, age of minors and the like		Buyer		
9. Photocopy of the Presenters valid Identification Card		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.</i>				



<p>1. Place all the requirements in a long folder. Secure and fill out application / Registration Application Form ("RAF")</p>	<p>1. Provide RAF to the Client.</p>	<p>None</p>	<p>5 minutes</p>	<p>Client</p>
<p>2. Submit the folder with all the requirements to the Registration Officer ("RIO") together with the filled-up RAF for checking if all documentary requirements are complete.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>2. RIO shall call the queueing number of the client, and;</p> <p>3. Check the completeness of the requirements submitted for registration;</p> <p>4. Verify from the vault whether original copy of title/s are intact; and</p> <p>5. Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>6. After confirming that the client has all the necessary documents for the transaction, the RIO shall then forward the documents to the Entry Clerk. Otherwise, the client shall be informed of the lacking requirements and return the folder/documents</p>	<p>None</p>	<p>1 hour per transaction (depends on the number of titles submitted)</p>	<p>RIO</p>



<p>3. If documents are complete, the client shall wait for his/her queue to be called.</p>	<p>7. The Entry Clerk shall call the queueing number of the client and shall enter the transaction in the Electronic Primary Entry Book ("EPEB") which shall generate EPEB Number.</p> <p>Information to be encoded are the following:</p> <p>7.1 Presenters Name, address, contact number, valid ID presented;</p> <p>7.2 Transaction Type including the consideration value;</p> <p>7.3 Title Reference (type and number);</p> <p>7.4 Notarial Information;</p> <p>7.5 Name of parties who executed the document.</p> <p>7.6 Select the documents submitted and additional documents as necessary.</p>	<p>None</p>	<p>1 hour (depends on the number of title to be entered)</p>	<p>Entry Clerk</p>
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	8. The Entry Clerk shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").			
4. The Client shall carefully review and sign the Title Preview Notice ("TPN"). In case of erroneous data, the Client shall need to immediately inform the Entry Clerk for the necessary corrections.	9. Entry Clerk shall provide the printed AFPO and TPN to the client.	None	10 minutes	Entry Clerk
5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.	10. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.	PHP 30.00 (Entry Fee) + (On Assessed Value) + PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 60.00 (For each certificate of title issued (owners duplicate) +	5 minutes	Cashier



		<p>PHP 30.00 (For each additional parcel)</p> <p>+</p> <p>PHP 215.58 (IT Service Fee per title)</p> <p>+</p> <p>PHP 30.00 (For new annotation)</p> <p>+</p> <p>PHP 30.00 (For each subsequent certificate of title)</p> <p>+</p> <p>PHP 30.00 (For each annotation carried over)</p> <p>+</p> <p>PHP 30.00 (For BIR CAR annotation)</p> <p>+</p> <p>PHP 150.00 (IT Service Fee for each subsequent certificate of title)</p> <p>+</p> <p>PHP 150.00</p>		
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		(IT Service Fee for each annotation carried over) + (1% of reg. fee or Php 10 whichever is higher) + PHP 30.00 (Fee for additional page)		
6. Client shall go to the assigned Scheduler to get the date of release of the transaction. Client shall return on the date of the release of the transaction.	11. The Scheduler shall advise the client of the release of the transaction, and indicate the same in the AFPO which shall be presented during the release of the transaction. 12. For manual Titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the original copy of the title and verification of owner's duplicate copy by the Records Officer.	None	5 minutes	Assigned Scheduler
	13. For manual titles, the Vault Keeper shall:			



	<p>13.1 Retrieve the original copy of the certificate of title from its volume/ page;</p> <p>13.2 Attach the original copy of the certificate of title to each folder/transaction;</p> <p>13.3 Record the transaction and subject titles;</p> <p>13.4 Forward each folder/transaction to the Records Officer for verification of owner's duplicate copy submitted by the client.</p> <p>14. For eTitles, record the transaction and forward the same to the Encoder.</p>	None	2 working days (for Manual Titles)	Vault Keeper
	<p>15. For manual titles, the Records Officer shall validate the submitted Owner's Duplicate Copy of Title by comparing the same to the original on file with the</p>	None	2 working days	Records Officer



	Registry of Deeds and affix his/her initial before forwarding the transaction to the Encoder.			
	<p>16.The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title;</p> <p>For manual Titles, the Encoder shall:</p> <p>16.1Data correct the description/s of the lot;</p> <p>16.2Encode in the New Annotation Tab all carried over encumbrances.</p> <p>17.For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.</p> <p>18.The Encoder shall also proofread the encoded data before forwarding to the next module.</p>	None	3 working days	Encoder



	<p>19. For manual title. the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file.</p> <p>20. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database.</p> <p>21. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>22. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>23. Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;</p>	None	3 working days	Land Registration Examiner
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	<p>24. Evaluate and determine the registrability of the documents submitted for registration;</p> <p>25. The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title to be generated is accurate based on the documents submitted.</p> <p>26. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>27. The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction. The system will generate a New Title Number once approved. The Approver indicates the New Generated Title Number on the main document subject of the registration.</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>



	<p>28.1 If denied, the Approver shall put in reason(s) for denial.</p> <p>29. The Approver will send the transaction to the Uploading module.</p>			
	<p>30. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p> <p>31. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>	None	2 working days	Uploading Clerk
	<p>32. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>33. Print the annotation page of the subject title.</p>	None	3 working days	Printing Clerk



	<p>34. Print the New Generated Title ("NGT"), bearing the new generated title number;</p> <p>35. Ensure that the title subject of cancellation is marked CANCELLED, if the transaction is approved.</p> <p>35.1 For the denied transaction, a Notice of Denial shall be printed.</p> <p>36. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>			
	<p>37. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and the New Generated Title ("NGT").</p> <p>38. The Approver shall sign the Notice of Denial for the denied transaction.</p>	None	1 days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
7. The client shall return to the	39. The Releasing Clerk shall call	None	10 minutes	Releasing Clerk



<p>Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p> <p>For Authorize Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the NGT and sign the Acknowledgement Receipt.</p>	<p>the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <p>40.Retrieve the documents and titles from the files;</p> <p>41.Print the Acknowledgement Receipt;</p> <p>42.Show the NGT to the client for review.</p> <p>43.Release the NGT to the client.</p>			
	<p>TOTAL:</p>		<p>19 days and 2 hours and 35 minutes</p> <p>subject to extension as applicable under RA11032</p>	



8. SUBSEQUENT REGISTRATION (MULTI-STAGE PROCESSING)

Issuance of Certificate of Title in Subsequent Registration

Office or Division:	Registries of Deeds	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business	
Who may Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original Copy of Owners Duplicate Copy of Title	Registered Owner	
Original Copy of Deed of Absolute Sale with BIR-eCAR printed/stamped	Seller and Buyer	
Original Copy of BIR Certificate Authorizing Registration (“CAR”)	Bureau of Internal Revenue (BIR)	
Original Copy of Realty Tax Clearance (Land and Building if any)	City or Municipal/Provincial Treasurer’s Office	
Certified Copy of Tax Declaration (Land and Building if any)	City or Municipal/Provincial Assessor’s Office	
Original Copy or Certified Copy of Transfer Tax Receipt/Clearance	City or Municipal/Provincial Treasurer’s Office	
Original Copy of Secretary’s Certificate or Board Resolution (if necessary)	Seller or Buyer	
Photocopy of Articles of Incorporation and By-Laws (if necessary)	Seller or Buyer	
Affidavit/s - in case there are essential elements which are not indicated on the Deed of Sale such as citizenships of buyer/s and spouse, name of spouse, age of minors and the like	Buyer	
Original Copy of Special Power of Attorney - if Buyer is represented by his/her Attorney-in-Fact	Buyer	
Original Copy of Management Certificate - for subsequent sale of condominium units	Administrator of the Condominium Building/Project	
Photocopy of the Presenters valid Identification Card	Client	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.</i></p>				
<p>1. Place all the requirements in a long folder. Secure and fill out application / Registration Application Form ("RAF")</p>	<p>1. Provide RAF to the Client.</p>	<p>None</p>	<p>5 minutes</p>	<p>Client</p>
<p>2. Submit the folder with all the requirements to the Registration Information Officer ("RIO") together with the filled-up RAF for checking if all documentary requirements are complete.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>2. RIO shall call the queueing number of the client, and;</p> <p>3. Check the completeness of the requirements submitted for registration;</p> <p>4. Verify from the vault whether original copy of title/s are intact; and</p> <p>5. Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>After confirming that the client has all the necessary documents for the transaction, the RIO shall then forward the documents to the Entry Clerk. Otherwise, the client shall be informed of</p>	<p>None</p>	<p>45 minutes per transaction (depends on the number of titles submitted)</p>	<p>RIO</p>



	the lacking requirements and return the folder/documents.			
3. If documents are complete, the client shall wait for his/her queue to be called.	<p>6. The Entry Clerk shall call the queueing number of the client and shall enter the transaction in the Electronic Primary Entry Book ("EPEB") which shall generate EPEB Number.</p> <p>Information to be encoded are the following:</p> <p>6.1 Presenters Name, address, contact number, valid ID presented;</p> <p>6.2 Transaction Type including the consideration value;</p> <p>6.3 Title Reference (type and number);</p> <p>6.4 Notarial Information;</p> <p>6.5 Name of parties who executed the document.</p> <p>6.6 Select the documents submitted and additional documents as necessary.</p>	None	45 minutes (depends on the number of title to be entered)	Entry Clerk



	7. The Entry Clerk shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").			
4. The Client shall carefully review and sign the Title Preview Notice ("TPN"). In case of erroneous data, the Client shall need to immediately inform the Entry Clerk for the necessary corrections.	8. Entry Clerk shall provide the printed AFPO and TPN to the client.	None	10 minutes	Entry Clerk
5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.	9. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.	PHP 30.00 (Entry Fee) + (Higher of Consideration value & Assessed Value) + PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 60.00 (For each certificate of title	5 minutes	Cashier



		<p>issued (owners duplicate)</p> <p>+</p> <p>PHP 30.00</p> <p>(For each additional parcel)</p> <p>+</p> <p>PHP 215.58</p> <p>(IT Service Fee per title)</p> <p>+</p> <p>PHP 30.00</p> <p>(For new annotation)</p> <p>+</p> <p>PHP 30.00</p> <p>(For each subsequen t certificate of title)</p> <p>+</p> <p>PHP 30.00</p> <p>(For each annotation carried over)</p> <p>+</p> <p>PHP 30.00</p> <p>(For BIR CAR annotation)</p> <p>+</p> <p>PHP 150.00</p>		
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		(IT Service Fee for each subsequent certificate of title) + PHP 150.00 (IT Service Fee for each annotation carried over) + (1% of reg. fee or Php 10 whichever is higher) + PHP 30.00 (Fee for additional page)		
6. Client shall go to the assigned Scheduler to get the date of release of the transaction. Client shall return on the date of the release of the transaction.	10. The Scheduler shall advise the client of the release of the transaction, and indicate the same in the AFPO which shall be presented during the release of the transaction. 11. For manual Titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the	None	5 minutes	Assigned Scheduler



	original copy of the title and verification of owner's duplicate copy by the Records Officer.			
	<p>12. For manual titles, the Vault Keeper shall:</p> <p>12.1 Retrieve the original copy of the certificate of title from its volume/ page;</p> <p>12.2 Attach the original copy of the certificate of title to each folder/transaction;</p> <p>12.2 Record the transaction and subject titles;</p> <p>12.3 Forward each folder/transaction to the Records Officer for verification of owner's duplicate copy submitted by the client.</p> <p>13. For eTitles, record the transaction and forward the same to the Encoder.</p>	None	2 working days	Vault Keeper
	14. For manual titles, the Records Officer shall validate the submitted Owner's	None	2 working days	Records Officer



	<p>Duplicate Copy of Title by comparing the same to the original on file with the Registry of Deeds and affix his/her initial before forwarding the transaction to the Encoder.</p>			
	<p>15. The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title;</p> <p>16. For manual Titles, the Encoder shall:</p> <p>16.1 Data correct the description/s of the lot;</p> <p>16.2 Encode in the New Annotation Tab all carried over encumbrances.</p> <p>17. For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.</p> <p>18. The Encoder shall also proofread the encoded data before</p>	<p>None</p>	<p>3 working days</p>	<p>Encoder</p>



	forwarding to the next module.			
	<p>19. For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file.</p> <p>20. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database.</p> <p>a. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>b. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>c. Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;</p> <p>d. Evaluate and determine the</p>	None	3 working days	Land Registration Examiner



	<p>registrability of the documents submitted for registration;</p> <p>e. The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title to be generated is accurate based on the documents submitted.</p> <p>f. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>21. The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction. The system will generate a New Title Number once approved. The Approver indicates the New Generated Title Number on the main document subject of the registration.</p> <p>22.1 If denied, the Approver shall put in</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>



	<p>reason(s) for denial.</p> <p>23. The Approver will send the transaction to the Uploading module.</p>			
	<p>24. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p> <p>25. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>	None	2 working days	Uploading Clerk
	<p>26. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>27. Print the annotation page of the subject title.</p> <p>28. Print the New Generated Title ("NGT"), bearing the new generated title number;</p> <p>29. Ensure that the title subject of cancellation is</p>	None	3 working days	Printing Clerk



	<p>marked CANCELLED, if the transaction is approved.</p> <p>29.1 For the denied transaction, a Notice of Denial shall be printed.</p> <p>30. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>			
	<p>31. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and the New Generated Title ("NGT").</p> <p>32. The Approver shall sign the Notice of Denial for the denied transaction.</p>	None	1 day	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
<p>7. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p>	<p>33. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <p>34. Retrieve the documents and</p>	None	10 minutes	Releasing Clerk



<p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p> <p>For Authorize Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the NGT and sign the Acknowledgement Receipt.</p>	<p>titles from the files;</p> <p>35. Print the Acknowledgement Receipt;</p> <p>36. Show the NGT to the client for review.</p> <p>37. Release the NGT to the client.</p>			
	<p>TOTAL:</p>		<p>19 working days and 2 hours and 5 minutes</p> <p>subject to extension as applicable under RA11032</p>	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
<p>How to send a feedback?</p>	<p>Answer the client feedback form and drop it at the designated drop box inside the Registry of Deeds Office.</p> <p>pris_lra@yahoo.com LRA Aksyon Agad Center Contact No. 921-1383</p>
<p>How feedback is processed?</p>	<p>Filled up Client Feedback Form (with office name, control number and EPEB Number) will be distributed to the transacting public/client before the release of their completed transaction.</p> <p>The client will accomplish the Client Feedback Form and drop it at the designated Client Feedback Box before leaving the RD Office.</p> <p>The designated RD Staff and PRIS/OSS Staff will collate the filled-out CFFs and arrange them in chronological order on a bi-monthly basis.</p> <p>The RD Staff and PRIS/OSS Staff will scan the filled-out Client Feedback Forms and send each scanned copy to the Statistical Section, LRA Central Office, via Helpdesk.</p> <p>The RD Staff and PRIS/OSS Staff will file and keep the original copies of the filled-out CFFs for purposes of the conduct of spot audits in their respective offices.</p> <p>The Statistical Section Staff will summarize all the data indicated on the filled-out CFFs using the form for Summary of Client Feedback Data and a Tally sheet.</p> <p>The Statistical Section Staff will consolidate and check all the</p>



	<p>summarized Client Feedback Data from the PRIS/OSS and the Registry nationwide, and will analyze the data.</p> <p>From the analyzed data, the Statistical Section Chief extracts the necessary information in order to prepare the report regarding the percentage of clients satisfied with the agency service.</p>
<p>How to file complaints?</p>	<p>For walk-in Clients, answer the client feedback/complaints form and drop it at the designated drop box inside the Registry of Deeds Office.</p> <p>Client may also file their complaints through the contact numbers and email addresses of each Registries of Deeds and PRIS.</p>
<p>How complaints are processed?</p>	<p>Complaints through letters, indorsement, memoranda, emails, sms, phone calls coming from all sources were received by the Public Relations and Information Section of PRIS.</p> <p>For walk-in Clients, whose informations on the filled up Complaint Form is incomplete, will be interviewed by any PRIS Staff to determine the details such as EPEB Number, Title Number, Registered Owner and/or Presenter's name of the matter being complained of. If the resolution to the complaint can be readily addressed, the complaint will be acted upon within the day by the PRIS using Helpdesk of VOIP and will be concluded complaint as closed and terminated. Complaints through SMS or phone calls, the PRIS staff will fill up the Complaint form and interview clients of the details of the complaint in order to determine the appropriate action necessary to resolve the complaint.</p> <p>Information such as date of receipt of the complaint, the reference number, the name of the complainant or</p>



	<p>anonymous as the case may be, the contact number and email address of the complainant, the subject matter of the complaint, the respondent, date of indorsement, action taken and remarks will be encoded in the database. The database will serve as the monitoring tool in order to determine whether or not the complaint has been resolved.</p> <p>Endorsement of the complaint will be prepared by filling out the information required in the pre-formatted indorsement and have it signed by the Chief of PRIS. Documents shall be scanned and uploaded for sending to the office concerned.</p> <p>Indorsement to the Register of Deeds concerned shall be sent via LRA's Intranet E-mail System (LRA Helpdesk) and personal service for offices in the LRA Central Office. The database shall be updated with respect to the date indorsement has been sent to respondent.</p> <p>If the indorsement is acted upon by the respondent, the Chief of PRIS will conclude the complaint as closed and terminated.</p> <p>In case no response is received, 2nd indorsement will be sent via LRA's Intranet E-mail System (LRA Helpdesk).</p> <p>Failure on the part of the respondent to reply within 15-day regalmetary period, the complaint will be forwarded to the Land Registration Monitoring Division for formal investigation or to other appropriate office which can address the matter complained of.</p> <p>The complaint and the agency that made the endorsement to the LRA, if applicable, will be informed of the status</p>
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	<p>of the complaint through postal mail, email or SMS.</p> <p>The database will be updated from time to time and the Chief of PRIS will monitor the status of the complaints.</p>
Contact Information	pris_lra@yahoo.com
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph : 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)



VII. List of Offices

REGIONAL OFFICES

Region	Register Of Deeds	Registry Of Deeds	Address	HOTLINE NUMBER / CONTACT NUMBER
NCR	Atty. Marissa E. Timones	Manila	2 ND Floor Manila City Hall Building, City of Manila	02-85674871-Landline 0916-284-9408 – Globe 0999-797-6545 Emailadd: Rdmanila88@yahoo.com.ph
CAR	Atty. John Felix	Baguio City	Ground Floor, City Hall Building, Abanao Ext., Baguio City 2600	0939-457-9611 (Acting DRD Clementine Cruz)
Region I	Atty. Laura Irynn May O. Padua	San Fernando, La Union	Sevilla Government Center, San Fernando, La Union 2500	0998-542-1150
Region II	Atty. Alexander P. Simeon, Jr.	Tuguegarao, Cagayan	Brgy Carig, Tuguegarao City, Cagayan 3500	0917-5775735
Region III	Atty. Lorna S. Dee	San Fernando, Pampanga	LRA Building, Provincial Capitol Compound, San Fernando Pampanga	0998-8620963
Region IV-A	Atty. Anthony Francis Andal	Binangonan, Rizal	Manila East Road, Barangay Calumpang, Binangonan, Rizal 1903	0935-199-0306
Region IV-B	Atty. Warren-Derick T. Legaspi (Acting)	Calapan, Or. Mindoro	Quadro Aguas Sta. Isabel, Calapan City	(043)286-7036; 0922-8931944
Region V		Albay Province		820-5377; 0949-9416000



	Atty. Ruperto C. Gadia (Acting)		Terminal Road 3, Brgy. Bitano, Legaspi City	
Region VI	Atty. Giovanni Alfonso F. Miraflores	Iloilo City	LRA Building, Muelle Loney Street, Iloilo City 5000	(033)337-95-82
Region VII	Atty. Marlo O. Cugtas (Acting)	Cebu City	M. Velez Street Dept. of Agriculture Compound, Cebu City	0918-9090258
Region VIII	Atty. Emeterio D. Villanoza, Jr.	Tacloban City, Northern Leyte	Justice Romualdez St., Tacloban City 6500	0997-837-66-25 (c/o Atty. Quirino Revilla, Jr)
Region IX	Mr. Jaybee Robert V. Baginda, ADOF V (OIC RDIV and concurrent Reg RD for Reg IX)	Zamboanga City	Pettit Barracks, Rizal Street, Zamboanga City 7000	(062)990-1454; 0917-7113342
Region X	Atty. Cipriano Benedicto E. Ratunil II	Cagayan De Oro City	Archbishop Hayes-Fernandez Street, Cagayan De Oro City	0942-650-0252
Region XI	Atty. Hanniyah P. Sevilla (Acting)	Davao City	Hall of Justice Building, Ecoland, Davao City 8000	0927-530-7046
Region XII	Mr. Faisal B. Ungkakay (OIC)	Cotabato City	Capitol Building, Cotabato City 9600	0917-7260359
CARAGA	Ms. Ma. Celeste A. Aldana (Acting)	Butuan City	Acerado Building, Ochoa Avenue, Butuan City 8600	(085)342-5548; 0917-7188036; 0919-2118470



ARMM	Mr. Ansari L. Moctar (OIC)	Marawi City	City Hall, Marawi City	0975-6006067 0928-6600983
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DIRECTORY OF ALL THE REGISTRY OF DEEDS

Region	Register of Deeds	Registry of Deeds	Address	Hotline Number / Contact Number
National Capital Region				
NCR	Atty. Emmanuel Leonardo (Acting RD)	Caloocan City	TPI Building, 9 th Avenue, Grace Park, Caloocan City 1400	0917-817-8388
NCR	Atty. Sofia H. Barcena	Las Piñas City	City Hall Compound, Las Piñas City 1701	0939-269-79-53
NCR	Atty. Dina M. Lao	Malabon-Navotas	Casimiro Street, cor MH Del Pilar, Tugatog, Malabon 1404	09166935704
NCR	Atty. Marissa E. Timones	City of Manila	2 ND Floor Manila City Hall Building, City of Manila	02-85674871-Landline 0916-284-9408 – Globe 0999-797-6545 Emailadd: Rdmanila88@yahoo.com.ph
NCR	Atty. Constante P. Caluya, Jr.	Makati City	5 th Floor, City Hall, Makati City 1200	896-56-35
NCR	Atty. Richard Alvin Nalupta	Marikina City	103 J.P. Rizal, Nangka, Marikina City	0927-3726743 (c/o Julie Anne Martinez)
NCR	Atty. Sedfrey H. Garcia	Mandaluyong City	Manaloto Building, Boni Avenue,	(02)532-56-36



			Mandaluyong City 1501	
NCR	Atty. Silverio R. Garing	Muntinlupa City	Muntinlupa City Hall, Putatan Street, Muntinlupa City	0939-453-6830
NCR	Atty. Arnold A. Bautista	Pasig City	3 rd Floor, City Hall, Market Avenue, Pasig City 1600	460-76-39
NCR	Atty. Raymond G. Ramos	Parañaque City	Municipal Hall Complex, Dr. Santos Avenue, Parañaque City	(8) 825-79-86
NCR	Atty. Robert M. Guillermo	Pasay City	Room 108 Ground Floor, Pasay City Hall, F.B. Harisson Street, Pasay City 1300	(02) 551-7578
NCR	Atty. Elbert T. Quilala	Quezon City	LRA Compound, East Avenue, Quezon City 1100	0923-8225752 (SMS ONLY)
NCR	Atty. Michael Superable (Acting)	San Juan City	2 nd Floor Glialcon Building 3, No. 5F Blumentritt Street, Brgy. Batis, San Juan City 1500	0966-791-2241 (c/o Atty. San Pedro)
NCR	Atty. Dorylene S.B. Yara (Acting)	Taguig / Pateros	8 th Floor, SM Aura, Bonifacio Global City, Taguig City	0933-8268355
NCR	Atty. Dalisay V. Saccalan-Martines	Valenzuela City	2 nd Floor, JEM Building, Maysan Road, Valenzuela City 1405	(028)2779621



Cordillera Administrative Region				
CAR	Atty. Danilo V. Molina	Bangued, Abra	Provincial Capitol Compound, Bangued, Abra	09053407607
CAR	Atty. Ranvylle O. Albano	Luna, Apayao	Capitol Compound, San Isidro Sur, Luna, Apayao	0918-417-3850
CAR	Atty. John B. Felix	Baguio City	Ground Floor, City Hall Bldg., Abanao Ext., Baguio City, 2600	0939-457-9611 (Acting DRD Clementine Cruz)
CAR	Atty. Guerrero A. Felipe	La Trinidad, Benguet Province	Capitol Bldg., Km.6, Ground Flr., La Trinidad, Benguet 2601	(074)422-2182
CAR	Atty. Consuelo F. Filog	Bontoc, Mountain Province	Provincial Capitol, Bontoc, Province 2661	0946-373-3764
CAR	Mr. Clarence B. Guinid (OIC)	Lamut, Ifugao	2 nd Flr., Bahni Commercial Bldg., Poblacion, Lamut, Province of Ifugao 3605	0927-9386867
CAR	Atty. Maria Elnora D. Puday	Tabuk, Kalinga	Capitol Compound, Bulanao, Tabuk, Kalinga-Apayao 3800	0977-673-8797
Region 1				
Region I	Atty. William S. Peralta, Jr.	Alaminos, Pangasinan	2/F Monte Rio Bldg. Montemayor Street, Poblacion, Alaminos City, Pangasinan 2402	TEXTED BUT DID NOT GIVE THEIR HOTLINE NUMBER 0998-583-2263 ; 0977-8116590



Region I	Mr. Lowell A. Agdeppa (OIC)	Batac City, Ilocos Norte	Government Center, National Highway, Quiling Sur, Batac City, Ilocos Norte 2906	0939-4800917; 0917-5189738
Region I	Atty. Rufino A. Moreno Jr.	Dagupan City	A.B. Fernandez Street, City Hall Bldg., Left Wing, Dagupan City 2400	0949-8835053
Region I	Atty. Rex Vincent C. Rivalal (Concurrent Acting RD)	Laoag City	Marcos Hall Bldg., Margal Street, Laoag City	0967-792-6650; 0939-019-8399
Region I	Atty. Remarque L. Ravanzo	Lingayen, Pangasinan	Capitol Compound (Near Girl Scout Bldg.) Lingayen, Pangasinan	0915-3190957; 0921-655-1613 (SMS ONLY)
Region I	Mr. Felimon Marcelino, Jr. (OIC-RD)	San Carlos City, Pangasinan	City Hall Bldg., San Carlos City, Pangasinan	0910-851-9964
Region I	Atty. Laura Irynn May O. Padua	San Fernando, La Union	Government Center Sevilla, San Fernando City, La Union 2500	0998-542-1150
Region I	Atty. Salud P. Aldana	Tayug, Pangasinan	Rizal Street, Plaza Compound, Tayug, Pangasinan	Globe – 0936-290-0152 Smart – 0951-666-9950
Region I	Atty. Sheila R. Rafanan	Vigan Province, Ilocos Sur	Zone V, Quirino Boulevard, Bantay, Ilocos Sur	0966-650-0961



Region I	Atty. Rex Vincent C. Rivalal	Ilocos Norte	Twin Bldg. Brgy. 7-B, Giron St., Laoag City, Ilocos Norte	0928-592-0954
Region 2				
Region II	Ms. Ma. Jocelyn B. Puriran	Basco, Batanes	Provincial Capitol Bldg., Basco, Batanes , 3900	0917-9437722; 0947-3022888
Region II	Atty. Melba Niña A. Quinto	Bayombong Nueva Vizcaya , Province	Capitol Compound, Bayombong, Nueva Vizcaya , 3700	0966-623-2033 (Globe) 0949-119-2938 (Smart)
Region II	Atty. Ariel C. Vallejo	Cabarroguis, Quirino	Capitol Bldg., Cabarroguis, Quirino, 3400	0919-787-9484
Region II	Atty. Egdona M. Mananquil	Ilagan City	Ground Floor, Capitol Bldg., Barangay Alibago, Ilagan Isabela	0967-764-1600
Region II	Atty. Herminio C. Sychangco Jr.	Sanchez Mira, Cagayan	City Hall, Compound, Gomez Street, (Centro) Sanchez Mira, Cagayan	0917-8667306
Region II	Atty. Ariel C. Vallejo	Santiago City, Isabela	Maharlika Highway Street, St. James Batal Subdivision, Santiago City 3311	0919-787-9484
Region II	Atty. Herminio C. Sychangco Jr.	Tuao, Cagayan	Centro Tuao, Cagayan (Wing Gymnasium) In Front Of Municipal Hall 3518	0917-8667306
Region II		Tuguegarao, Cagayan	Regional Government Center,	(078)846-8261; 0917-5775735



	Atty. Alexander P. Simeon, Jr.		Barangay Carig, Tuguegarao City, Cagayan 3500	
Region 3				
Region III	Atty. Bayani A. Maniquis	Angeles City, Pampanga	City Hall Compound, Pulung Maragul, Angeles City, 2009	(045)322-3558; 0939-9081962
Region III	Atty. Amante R. Capuchino	Balanga, Bataan	LRA Bldg. Provincial Capitol Compound, Balanga City, 2100	0910-542-5478; 0965-031-0662
Region III	Atty. Sharon R. Teh Ylanan	Baler, Aurora	Sitio Setan, Suklayin, Baler, Aurora, 3200	0919-261-1554; 0905-361-5047
Region III	Atty. Joseph S. Dimaiyacan	Nueva Ecija	Cabanatuan City Hall Compound, Kapitan Pepe Subdivision, Phase II, Cabanatuan City	0915-996-0017
Region III	Atty. Ramon C. Sampana	Guiguinto, Bulacan	Sta. Rita Mini Market Compound, Sta. Rita , Guiguinto, Bulacan	(044)794-1480; 0915-9442670
Region III	Atty. Hilarion C. Mogello, Jr. (Acting RD)	Iba, Zambales	Barangay Balili, Palanginan Iba, Zambales 2201	0923-855-9077
Region III	Atty. Julius A. Hidalgo	Meycauayan, Bulacan	Brgy. Iba, Moralla St., Meycauayan, San Rafael	0917-828-3297- Atty. Hidalgo; 0906-268-2370 – Atty. Falcon; 0926-392-3346 – Bernie Flores



Region III	Atty. Hilarion C. Mogello, Jr. / Atty. Christian Gonzales (Acting RD)	Olongapo City	3 rd Floor Villa Garcia Bldg., West Bajac-Olongapo City	(047)611-0519; 0925-530-1110
Region III	Mr. Alfredo S. Alejandria (OIC)	Palayan City, Nueva Ecija	LRA Compound, Barangay Singalat, Palayan City, Nueva Ecija 3132	0927-230-0198
Region III	Atty. Lorna S. Dee	San Fernando, Pampanga	Provincial Capitol Compound, San Fernando, Pampanga	0998-862-0963
Region III	Atty. Napoleon M. Reyes	Cabanatuan City, Nueva Ecija	Cabanatuan City Hall Compound, Kapitan Pepe Subdivision, Phase II, Cabanatuan City	0927-2300198; 0977-6545984
Region III	Atty. Noel Aperocho (Concurrent Acting RD)	San Jose City, Nueva Ecija	Justice Hall, Maharlika Highway, Malasin, San Jose City, Nueva Ecija 3121	(047)611-0519; (044)947-1972;
Region III	Atty. Dion Rex A. Africa	Talavera, Nueva Ecija	Municipal Hall Compound, Talavera, Nueva Ecija, 3114	0966-364-6835
Region III	Atty. Ronnie T. Tababa	Tarlac, Tarlac	Romulo Boulevard, San Vicente, Tarlac, Tarlac, 2300	(045)982-2353; 0918-8252525
Region 4				
Region IV-A	Atty. Jose S. Loriga, Jr.	Antipolo City, Rizal	Manuel L. Quezon Street, Ext. LORES Country Plaza Bldg., Brgy. San	0916-5854045 (Globe) 0929-814-0254 (Smart)



			Roque, Antipolo City 1870	
Region IV-A	Atty. Neil Adrian B. Pargas	Batangas City, Batangas	Quirino Street, Sitio Santolan, Pallocan West, Batangas City 4200	(043)723-7697
Region IV-A	Atty. Eva G. Valenton	Batangas Province, Batangas	Tolentino, Registry Of Deeds, Kumintang Ibaba, Batangas City	0929-267-9325
Region IV-A	Atty. Marites C. Tamayo	Bacoor, Cavite	New City Hall, Molino Blvd., Molino Bacoor City	481-4100
Region IV-A	Atty. Anthony Francis Andal	Binangonan, Rizal Province	Manila East Road, Barangay Calumpang, Binangonan Rizal 1903	0935-199-0306
Region IV-A	Atty. Rodolfo A. Sol, Jr.	Calamba, Laguna	J.P. Rizal Street, Barangay 2, Calamba City, Laguna	0950-524-6171
Region IV-A	Atty. Rowaisa M. Pandapatan	Cavite City	Capitol Bldg., Cavite City, Cavite 4100	0936-760-7640
Region IV-A	Atty. Neil Tabbu, (Acting RD)	Infanta, Quezon Prov.	Barangay Common, Infanta, Quezon Prov. 4336	0946-584-3919
Region IV-A	Atty. Gil R. Marasigan (Acting RD)	Lemery, Batangas	Municipal Hall Bldg., Illustre Avenue, Lemery, Batangas 4209	0915-5374365
Region IV-A	Atty. Mimi A. Santos	Lipa City, Batangas	New City Hall Compound, Marawoy, Lipa City 4217	0915-316-5472



Region IV-A	Atty. Patrick Henrich Wendell R. Ilagan	Lucena City, Quezon	Ground Flr. City Hall, Annex Building, Brgy. Isabang, Better Living Subdivision, Lucena City	0917-5605613
Region IV-A	Atty. Sherwin M. Fernandez	Quezon Province	Brgy. Talipan, Pagbilao Quezon Province, Infront Of La Fuerta Mega Warehouse	0943-2800834
Region IV-A	Atty. Edwin Flor V. Barroga	Morong, Rizal	Brgy. San Pedro Poblacion, Public Market, Morong Rizal 1960	0997-853-0979
Region IV-A	Atty. Rodil A. Rivera (Acting Rd)	Nasugbu, Batangas	RD Bldg., J. P. Rizal Street, Nasugbu, Batangas	0945-755-1427 (Globe) 0920-623-1095 (Smart)
Region IV-A	Atty. Antonieta C. Lamar	San Pablo City, Laguna	Capitol Compound, Doña Leonila Park, San Pablo City, Laguna 4000	(049)562-3342
Region IV-A	Atty. Roy J. Arriola	Siniloan, Laguna	Event Center of Siniloan Pioneer General Hospital L. De Leon St. Brgy. Acevida, Siniloan Laguna	0947-548-5564
Region IV-A	Atty. Edwin S. Lagac (Acting)	Sta. Cruz, Laguna	Ground Floor, Provincial Capitol Bldg., P. Guevarra Street, Sta. Cruz, Laguna	0998-345-0263
Region IV-A	Atty. Roberto B. Salcedo	Tagaytay City, Cavite	Akle Street, Barangay Kaybagal South,	09273851851



			Tagaytay City, 4120	
Region IV-A	Atty. Gil R. Marasigan	Tanauan City, Batangas	Mayapis St., Mt. View Subd., Brgy. Poblacion 3, Tanauan City	0929-6402067; 0956-078-5505
Region IV-A	Atty. Peter Joseph L. Fauni	Trece Martirez City, Cavite	Ground Flr., Trece Martirez City Hall, Brgy. San Agustin, Trece Martirez City, Cavite 4109	0926-7500535
Region IV-A	Atty. Edgar D. Santos	Cavite Province	Ground Flr., Capitol Bldg., Barangay Luciano, Trece Martirez	09212918560
Region IV-B	Mr. Leonardo D. Mendoza (OIC)	Boac, Marinduque	Provincial Capitol Compound, Bangbangalon, Boac, Marinduque 4900	0908-164-1152; 0977-121-1120
Region IV-B	Atty. Warren Derick T. Legaspi	Calapan City, Oriental Mindoro	Quadro Aguas Sta. Isabel, Calapan City	0930-198-4746
Region IV-B	Mr. Mariel A. Ponce (OIC)	Mamburao, Mindoro Occidental	Capitol Compound, Mamburao, Occidental Mindoro 5106	0949-967-5077
Region IV-B	Atty. Maricar O. Misa-Tan	Palawan Province	LRA Bldg., Sta. Monica, Puerto Princesa City 5300	0999-712-1400
Region IV-B	Atty. Ma. Rachel Fe F. Dilig	Puerto Princesa City, Palawan	Ground Flr., Capitol Bldg., Rizal Street, Puerto Princesa City 5300	0946-434-6342



Region IV-B	Atty. Renie M. Catajay, DRD II (Acting RD) Ms. Myrna R. Rosales (OIC DRD)	Romblon Romblon	Brgy. Capaclan, Beside Provincial Capitol Bldg., Romblon, Romblon 5500	0910-931-7150
Region IV-B	Mr. Mariel A. Ponce (OIC)	San Jose, Mindoro Occidental	Municipal Compound, Rizal Street, San Jose, Mindoro Occidental 5100	0909-122-2110
Region 5				
Region V	Mr. Romel C. Jacinto (OIC)	Daet, Camarines Norte	Brgy. Magang Beige Street, Daet, Camarines Norte 4600	0939-918-3244 - Mrs. Villagracia 0920-4247777 - Mr. Rommel Jacinto
Region V	Ms. Winefreda L. Villareal (OIC)	Iriga City	2 nd Flr., Peñafrancia Saving & Loan Association Ldg., San Roque, Iriga City 4431	(054)299-2410; 0917-8782077;
Region V	Atty. Ruperto C. Gadia	Legaspi City	Twin Registry of Deeds Bldg. of Albay Province, Terminal Road 3, Brgy. Bitano, Legaspi City	(052)820-1896; 0949-9416000
Region V	Atty. Ruperto C. Gadia (Acting RD)	Albay Province	Twin Registry of Deeds Bldg. of Albay Province, Terminal Road 3, Brgy. Bitano, Legaspi City	0926-7431404
Region V	Mr. Noel C. Artillero (OIC)	Masbate, Masbate	Provincial Capitol Bldg., Masbate City, 5400	0928-6167723
Region V	Atty. Glenn R. Perillo	Naga City, Camarines Sur	City Hall Compound, J. Miranda Avenue, Naga City	473-2046; 0929-8071343; 0915-4573500



Region V	Atty. Victoriano D. Caubang II	Province of Camarines Sur	Hospital Road, Panganiban Drive, Naga City	0915-5681260
Region V	Mr. Elmer C. Jimena (OIC)	Sorsogon	Registry Of Deeds, Capitol Compound, Sorsogon City 4700	0929-8793053
Region V	Mr. Emmanuel T. Sosito (OIC)	Virac, Catanduanes	1 st Flr., Provincial Capitol Bldg., Virac, Catanduanes 4900	0950-2794755
Region 6				
Region VI	Atty. Raymond R. Danico, DRD Bacolod City (Acting RD of Negros Occidental)	Negros Occidental	Hall Of Justice, Ground Flr., Gatuslao Street, Bacolod City, Negros Occidental 6100	0917-7000898
Region VI	Mr. Teody P. Teovisio, (OIC RDs of Bacolod City and concurrent DRD of Negros Occ.)	Bacolod City, Negros Occidental		09273775218
Region VI	Ms. Carolyn C. Chaves (OIC)	Bago City, Negros Occidental	Registry Of Deeds, Hall Of Justice Compound, Rafael Salas Drive, Bago City, Negros Occidental 6101	0918-965-0343



Region VI	Ms. Erlene B. Caballero (OIC)	Cadiz City, Negros Occidental	Cadiz City Hall, Cabahug Street, Cadiz City	0918-253-3315
Region VI	Atty. Giovanni Alfonso F. Miraflores	Iloilo City	LRA Bldg., Muella Loney Street, Iloilo City 5000	(033)337-95-82; 0917-7000898
Region VI	Ms. Mara M. Ausan	Guimaras Province	LRA Bldg., Muelle Loney Street, Iloilo City 5000	(033) 337-9582; 0908-5395345; 0908-1939791
Region VI	Atty. Marjorie Ann Tio-Manikan	Iloilo Province	LRA Bldg., Muella Loney Street, Iloilo City 5000	(033) 337-3584
Region VI	Mr. Teody P. Teovisio	Kabankalan City, Negros Occidental	C.V. Garcia, Old City Hall Bldg., Kabankalan City, Negros Occidental	0947-9868612
Region VI	Atty. Victor E. Tesosero	Kalibo, Aklan	Capitol Site, Brgy. Istansya, Kalibo, Aklan, 5600	(036) 460-3284; 0917-1371726
Region VI	Ms. Carolyn C. Chavez	La Carlota City, Negros Occidental	Door No.2, 2 nd Flr., Agora Annex Bldg. Burgos Street, La Carlota City, Negros Occidental	0918-9650343
Region VI	Atty. Julie Mae Monique M. Abela	Roxas City	Bangbang Street, Barangay Inzo, Roxas City 5800	(036) 621-1430
Region VI	Atty. Rochelle G. Dadvivas	Province of Capiz	3 rd Floor, Room 6, Capiz Government And Business Center Bldg., Fuentez	(036) 621-06-78



			Drive, Roxas City, Capiz	
Region VI	Ms. Divina B. Francia (OIC)	San Carlos City, Negros Occidental	Ground Floor, City Hall Bldg. F.C. Ledesma Ave., Brgy. Palampas, San Carlos City, Negros Occidental 6127	(034) 312-65-46
Region VI	Mr. Jose Leo A. Casibual (OIC)	San Jose, Antique	2 nd Floor, Bc Bank Bldg., Governor, Villabert Street, San Jose, Antique	0943-4949174
Region VI	Ms. Sheila B. Nicolas (OIC)	Silay City, Negros Occidental	City Hall, Silay City 6116	NO HOTLINE NUMBER
Region 7				
Region VII	Atty. Odyssa A. Dueñas Arapoc (Acting RD)	Bais City, Negros Occidental	Hangyad, Near Satellite Market, Beside LTO, Bais City, Negros Occidental 6206	(035) 402-30-72
Region VII	Atty. Reynaldo Paredes Mayol (Acting RD)	Bogo City, Province of Cebu	Ground Flr., Bogo City Hall, Brgy. Kayang, Bogo City, Cebu 6010	(032)260-5310; 0977-8473833
Region VII	Ms. Czarina Isabelle M. Almine (OIC)	Canlaon City, Negros Oriental	2 nd Flr., Oval Bldg. Exodus Ave., Canlaon City, Negros Oriental 6223	0939-9231388
Region		Cebu City	M. Velez Street, Department Of	(107) 253-4450;



VII	Atty. Marlo O. Cugas		Agriculture Compound, Cebu City	0918-9090258;
Region VII	Atty. Benedicto P. Taylan	Cebu Province, Cebu	M. Velez Street, Department Of Agriculture Compound, Cebu City	(032) 254-0063; 0977-7682814;
Region VII	Atty. Virgie Lyn O. Pelayo	Danao City	Old City Hall Bldg., Poblacion, Danao City, Cebu	(032) 260-1886
Region VII	Ma. Luche G. Remollo (OIC)	Negros Oriental Province	3 rd Floor, Infant Bldg., National Highway, Capitol Area, Dumaguete City 6200	0927-6968818
Region VII	Atty. Chrislyned G. Garces-Tan	Dumaguete City, Negros Oriental	3 rd Floor, Infant Bldg., National Highway, Capitol Area, Dumaguete City 6200	0936-8666805
Region VII	Atty. Virgie Lynn O. Pelayo (Acting RD)	Lapu-Lapu City	Ground Floor City Hall Bldg., Barangay Pusok, Lapu-Lapu City, Cebu 6015	(032) 340-8250
Region VII	Atty. Michael V. Panzo	Larena, Siquijor Province	Registry of Deeds, Old Capitol Bldg., Bonifacio Street, Larena, Siquijor 6226	0915-8178950
Region VII	Atty. Reynaldo P. Mayol	Mandaue City, Cebu	Doors E-7, Mandaue City Sports And Cultural Complex, Soriano Ave., Barangay Centro, Mandaue City	0942-581-1811



Region VII	Atty. Maria Iodine Tirol Andan Dolino	Tagbilaran City, Bohol	Cooperative Bank Of Bohol Training Center, CTG East Avenue, Tagbilaran City, Bohol 6300	(038) 412-3475
Region VII	Atty. Carmelo D. Echica	Bohol Province	Cooperative Bank Of Bohol Training Center, CTG East Ave., Tagbilaran City, Bohol 6300	(038) 412-3475
Region VII	Atty. Bryant E. Ouano	Toledo City, Cebu	2 nd Floor, JLM Bldg., D. Macapagal Highway, Poblacion, Toledo City 6038	(032)467-9151
Region 8				
Region VIII	Mr. Eleuterio D. Bilbao (OIC)	Biliran, Biliran	Capitol Ground Compound, Brgy., Calumpang, Naval, Biliran	0906-6194603
Region VIII	Ms. Fernandina S. Reyes (OIC)	Calbayog City, Western Samar	Registry of Deeds, Justice Road, Brgy. Capoocan, Calbayog City, Western Samar 6710	(055)209-4046; 0918-9381590
Region VIII	Atty. Richell A. Fuentes (Acting RD)	Catbalogan City, Western Samar	Del Rosario St., Brgy. Ubanon Catbalogan City	0935-333-9705 (SMS Only)
Region VIII	Ms. Emily L. Laniwan (OIC)	Catarman, Northern Samar	JP Rizal Corner Aguinaldo St., Brgy. Calachuchi, Catarman, Northern Samar	0921-6629721



Region VIII	Ms. Nelia B. Amoyo (OIC)	Eastern Samar	Capitol Site, Barangay Alang-Alang, Borongan City, Eastern Samar 6800	0916-3374582
Region VIII	Ms. Lemy L. Loteyro (OIC)	Maasin, Southern Leyte	Capitol Street, Asuncion, Maasin City, Southern Leyte 6600	0917-555-2976; 0955-603-7910; 0927-456-0247 – OIC-RD
Region VIII	Atty. Cleto L. Evangelista Jr.	Ormoc City, Leyte	3rd Floor New City Hall Bldg., Ormoc City 6541	(053) 560-8151;
Region VIII	Atty. Emeterio D. Villanoza Jr.	Palo Leyte Province Northern Leyte	OSS Bldg., Government Center Candahug, Palo Leyte	0937-1507900; 0919-3695929
Region VIII	Atty. Emeterio D. Villanoza Jr. (Concurrent Acting RD)	Tacloban City, Northern Leyte	Justice Romualdez St., Tacloban City 6500	0937-150-7900
Region 9				
Region IX	Mr. Allain M. Carpio (OIC)	Dapitan City, Zamboanga Del Norte	City Hall Bldg., City Hall Drive, Dapitan City 7101	0947-466-8425
Region IX	Ms. Ma. Charlene Y. Abarquez (OIC)	Dipolog City, Zamboanga Del Norte	City Hall Annex, Jones St., Dipolog City	(065)212-2493; 0921-716-0032; 0926-741-5333
Region IX	Atty. Samrollah M. Dekire	Pagadian City, Zamboanga Del Sur	President Corazon C. Aquino, Regional Government	0921-415-3521



			Center, Brgy. Balintawak, Pagadian City	
Region IX	Atty. Samrollah M. Dekire (Concurrent Acting RD)	Zamboanga Del Sur Province	President Corazon C. Aquino, Regional Government Center, Brgy. Balintawak, Pagadian City	0906-338-8940
Region IX	Mr. Jaybee Robert V. Baginda, ADOF V (OIC RDIV and concurrent Reg RD for Reg IX)	Zamboanga City, Zamboanga	Pattit Barracks, Rizal St., Zamboanga City 7000	0917-7113342
Region 10				
Region X	Atty. Cipriano Benedicto E. Ratunil	Cagayan De Oro City, Misamis Oriental	LRA Twin RD In Front City Health Office Fernandez Extension, Cagayan De Oro City	0917-7012200
Region X	Atty. Sigrid Kitchie Maputol-Cocon (Acting RD)	Misamis Oriental Province	LRA Twin RD In Front City Health Office Fernandez Extension, Cagayan De Oro City	0995-212-3206
Region X	Atty. Glenda Dale J. Rodriguez (Acting RD)	Gingoog City, Misamis Oriental	Brgy.26, Felix V. Hurtado St., Gingoog City, Misamis Oriental 9014	(088) 842-71-33



Region X	Atty. Joerich M. Cuevas	Iligan City, Lanao Del Norte	PVB Bldg., Mahayahay, Iligan City 9200	0917-703-9524
Region X	Atty. Manuel C. Felicia	Malaybalay, Bukidnon Province	San Victores St., Malaybalay, Bukidnon	0917-3079068
Region X	Atty. Fiel Damian Decena (Acting RD)	Mambajao, Camiguin	Lakas, Mambajao, Camiguin 9100	0935-252-5274
Region X	Atty. Cristine M. Casiple	Oroquieta City, Misamis Occidental	Paseo De Oroquieta, Poblacion 2, Oroquieta City	(088) 586-06-99
Region X	Atty. Eduardo D. Daral	Misamis Occidental Province	City Hall Drive, Bernat Subd., Ozamiz City, Misamis Occidental	0939-798-8382 (c/o Ms. Ebarle)
Region X	Mr. Rudy C. Castro, Jr. (OIC)	Tangub City, Misamis Occidental	Marciano Balatero St., Maloro, Tangub City 7214	0926-3220126
Region X	Atty. Alma Apao (OIC)	Ozamiz City	City Hall Drive, Bernad Subd., Ozamiz City, Misamis Occidental, Mindanao	0930-537-7296
Region X		Tubod, Lanao Del Norte	Registry Of Deeds Lanao Del Norte,	0916-583-3127 – c/o Vivian Dabalos



	Atty. Arthur C. Abamonga		Provincial Capitol Compound, Tubod, Lanao Del Norte	
Region 11				
Region XI	Atty. Hanniyah P. Sevilla (Acting RD)	Davao City	LRA Bldg., A Pichon Corner Bolton St., Davao City	0917-7178149
Region XI	Atty. Peter Armand L. Henares (Acting)	Digos City, Davao Del Sur	Registry Of Deeds, LRA Bldg., Luna Bataan St., Brgy. Aplaya, Digos City, Davao Del Sur 8002	0925-5566351; 0925-5556355
Region XI	Ms. Janet C. Barnes (OIC)	Mati, Davao Oriental	Government Center, Brgy. Dahican, Mati City, Davao Oriental	(087)388-3560; 0907-1496833
Region XI	Atty. John Paulo O. Devilleres	Tagum City, Davao Del Norte	Brgy. Mankilam, Provincial Capitol Compound, Tagum City 8100	(084) 655-0740; 0919-2502579
Region 12				
Region XII	Atty. Norhussein U. Lauban (Acting RD)	Maguindanao Province	3 rd Flr., H&J Bldg., Sinsuat Ave., Cotobato City 9506	0927-3921017



Region XII	Atty. Norhussien U. Lauban (Acting Concurrent RD)	Cotobato City	3 rd Flr., H&J Bldg., Sinsuat Ave., Cotobato City 9506	0917-7260359
Region XII	Atty. Maria Theresa B. Pescadera (Concurrent Acting RD)	General Santos City, South Cotobato	City Hall Drive, City Hall Compound, Registry Of Deeds General Santos City	0977-642-0082; 0965-680-7953
Region XII	Ms. Darlen P. Patriarca (OIC)	Isulan, Sultan Kudarat	Registry Of Deeds Sultan Kudarat, Provincial Gymnasium, Capitol Compound, Isulan, Sultan Kudarat 9805	0926-9133353
Region XII	Atty. Maria Theresa B. Pescadera	Kidapawan, North Cotobato	Registry Of Deeds, Capitol Compound, Amass Kidapawan City, North Cotabato Province	0977-642-0082; 0907-969-6519
Region XII	Ms. Marichu S. Formacion (OIC)	Koronadal, South Cotobato	Provincial Capitol Compound, Alunan Ave., Koronadal City, South Cotobato 9506	(083)2282440; 0942-716-7442
Region XII	Mr. Jonathan V. Domantay (OIC)	Sarangani	Capitol Bldg. Alabel,	0922-875-3295



			Saranggani 9501	
CARAGA				
CARAGA	Ms. Maria Celeste A. Aldana (OIC)	Butuan City, Agusan Del Norte	LRA Building J. Rosales Avenue (near COMELEC) Brgy. Bayanihan, Butuan City	0977-827-1106
CARAGA	Ms. Lielane Mary C. Gonzales (OIC)	Province of Agusan Del Norte	LRA Building J. Rosales Avenue (near COMELEC) Brgy. Bayanihan, Butuan City	0910-088-9256
CARAGA	Mr. Reginald J. Romero (OIC)	Prosperidad, Agusan Del Sur	Capitol Bldg., Prosperidad, Agusan Del Sur	0948-775-0353; 0915-625-6450
CARAGA	Ms. Teresa J. Paredes (OIC)	Surigao City, Surigao Del Norte	LRA Bldg., Parucho St., Brgy. Washington, Surigao City 8400	0998-8536607
CARAGA	Ms. Emily B. Quines (OIC)	Surigao Province, Surigao Del Norte	LRA Bldg., Parucho St., Brgy. Washington, Surigao City 8400	0938-299-5837
CARAGA	Mr. Percival C. Cañete (OIC)	Tandag, Surigao Del Sur	Purok Jupiter, Telaje, Tandag City, Province Of Surigao Del Sur	(086) 211-3839; 0916-555-7641



ARMM				
ARMM	Ms. Nashri A. Aud, LRE I of Basilan (OIC RD)	Bongao, Tawi-Tawi	Municipal Hall, Bongao, Tawi- Tawi 7300	09567195174
ARMM	Ms. Rapia E. Ansaruddin (OIC)	Isabela, Basilan	Justice Hall, Strong Boulevard, Isabela City, Basilan 7300	0915-7700690
ARMM	Mr. Ali G. Mistul (OIC)	Jolo, Sulu Province	Martirez Street, Jolo Sulu 7400	0927-3413598
ARMM	Mr. Mamolawan A. Macapado (OIC)	Lanao Del Sur Province	Capitol Bldg., Lanao Del Sur Province	0905-775-6526
ARMM	Mr. Ansari L. Moctar (OIC)	Marawi City, Lanao Del Sur	City Hall, Marawi City 9700	0975-600-6067