



LAND REGISTRATION AUTHORITY

## **CITIZEN'S CHARTER**

**2019 (1<sup>ST</sup> 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.

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



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

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

<b>Office or Division:</b>		Property and Supply Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen G2G - Government to Government		
<b>Who may avail:</b>		Transacting Public		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<b>Mary Jane C. Lazo</b> <i>Administrative Aide IV, Property and Supply Section</i>
	2.Issue stab for payment to LRA-Cashier	None	2 minutes	<b>Mary Jane C. Lazo</b> <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 – <b>Php30.00</b>	5 minutes	<b>Mica Ella Grace Solitario</b> <i>Cashier I, OSS</i>
	4. Check the official receipt; and copy the OR number and amount paid in the space		1 hour	<b>Dolores C. Malang</b> <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>			
<b>TOTAL:</b>		<b>Php30.00</b>	<b>1hour and 9 minutes</b>	



### 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.

<b>Office or Division:</b>	Planning and Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may Avail:</b>	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.	<b>Mr. Warren Lista</b> <i>Data Controller</i>
	2. Distribute the vouchers and payrolls to the assigned reviewers		5 mins.	<b>Mr. Warren Lista</b> <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	<b>Mr. Randolph Natividad</b> <i>Administrative Officer IV</i>  <b>Mr. James Mamauag</b> <i>Administrative Officer IV</i>  <b>Ms. Judylyn Floresta</b> <i>Administrative Officer IV</i>
	4. Evaluate the compliance of the			<b>Mr. Randolph Natividad</b>



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



#### 4. ISSUANCE OF CERTIFICATION AND SERVICE RECORDS

<b>Office or Division:</b>	Human Resource Development Division (HRDD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may Avail:</b>	Data owner(s)/Courts/Ombudsman/Civil Service Commission/Department of Justice			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Principal</b>				
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		
<b>Representative</b>				
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		
<b>Courts/Ombudsman/Civil Service Commission/Department of Justice</b>				
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)	<b>Php30.00/</b> doc (For non-employees)	3 Minutes	<b>Ms. Chrislyn Talaoc,</b> <i>Administrative Staff (JO)</i>



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



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



## 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.

<b>Office or Division:</b>	Planning and Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may Avail:</b>	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	<b>Ms. Maria Corazon Villanueva</b> <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".			<b>Mr. James Mamauag</b> <i>Administrative Officer IV</i>  <b>Mr. Randolph Natividad</b> <i>Administrative Officer IV</i>  <b>Ms. Judylyn Floresta</b> <i>Administrative Officer IV</i>



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



	<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><b>Ms. Elaine Lolong</b>  <i>Administrative Aide IV</i></p>
<b>TOTAL:</b>		<b>None</b>	<b>1 Day</b>	



## 6. ISSUANCE OF COMMON-USE SUPPLIES TO THE DIFFERENT

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



## 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

<b>Office or Division:</b>	Budget Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may Avail:</b>	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	<b>Maria Remedios R. Sales</b> Adm. Asst. III
	2. Enter details in the Control Logbook and assign ORS number if	None		<b>Maricor N. Paligat</b> Adm. Aide VI



	allotment is available for the purpose.  Prepare the ORS in 3 copies.			
	3. Review the ORS, record the amount obligated in the RAOD and initial in Section B of the ORS.	None		<b>Elvira M. Iyog</b> 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		<b>Maria Remedios R. Sales</b> 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	<b>Cecilia F. Miller</b> Adm. Off. II
	6. Review ORS and the other documents. If in order, sign the certification in Section B of the ORS	None		<b>Ma. Teresa P. Yancha</b> Chief, Budget Division
	7. For DV / Payroll, forward ORS and SDs to Disbursement Section for	None		<b>Cecilia F. Miller</b> Adm. Off. II



	<p>processing of the claim</p> <p>For PO/JO/WO or Contract, forward ORS and SDs to Accounting Division for processing</p>			
<b>TOTAL:</b>		<b>None</b>	<b>1 day &amp; 3 hours</b>	



## 8. ISSUANCE OF OFFICE EQUIPMENT

<b>Office or Division:</b>	Property and Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may Avail:</b>	All LRA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition and Issuance Slip (RIS) or Letter Request (1 original copy)		Property and Supply Section (PSS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request or RIS	1. PSS-Equipment Unit examines request	None	2 minutes	<b>Joana Marie O. De Guzman,</b> <i>Administrative Aide II, Property and Supply Section</i>
	<p>2. a. If available: Equipment Unit-in-charge shall indorse the request to the Chief, PSS for approval</p> <p>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</p> <p>c. If badly needed: The PSS shall make an emergency purchase subject to the usual</p>	None	5 minutes	<b>Maria Rudylyn A. Cebbrero,</b> <i>Adminstrative 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	<b>Dolores C. Malang</b> <i>Chief, Property and Supply Section</i>
	4. If approved PSS-Equipment Unit issues/ dispatches requested office equipment		5 minutes	<b>Ramon J, Cabuhat</b> <i>Administrative Aide III, Property and Supply Section</i>
<b>TOTAL:</b>		<b>None</b>	<b>17 minutes</b>	



## 9. PROCESSING OF APPLICATION (CENTRAL/REGIONAL OFFICE)

<b>Office or Division:</b>	Human Resource Development Division (HRDD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government
<b>Who may Avail:</b>	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 @ <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
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)
<b>Additional requirements for Lawyers/Presidential Appointees</b>	
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"> <li>➤ Ombudsman Clearance</li> <li>➤ Sandiganbayan</li> <li>➤ Civil Service Commission</li> <li>➤ National Bureau of Investigation Clearance</li> </ul>	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 @ <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
13. Neuro-Psychiatric Examination (1 original – sealed)	Government affiliated hospitals			
<b>Additional requirements for Promotion/Transfer:</b>				
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	<b>Ms. Noralyn Canencia</b> <i>Administrative Staff (JO), Recruitment Unit- Human Resource Development Division</i>
<b>For walk-in applicants:</b>				
	2. If Qualified: ➤ Initially screen applicant vis-à-vis Qualification Standards & Encode in the applicant's database  If not qualified:	None	1 hour	<b>(For SG 1-18) Ms. Cecilia T. Daleon/Ms. Venus M. Villa</b> <i>Administrative Office V Human Resource Development Division</i>



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



				<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	<b>Ms. Marnie Anunciado</b> <i>Administrative Staff (JO), Recruitment Unit- Human Resource Development Division</i>
	5. Evaluate for finalization of draft Board Resolution	None	2 hours	<b>Ms. Amelia G. Merluza</b> <i>Acting Chief HRDO Human Resource Development Division</i>
	6. Finalize draft Board Resolution	None	1 hour	<b>Ms. Marnie Anunciado</b> <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	<b>Ms. Amelia G. Merluza</b> <i>Acting Chief HRDO Human Resource Development Division</i>
<b>TOTAL:</b>		<b>None</b>	<b>2 days, &amp; 35 minutes</b>	



## 10. PROCESS OF DEPLOYMENT OF JANITORIAL AND SECURITY SERVICES

Receives contract for Janitorial and Security Services for implementation.

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



## 11. PROCESSING OF DISBURSEMENT VOUCHER

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

<b>Office or Division:</b>	General Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may Avail:</b>	Private Suppliers / Service Providers / LRA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<b>Ms. Eunalize E. Zapanta</b> (Administrative Aide IV)
	2. Review of supporting documents and preparation of Disbursement Vouchers.	None	5 minutes	<b>Mr. Danny Delos Santos</b> (Administrative Aide IV) And <b>Ms. Hazel C. Tinio</b>



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



## 12. PROVISION OF ACCOUNTABLE FORMS

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



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



### 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.

<b>Office or Division:</b>	Property and Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may Avail:</b>	All LRA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition and Issuance Slip (RIS) or Letter Request (1 original copy)		Property and Supply Section (PSS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request or RIS	1. PSS-Supply Unit examines request	None	2 minutes	<b>Noel R. Sabariza,</b> <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	<b>Dolores C. Malang,</b> <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	<b>Noel R. Sabariza,</b> <i>Administrative Aide III, Property and Supply Section</i>
	4. If approved PSS-Supply Unit issues/ dispatches requested office equipment	None	5 minutes	<b>Rico U. Tucay,</b> <i>Administrative Assistant III, Property and Supply Section</i>
<b>TOTAL:</b>		<b>None</b>	<b>12 minutes</b>	



#### 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.

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

Note: \* Processing time is per transaction



## 15. RECORDING AND ROUTING OF REGISTERED MAIL CORRESPONDENCE

Ensures accurate recording and timely dispatch of incoming correspondence.

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



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



				Records Officer I  <b>Elsi Paguinto</b> Administrative Aide VI  <b>Loida Ganata &amp;  Jessa Mae  Malapit</b> Administrative Staff
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	

**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

<b>Office or Division:</b>	Human Resource Development Division (HRDD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government	
<b>Who may Avail:</b>	Employees of LRA	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>For Terminal Leave Benefits claim:</b>		
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 @ <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>	
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 @ <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>	
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)	



<b>For GSIS Claim :</b>	
1. Duly accomplished GSIS Retirement Application (Form no. 06302017-RET)- (2 original copy)	Government Service Insurance System (GSIS)/downloadable @ <a href="http://www.gsis.gov.ph">www.gsis.gov.ph</a>
1. Service Records (1 original copy)	LRA Human Resource Development Division (HRDD)
<b>For GSIS Claim (Died in service) :</b>	
<b>If Claimant is the spouse:</b>	
1. Duly accomplished application form for Funeral Benefit (GSIS Form: 03182014a-AFB)- (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ <a href="http://www.gsis.gov.ph">www.gsis.gov.ph</a>
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 @ <a href="http://www.gsis.gov.ph">www.gsis.gov.ph</a>
4. Marriage Contract of Member with the surviving spouse (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ <a href="http://www.gsis.gov.ph">www.gsis.gov.ph</a>
5. Birth Certificate of the spouse, If the spouse is not a GSIS member (1 original copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)
<b>If the claimant is other than the spouse:</b>	
1. Duly accomplished application form for Funeral Benefit (GSIS Form: 03182014a-AFB)- (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ <a href="http://www.gsis.gov.ph">www.gsis.gov.ph</a>
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			
<b>For PAG-IBIG Claim:</b>				
1. Duly accomplished Pag-Ibig Application for Provident Benefits (APB) claim (Form no. HQP-PFF-040) – (2 original copy)	PAG-IBIG Fund / downloadable @ <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>			
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	<b>Ms. Chrislyn Talaoc</b> , Administrative Staff (JO) Human Resource Development Division
	2. Forward document to personnel in charge		3 Minutes	<b>Ms. Chrislyn Talaoc</b> , Administrative Staff (JO) Human Resource Development Division



	2. Attach Service Records, Leave Credits computation, DBM Annex A Form, Memorandum to Cashier, Endorsement & voucher	None	1 day	Personnel In Charge per Region: <b>Ms. Rosario N. Tiongco</b> (CO) <b>Ms. Gey Ann Benito</b> (CAR, R1 & 2) <b>Ms. Jenith S. Ong</b> (CO & R-3 & 8) <b>Ms. Maria Donata D. Hilario</b> (R4A & B) Ms. Martina Glorinda C. Carlos (R-5, 9, 11, 12, 13, & BARMM) <b>Ms. Gwendolyn P. Bartolome</b> (R-7) <b>Ms. Abdul Hanan B. Mala</b> (R-6 & 10), Ms. Cheenée M. De Leon (NCR) – Service & Records Unit, Human Resource Development Division
	3. Prepare separate certified copies for DBM		30 Minutes	<b>Mr. Carlos Acosta Jr. /Ms. Chrislyn Talaoc</b> , Administrative Staff (JO) Human Resource Development Division



	4. Forward to Chief HRDO for initial /signature		3 Minutes	<b>Ms. Chrislyn Talaoc</b> , Administrative Staff (JO) Human Resource Development Division
	5. Initial/Sign documents and endorse to Disbursement Section		1 Hour	<b>Ms. Amelia G. Merluza</b> Acting Chief HRDO Human Resource Development Division
	6. Forward documents required for GSIS & Pag-ibig to Liaison Office		3 Minutes	<b>Ms. Chrislyn Talaoc</b> , Administrative Staff (JO) Human Resource Development Division)
	7. Hand carry document to GSIS & Pag-ibig		2 days	Liaison Officer in charge for GSIS: <b>Mr. Carmelito O. Amacio</b> , Admin. Officer III, Human Resource Development Division  Liaison Officer in charge for Pag-ibig: <b>Mr. Jimmy J. Ayson</b> Admin. Aide III, , Human Resource Development Division



<b>TOTAL:</b>	<b>None</b>	<b>2 days, 2 Hours, &amp; 42 minutes</b>	
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## 17. TRAVEL AUTHORITY REQUEST (ABROAD)

<b>Office or Division:</b>	Human Resource Development Division (HRDD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may Avail:</b>	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 @ <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
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	<b>Ms. Chrislyn Talaoc</b> , Administrative Staff (JO) Human Resource Development Division
	2. Forward request to personnel in charge for Leave Balance		5 Minutes	<b>Ms. Chrislyn Talaoc</b> , 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: <b>Ms. Rosario N. Tiongco</b> (CO) <b>Ms. Gey Ann Benito</b> (CAR, R1 & 2) <b>Ms. Jenith S. Ong</b> (CO & R-3 & 8) <b>Ms. Maria Donata D. Hilario</b> (R4A & B) <b>Ms. Martina Glorinda C. Carlos</b> (R-5, 9, 11, 12, 13, & BARMM) <b>Ms. Gwendolyn P. Bartolome</b> (R-7) <b>Ms. Abdul Hanan B. Mala</b> (R-6 & 10), <b>Ms. Cheene M. De Leon</b> (NCR) – Service &



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



## **Central Office External Services**



## 1. 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.

<b>Office or Division:</b>	Cadastral Decree Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	ALL			
Provided by Clerk of Courts				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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)				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 working day	<b>Ma. Victoria F. Amata</b> <i>Cartographer I</i>
	2. Scanning and uploading of additional documents.	None	3 working days	<b>Ma. Victoria F. Amata</b> <i>Cartographer I</i>
	3. Recording and forwarding of documents to Land Projection Section for plotting.	None	1 working day	<b>Ma. Victoria F. Amata</b> <i>Cartographer I</i>
	4. After plotting, clerk will distribute documents to assigned examiner.	None	1 working day	<b>Ma. Victoria F. Amata</b> <i>Cartographer I</i>
	5. For examination and verification of the Report to Court.  If there are discrepancies, prepares letter to	None	3 working days	Examiners with assigned ending number are as follows:  E-JAT no. 1 <b>Ma. Teresa M. Gime</b>



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



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



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

**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



## 2. 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.

<b>Office or Division:</b>	Ordinary Decree Section (Room 316)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	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	None	30 Minutes	<b>Maria Andrea V. Ledres,</b> Cartographer I  <b>Erika Florrane D. Malang,</b> ADA IV



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



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



### 3. 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.

<b>Office or Division:</b>	Receiving & Releasing Section, Subdivision and Consolidation Division			
<b>Classification:</b>	Highly Technical Transactions			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	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	<b>Ruby Lelay</b> Examiner I  <b>Astrid Andres</b> ADA IV  <b>Mabini Vistan</b> 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	<b>Ruby Lelay</b> Examiner I



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



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	<b>Mabini Vistan</b> Admin Asst. III  <b>Julie Jean M. Pabuayan</b> ADA IV
	<b>TOTAL:</b>	<b>12.00/ lot, 1.20/ corner, 10.00 survey envelop, 60.00 print &amp; 241.45 IT fee</b>	<b>9 Working Days</b>	

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



#### 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.

<b>Office or Division:</b>	Plan Examination Section, Subdivision and Consolidation Division			
<b>Classification:</b>	Highly Technical Transactions			
<b>Type of Transaction:</b>	G2C G2G			
<b>Who may avail:</b>	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\ls	<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 descripton</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>
	<b>TOTAL:</b>	<b>None</b>	<b>20 Working Days</b>	



## 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.

<b>Office or Division:</b>	Division Chief, Subdivision and Consolidation Division			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	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
	<b>TOTAL:</b>	<b>NONE</b>	<b>6 Working Days</b>	



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.



## 6. 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	
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 Opeation 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



	<b>TOTAL:</b>	<b>NONE</b>	<b>9 Working Days</b>	
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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.



## 7. CERTIFICATE OF NON-AVAILABILITY OF DECREE

Issuance of Non-Availability of Decree of Ordinary Cases or Cadastral Cases

<b>Office or Division:</b>	Vault Section, Docket Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certified copy of Lot Status Certification issued by Cadastral Decree Section (1 Original copy and 1 Photocopy, within 6 months from date of issuance)			Window 11, OSS	
Certified copy of Decree Status issued by Ordinary Decree Section (1 Original copy and 1 Photocopy, within 6 months from date of issuance)			Ordinary Decree Section, Room. 316	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit Request Form	1. Receives and checks details of request form together with the required documents.	NONE	2 minutes	<b>Alexis B. Alejandro</b> <i>Administrative Aide III</i>
	1.1 Encodes and issues bill of payment			<b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>  <b>John Lester D. Ayson</b> <i>Administrative Aide IV</i>  <b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>  <b>John Lester D. Ayson</b> <i>Administrative Aide IV</i>
2. Pay the certification Fee at the Cashier (OSS).	2. Receives payment from the requesting party and issues official receipt.	LRA Fee P33.00 + IT Service Fee P143.72 + 12% VAT P17.25 Total P190.97	3 minutes	<b>Mica Ella Grace A. Solitario</b> <i>Cashier at One Stop Shop (OSS)</i>



3. Submits official receipt (Room 107)	3. Receives and checks details of official receipt			<b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>
				<b>John Lesther D. Ayson</b> <i>Administrative Aide IV</i>
	3.1 Encodes certification in the system			<b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>
				<b>John Lesther D. Ayson</b> <i>Administrative Aide IV</i>
	3.2 Checks and approves encoded certification in the system	NONE	12 minutes	<b>Rosario H. Aquino</b> <i>Acting Section Chief</i>
	3.3 Prints and signs certification as verified			<b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>
				<b>John Lesther D. Ayson</b> <i>Administrative Aide IV</i>
	3.4 Signs Certification			<b>Rosario H. Aquino</b> <i>Acting Section Chief</i>
4. Receive the certification	4. Releases certification	None	2 minutes	
	<b>TOTAL:</b>	<b>P190.97</b>	<b>19 Minutes</b>	



## 8. CERTIFICATION OF STATUS OF PLAN APPROVED BY LRA

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

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



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		<b>Rodrigo Manansala</b> Administrative Staff & <b>Sherwin Sanchez</b> Examiner 1
	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	<b>Bonjovi Soriano</b> Examiner 1 & <b>Ethel Lerio</b> Admin. Aide VI
	8. Verifies & Proofs read the Certification Encoded and Send for Printing	None	1 Day	<b>Shane Alexander Pinson</b> Engineer III
	9. Print the approved Certified True Copy of Technical Description	None		<b>Paul David Zaldivar</b> Examiner 1
	10. Affixing Signature by the verifying staff 10.1 Affixing signature of the approver	None		<b>Paul David Zaldivar</b> Examiner 1 & <b>Shane Alexander Pinson</b> Engineer III
	11. Scanning & uploading of Approved Certified	None	1 Day	<b>Paul David Zaldivar</b> Examiner 1



	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		<b>Rodrigo Manansala</b> Administrative Staff & <b>Sherwin Sanchez</b> Examiner 1
<b>TOTAL:</b>		<b>Php190.97</b>	<b>7 Working Days</b>	



## 9. 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:	Highly Technical			
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	Lord Adam B. Cabuslay 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		Mica Ella Grace A. Solitario Cashier at One Stop Shop – Window 5
	3. Distribute documents to assigned examiner.	NONE	1 working day	Jerome J. Talosig Administrative Aide IV



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

**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.



## 10. 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 working day	Lord Adam B. Cabuslay 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		Mica Ella Grace A. Solitario Cashier at One Stop Shop - Window 5
				Roswen Lei M. Batir Administrative Staff



		Total P190.97		
	3. For scanning and uploading of the Technical Description and Cadastral Map.	NONE	3 working days	<b>Creytone V. Elejedo</b> <i>Administrative Staff</i>
	3.1 For recording and forwarding of documents to Land Projection Section for plotting.	NONE	1 working day	<b>Creytone V. Elejedo</b> <i>Administrative Staff</i>
	3.2 For distribution of documents to examiner after plotting.	NONE	1 working day	<b>Creytone V. Elejedo</b> <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 working days	Examiners with assigned ending number in E-CCV are the following:  E-CCV no. 1 <b>Ma. Teresa M. Gime</b> <i>Examiner I</i>  E-CCV no. 2 <b>Jonathan C. Navata</b> <i>Examiner I</i>  E-CCV no. 3 <b>Jonathan L. Limpiada</b> <i>Cartographer II</i>  E-CCV no. 4 <b>Rubynita V. Caguioa</b> <i>Examiner I</i>  E-CCV no. 5



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



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



	4. Review and approval of prepared certification.	NONE	4 working days	<b>Engr. Ricardo R. Nilo</b> <i>Chief, Cadastral Decree Section</i>  <b>Heidi B. Arce</b> <i>Assistant Chief</i>  <b>Juan U. Yerro, Jr.</b> <i>Examiner II</i>
	5. Print approved certification for signature of the examiners.	NONE	1 working day	<b>Jess Israel P. Lambating</b> <i>Administrative Staff</i>
	6. For signature of printed certification.	NONE	1 working day	<b>Engr. Ricardo R. Nilo</b> <i>Chief, Cadastral Decree Section</i>  <b>Heidi B. Arce</b> <i>Assistant Chief</i>  <b>Juan U. Yerro, Jr.</b> <i>Examiner II</i>
4. Receive certification.	7. Releasing of printed certification to the client.	NONE	1 working day	<b>Lord Adam B. Cabuslay</b> <i>Cartographer I</i>  <b>Roswen Lei M. Batir</b> <i>Administrative Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>18 working days</b>	

**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.



## 11. 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 working days	<b>Troy B. Garceron</b> <i>CARP Examiner I</i>
PROCEDURE AT DENR REGIONAL OFFICES				
	2. Once documents are complied, for re-examination.	NONE	3 working days	<b>Troy B. Garceron</b> <i>CARP Examiner I</i>
	3. Approval of evaluated prepared certification.	NONE	3 working days	<b>Engr. Ricardo R. Nilo</b> <i>Chief, Cadastral Decree Section</i>



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

**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.



## 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.

<b>Office or Division:</b>	Cashiering Services Section (CSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may Avail:</b>	Public Clients and Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<b>Mica Ella Grace A. Solitario</b> (Collecting Officer)
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	<b>Mica Ella Grace A. Solitario</b> (Collecting Officer)
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	<b>Mica Ella Grace A. Solitario/ Jomar Gallardo</b> (Collecting Officer/Administrative Staff)



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	<b>Mica Ella Grace A. Solitario/ Venus P. Legaspino</b> <i>(Collecting Officer/Administrative Staff)</i>
	5. Deposits collections to the servicing bank.	None	4 hours	<b>Mica Ella Grace A. Solitario</b> <i>(Collecting Officer)</i>
<b>TOTAL:</b>		<b>None</b>	<b>10 days, 6 hours &amp; 6 minutes</b>	



### 13. DISPATCHING OF OUTGOING CORRESPONDENCE

Ensures accurate recording and transmitting of outgoing correspondence.

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

**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.

<b>Office or Division:</b>	Cadastral Decree Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	ALL			
Provided by One Stop Shop – Window 16				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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)				
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 working day	<b>Jonathan L. Limpiada</b> <i>Cartographer II</i>  <b>Heidi B. Arce</b> <i>Assistant Chief</i>  <b>Engr. Ricardo R. Nilo</b> <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 working days	<b>Ma. Victoria F. Amata</b> <i>Cartographer I</i>



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



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



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



	Department on Registration Examiner.			<i>Cartographer I</i>
	<b>TOTAL:</b>	<b>NONE</b>	<b>20 working days</b>	

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.

<b>Office or Division:</b>	Original Registration Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
<b>Who may avail:</b>	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	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  Ruela U. Abuy <i>LRE I</i>
	2 Final review and affixes signature to the prepared Indorsement.	None	3 days	<b>Engr. Ante V. Gamiao</b> <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	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  <b>Ruela U. Abuy</b> <i>LRE I</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Days</b>	

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	<b>Joanne A. Rosario</b> <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	<b>Engr. Ante V. Gamiao</b> <i>Division Chief</i>
	3. Receive, record the Report/ Manifestation with transmittal and forward to Central Records Section for mailing.	None	30 minutes	<b>Ruela U. Abuy</b> <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 working day	<b>Jerome J. Talosig</b> 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	1 working day	Examiners with assigned region are as follows:  Region no. 1 <b>Jenny Rose C. Calaycay</b> <i>Examiner I</i>  Region no. 2 <b>Jonathan C. Navata</b> <i>Examiner I</i>  Region no. 3 <b>Alexander C. Manuel</b> <i>Examiner I</i>  Region no. 4



				<b>Ruby R. Padua</b> <i>Examiner I</i>  Region no. 5 <b>Ma. Teresa M. Gime</b> <i>Examiner I</i>  Region no. 6 <b>Angelito E. Delgado</b> <i>Examiner I</i>  Region no. 7 <b>Jun Yerro</b> <i>Examiner I</i>  Region no. 8 <b>Jennylyn Sacdalan</b> <i>Examiner I</i>  Region no. 9, 10 & 13 <b>Rubynita V. Caguioa</b> <i>Examiner I</i>  Region no. 11 <b>Jomark B. Cardinoza</b> <i>Examiner I</i>  Region no. 12 <b>Jun Yerro</b> <i>Examiner I</i>  ARMM <b>Angelito E. Delgado</b> <i>Examiner I</i>  CAR <b>Ma. Teresa M. Gime</b> <i>Examiner I</i>
	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 <b>MTD</b> number.</p> <p>4.1 Cartographer will forward the same back to examiners with <b>MTD</b> number to Cadastral Decree clerk for distribution.</p>	NONE	1 working day	<b>Jonathan L. Limpiada</b> <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>	<p>NONE</p> <p>NONE</p>	<p>1 working day</p> <p>1 working day</p>	<p><b>Ma. Victoria F. Amata</b> Cartographer I</p> <p>Examiners with assigned region:</p> <p>Region no. 1 <b>Jenny Rose C. Calaycay</b> <i>Examiner I</i></p> <p>Region no. 2 <b>Jonathan C. Navata</b> <i>Examiner I</i></p> <p>Region no. 3 <b>Alexander C. Manuel</b> <i>Examiner I</i></p> <p>Region no. 4 <b>Ruby R. Padua</b> <i>Examiner I</i></p> <p>Region no. 5</p>



				<p><b>Ma. Teresa M. Gime</b> <i>Examiner I</i></p> <p>Region no. 6 <b>Angelito E. Delgado</b> <i>Examiner I</i></p> <p>Region no. 7 <b>Jun Yerro</b> <i>Examiner I</i></p> <p>Region no. 8 <b>Jennylyn Sacdalan</b> <i>Examiner I</i></p> <p>Region no. 9,10 &amp; 13 <b>Rubynita V. Caguioa</b> <i>Examiner I</i></p> <p>Region no. 11 <b>Jomark B. Cardinoza</b> <i>Examiner I</i></p> <p>Region no. 12 <b>Jun Yerro</b> <i>Examiner I</i></p> <p>ARMM <b>Angelito E. Delgado</b> <i>Examiner I</i></p> <p>CAR <b>Ma. Teresa M. Gime</b> <i>Examiner I</i></p>
	7. Cadastral Decree examiners will prepare the documents for editing and final checking.	NONE	3 working days	<p>Examiners with assigned region:</p> <p>Region no. 1 <b>Jenny Rose C. Calaycay</b> <i>Examiner I</i></p>



			Region no. 2 <b>Jonathan C. Navata</b> <i>Examiner I</i>
			Region no. 3 <b>Alexander C. Manuel</b> <i>Examiner I</i>
			Region no. 4 <b>Ruby R. Padua</b> <i>Examiner I</i>
			Region no. 5 <b>Ma. Teresa M. Gime</b> <i>Examiner I</i>
			Region no. 6 <b>Angelito E. Delgado</b> <i>Examiner I</i>
			Region no. 7 <b>Jun Yerro</b> <i>Examiner I</i>
			Region no. 8 <b>Jennylyn Sacdalan</b> <i>Examiner I</i>
			Region no. 9, 10 & 13 <b>Rubynita V. Caguioa</b> <i>Examiner I</i>
			Region no. 11 <b>Jomark B. Cardinoza</b> <i>Examiner I</i>
			Region no. 12 <b>Jun Yerro</b> <i>Examiner I</i>
			ARMM <b>Angelito E. Delgado</b> <i>Examiner I</i>



				<b>CAR</b> <b>Ma. Teresa M. Gime</b> <i>Examiner I</i>
	8. For final checking	NONE	3 working days	<b>Heidi B. Arce</b> <i>Assistant Chief</i>
	9. For review and approval of the documents.	NONE	2 working days	<b>Engr. Ricardo R. Nilo</b> <i>Chief, Cadastral Decree Section</i>
	10. For typing of decree/title	NONE	2 working days	<b>Creytone V. Elejado</b> <i>Administrative Staff</i>
	11. Proofreading of decree/title.	NONE	1 working day	<b>Jenny Rose C. Calaycay</b> <i>Examiner I</i>
	12. For review of typed decree.	NONE	2 working days	<b>Heidi B. Arce</b> <i>Assistant Chief</i>
	13. For review and signature.	NONE	1 working day	<b>Engr. Ricardo R. Nilo</b> <i>Chief, Cadastral Decree Section</i>
	14. Documents to be forwarded to Original Registration Division for approval	NONE	1 working day	<b>Creytone V. Elejado</b> <i>Administrative Staff</i>
	<b>TOTAL:</b>	<b>NONE</b>	<b>20 working days</b>	

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. Availability of the examiners and signatories when they are assigned to do other official tasks.
4. PhiLARIS System issues (upon plotting).
5. From receiving of documents to Docket Division up to release of decree/title to Cadastral Decree Section.



## 16. ISSUANCE OF CERTIFICATION

Promptly issues certification as to date of receipt of correspondence.

<b>Office or Division:</b>	Central Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish the request form	1. Give the request form to the client	None	10 Minutes	<b>Florzerfina Asuncion</b> Records Officer I  <b>Jessa Mae Malapit</b> Administrative Staff  <b>Loida Ganata</b> Administrative Staff  <b>Jordan Sasuca</b> Assistant Land Registration Examiner  <b>Hubert Hubanib</b> Administrative Aide IV  <b>Ferdinand Taguba</b> Administrative Aide II



	<p>2. Receive the request form for assessment of fees</p> <p>2.1. Issue assessment fee</p>	Certification fee - <b>PHP30</b>	15 minutes	<p><b>Florzerfina Asuncion</b> Records Officer I</p> <p><b>Jessa Mae Malapit</b> Administrative Staff</p> <p><b>Loida Ganata</b> Administrative Staff</p> <p><b>Jordan Sasuca</b> Assistant Land Registration Examiner</p> <p><b>Hubert Hubanib</b> Administrative Aide IV</p> <p><b>Ferdinand Taguba</b> Administrative Aide II</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)	3. Start processing the request	None	20 minutes	<p><b>Florzerfina Asuncion</b> Records Officer I</p> <p><b>Jessa Mae Malapit</b> Administrative Staff</p> <p><b>Loida Ganata</b> Administrative Staff</p> <p><b>Jordan Sasuca</b> Assistant Land Registration Examiner</p> <p><b>Hubert Hubanib</b> Administrative Aide IV</p> <p><b>Ferdinand Taguba</b> Administrative Aide II</p>



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



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



## 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 Administrative Staff  Ruela U. Abuy LRE I
	2 Final review and affixes signature to the prepared Certification/Indorsement.	None	3 days	Engr. Ante V. Gamiao Division Chief
	3. Receive, record, photocopy and inform the NCIP Office for pick-up of the Certification/Indorsement	None	30 minutes	Joanne A. Rosario Administrative Staff  Ruela U. Abuy LRE 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 <b>P30.00</b>  IT Service Fee <b>P143.72</b>  + 12% VAT <b>P17.25</b>  Total <b>P190.97</b>	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
<b>TOTAL:</b>		<b>P 190.97</b>	<b>7 Days, 55 minutes</b>	



		<b>40-55 minutes processing time per transaction.</b>  <b>7 days for examination, approval and issuance of certificate.</b>	
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**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.	NONE	10 minutes per request	Admin. Aide V
	1.1 Prepare the assessment form.		30 minutes per request	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



		<b>PHP 190.97</b>		
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
<b>TOTAL:</b>		<b>P 190.97</b>	<b>12 Days, 1 hour &amp; 5 minutes</b>  <b>1 hour and 5 minutes processing time per transaction.</b>  <b>12 working days for examination, approval and issuance of certificate.</b>	

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.

<b>Office or Division:</b>	Plan Examination Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Upon application:</b>				
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		
<b>Upon claiming/release of the certification of status:</b>				
<b>Requesting Party / Client</b>				
Government issued identification card		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.		
Official Receipt		Cashier, One Stop Shop (OSS)		
<b>Representative</b>				
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)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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</p> <p>12% VAT: P17.25</p> <p>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.	<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> <p>5.2 Receive hardcopy of the 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</p>	None	<p>1 day</p> <p>15 mins. (transaction is within the jurisdiction of LPS)</p> <p>15 mins.</p>	<p>Rafael Mueva <i>Administrative Staff</i></p> <p>Dolores L. Gacutan <i>Administrative Aide IV</i></p> <p>Leonisa R. Curioso <i>Administrative Aide</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> <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</p>
		None	10 days, 5 hrs, 30 mins.	



	<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>	None	<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>
	<b>TOTAL:</b>	<b>P190.97 (for 1 lot)</b>	<b>20 days</b>	

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.

<b>Office or Division:</b>	Plan Examination Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	NCIP, ICCs, IPs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Upon application:</b>				
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		
<b>Upon claiming/release of the certification of status:</b>				
<b>Requesting Party / Client</b>				
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> <p>5.2 Receive hardcopy of the</p>	None	<p>1 day</p> <p>15 mins. (transaction is within the jurisdiction of LPS)</p> <p>15 mins.</p>	<p>Rafael Mueva <i>Administrative Staff</i></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	<p>10 days</p> <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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				Mikee Krishna Mateo <i>Land Registration Examiner I</i>  Jennelyn Bacosa <i>Land Registration Examiner I</i>  Alexander Montemayor, Jr. <i>Land Registration Examiner I</i>  Marishane D. Cruz <i>Engineer II</i>
	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.		7 days	Filbert E. Baccay <i>Engineer III</i>
	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.	None	15 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i>  Perla L. Balao <i>Administrative Staff</i>
	5.6 Print Certification of Status and give to the Examiner and		15 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i>



	<p>PES Chief for signature.</p> <p>5.7 Endorse Certification of Status to ORD Chief for signature.</p>		15 mins.	<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>
	<b>TOTAL:</b>	<b>P190.97 (for 1 lot)</b>	<b>20 days</b>	



## 22. ISSUANCE OF CERTIFICATE OF NO LAND HOLDINGS

<b>Office or Division:</b>	Document and Index Section, Docket Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may Avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Principal</b>				
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		
<b>Representative</b>				
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	<b>Cristina Q. Legam</b> <i>Administrative Aide I /</i>  <b>Shernette F. Diño</b>



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



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



## 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).

<b>Office or Division:</b>	Information and Communications Technology Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	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	<b>Marilyn Concepcion</b> <i>Administrative Staff</i>  <b>Jerome Franco</b> <i>Administrative Staff</i>  <b>Michael Duran</b> <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	<b>Mica Ella Grace Solitario</b> <i>Administrative Officer I</i>  <b>Jomar Gallardo</b> <i>Administrative Staff</i>  <b>Venus Legaspino</b> <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	<b>Crispin Acosta Jr.</b> <i>Computer Operator II</i>  <b>Jerome Franco</b> <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	<b>Crispin Acosta Jr.</b> <i>Computer Operator II</i>  <b>Jerome Franco</b> <i>Administrative Staff</i>
<b>TOTAL:</b>		<b>Php208.97</b>	<b>50 minutes</b>	



## 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

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



(OSS) by showing the request form with assessment fee. (Make sure to secure Official Receipt that will be issued upon payment)				Administrative Aide II  <b>Keno Perocho</b> 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	<b>Herany de Paz</b> Administrative Aide VI  <b>Marcelina Canlas</b> Administrative Aide II  <b>Keno Perocho</b> Administrative Staff
<b>TOTAL:</b>		<b>PHP30 first page; PHP6 per succeeding page</b>	<b>1 hour &amp; 30 minutes</b>	



## 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.

<b>Office or Division:</b>	Information and Communications Technology Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	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)	1. Verify the availability of the requested title in the PHILARIS database or Microfilm database	None	10 minutes	<b>Ruth Gamiao</b> Administrative Staff
a.If available in the PHILARIS database, follow the process on the Issuance of CTC of Titles	*Make sure that the documentary requirements are presented			<b>Aveguelle Ocena</b> Site Support
b.If the requested title is unavailable, draft a letter	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			<b>Luis Gonzales</b> Information System Researcher II
				<b>Nestor Misalucha</b> 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			<b>Luis Gonzales</b> 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 <sup>st</sup> 2 pages plus PHP 9.00 for every succeeding page	2 minutes	<b>Mica Ella Grace Solitario</b> Administrative Officer I  <b>Jomar Gallardo</b> Administrative Staff  <b>Venus Legaspino</b> 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:  <b>Luis Gonzales</b> Information System Researcher II  <b>Serenikka Jeane De Guzman</b> Cartographer I  Evaluation and Signature:  <b>Christina Pagtulingan</b>



				Information Technology Officer II  <b>Luis Gonzales</b> 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	<b>Luis Gonzales</b> Information System Researcher II
<b>TOTAL:</b>		<b>PHP 42.00 For the 1<sup>st</sup> 2 pages plus PHP 9.00 for every succeeding page</b>	<b>47 minutes</b>	

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

<b>Office or Division:</b>	Subdivision and Consolidation Division: Vault Section			
<b>Classification:</b>	<i>Complex Transaction</i>			
<b>Type of Transaction:</b>	<i>Government to Citizen</i>			
<b>Who may Avail:</b>	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished assessment form		LRA One-Stop-Shop		
Electronic copy of LRA/LRC Approved Plan				
<b>Additional requirement</b>				
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	<b>Rodrigo Manansala</b> Administrative Staff & <b>Sherwin Sanchez</b> Examiner 1
	2. Entry request Certified True Copy of Narrative Technical Description a. Print assessment form			<b>Rodrigo Manansala</b> Administrative Staff & <b>Sherwin Sanchez</b> Examiner 1



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



	10.1 Affixing signature of the approver			<b>Shane Alexander Pinson</b> <i>Engineer III</i>
	11. Scanning & uploading of Approved Certified True Copy of Technical Description		1 day	<b>Paul David Zaldivar</b> <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			<b>Rodrigo Manansala</b> <i>Administrative Staff &amp; Sherwin Sanchez</i> <i>Examiner 1</i>
<b>TOTAL:</b>		<b>Php195.97</b>	<b>7 Days</b>	



## 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

<b>Office or Division:</b>	Information and Communications Technology Division			
<b>Classification:</b>	Simple (PHILARIS Titles) / Complex (Converted Titles)			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	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	<b>Ruth Gamiao</b> Administrative Staff  <b>Aveguelle Ocena</b> 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)	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.	10 minutes	<b>Eleanor Docot</b> Administrative Officer I  <b>Karen Delos Santos</b> Administrative Staff
3. Present the OR and AFPO at Window 3 or 4	3. Approve the request  5.2 Print and release the Certified True Copy of Title (CTC) together with the Acknowledgment Slip (AS)	None	1 day (For PHILARIS Titles)  3 days (For Converted Titles)	<b>Christina Pagtulingan</b> Information Technology Officer II  <b>Luis Gonzales</b> Information System Researcher II  Records Officer of Host RD (Approval for Converted Title)  For Printing of CTC:  <b>Karen Joyce Cipriano</b> Site Support



				<b>Maria Cristina Gonzales</b> 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	<b>Karen Joyce Cipriano</b> Site Support  <b>Maria Cristina Gonzales</b> Site Support
<b>TOTAL:</b>		<b>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.</b>	<b>1 day, 30 minutes (For PHILARIS Titles)  3 days, 30 minutes (For Converted Titles)</b>	

**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.

<b>Office or Division:</b>	Original Registration Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
<b>Who may avail:</b>	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	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  <b>Ruela U. Abuy</b> <i>LRE I</i>
	2. Review and affixes initial to the prepared Title/ Decree.	None	2 days	<b>Engr. Angelita D. Sarmiento</b> <i>Assistant Division Chief</i>
	3. Final review and affixes signature to the prepared Title/ Decree.	None	2 days	<b>Engr. Ante V. Gamiao</b> <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	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  <b>Ruela U. Abuy</b> <i>LRE I</i>



<b>TOTAL:</b>	<b>None</b>	<b>4 days and 1 hour</b>	
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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.

<b>Office or Division:</b>	Plan Examination Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	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.	None	30 mins.	Dolores L. Gacutan <i>Administrative Aide IV</i>
	1.1 Endorse the Expediente for examination to the Examiner assigned.			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>
	4. Record in the logbook, endorse to the proper Division or Section, and index the Expediente.	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>  Jarrah Mitch Lopez <i>Administrative Staff</i>  Perla L. Balao <i>Administrative Staff</i>
	<b>TOTAL:</b>	<b>None</b>	<b>20 days</b>	

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.

<b>Office or Division:</b>	Original Registration Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Provided by Docket Division				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<b>Joanne A. Rosario</b> Administrative Staff  <b>Ruela U. Abuy</b> LRE I
	2. Review and affixes initial to the prepared Title/ Decree.	None	2 days	<b>Engr. Angelita D. Sarmiento</b> Assistant Division Chief
	3. Final review and affixes signature to the prepared Title/ Decree.	None	2 days	<b>Engr. Ante V. Gamiao</b> Division Chief
	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	<b>Joanne A. Rosario</b> Administrative Staff  <b>Ruela U. Abuy</b> LRE I
<b>TOTAL:</b>		<b>None</b>	<b>4 days and 1 hour</b>	



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.

<b>Office or Division:</b>	Original Registration Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	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	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  <b>Ruela U. Abuy</b> <i>LRE I</i>
	2. Review and affixes initial to the prepared letters/ reports.	None	2 days	<b>Engr. Angelita D. Sarmiento</b> <i>Assistant Division Chief</i>
	3. Final review and affixes signature to the prepared letters/ reports.	None	2 days	<b>Engr. Ante V. Gamiao</b> <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	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  <b>Ruela U. Abuy</b> <i>LRE I</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 days and 1 hour</b>	



**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)

<b>Office or Division:</b>		Vault Section, Docket Divisions		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Client		
<b>Who may Avail:</b>		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	<b>Alexis B. Alejandro</b> <i>Administrative Aide III</i>  <b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>  <b>John Lesther D. Ayson</b> <i>Administrative Aide VI</i>
2. Fills up Request Form	2. Receives Request Form and issues bill of payment	None	2 Minutes	<b>Alexis B. Alejandro</b> <i>Administrative Aide III</i>  <b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>  <b>John Lesther D. Ayson</b> <i>Administrative Aide VI</i>



3. Pays Issuance/ Certification Fee at the Cashier	3. Receives payment from client and issue official receipt	Document: Certification fee – <b>PHP 30.00</b> Issuance fee - <b>PHP3.00</b>  * <b>PHP9.00/</b> succeeding page	10 Minutes	<b>Mica Ella Grace A. Solitario</b> <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	<b>Alexis B. Alejandro</b> <i>Administrative Aide III</i>  <b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>  <b>John Lesther D. Ayson</b> <i>Administrative Aide VI</i>  <b>Rosario H. Aquino</b> <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	None	2 Minutes	<b>Alexis B. Alejandro</b> <i>Administrative Aide III</i>  <b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>



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



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

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



3. Pays Issuance/ Certification Fee at the Cashier	3. Receives payment from client and issue official receipt	Plan: Certificati- on fee – PHP 42.00/plan	10 Minutes	<b>Mica Ella Grace A. Solitario</b> <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	<b>Alexis B. Alejandro</b> <i>Administrative Aide III</i>  <b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>  <b>John Lester D. Ayson</b> <i>Administrative Aide VI</i>  <b>Rosario H. Aquino</b> <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	<b>Alexis B. Alejandro</b> <i>Administrative Aide III</i>  <b>Lorinda SG. Lopez</b> <i>Administrative Aide IV</i>  <b>John Lester D. Ayson</b> <i>Administrative Aide VI</i>
<b>TOTAL:</b>		<b>PHP 42.00</b>	<b>18 Minutes</b>	



### 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.

<b>Office or Division:</b>		Land Projection Section		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may Avail:</b>		ALL		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• 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. Errolyn 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><b>Ending in number One (1).</b></p> <p>Charisse Amurao (Cartographer I)</p> <p>Abigail Lacso (Cartographer I)</p> <p><b>Ending in number Two (2).</b></p> <p>Shiela Wayway (Cartographer II)</p> <p>Albert Lingayo (Cartographer I)</p> <p><b>Ending in number Three (3).</b></p> <p>Faustino Rey Velasco (Cartographer I)</p> <p>Jacky Valino (Cartographer II)</p> <p><b>Ending in number Four (4).</b></p> <p>Imelda Manreza (Cartographer II)</p> <p>Nina Jhen Tamayo (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Mark Kevin Biagtan (LRE-1)</p> <p>Rechelle Rivera (Cartographer I)</p>
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				<p><b>Ending in number Six (6).</b></p> <p>Anjanet Facal (Cartographer I)</p> <p>Cielito Caedo (Cartographer I)</p> <p>Ms. Rochelle Hembrador (Cartographer-I)</p> <p><b>Ending in number Seven (7).</b></p> <p>Godfrie Bernardo (Cartographer I)</p> <p>Florison Navarro (LRE-1)</p> <p>Jeffrey Manaois (Cartographer II)</p> <p><b>Ending in number Eight (8).</b></p> <p>Florencia Peralta (Cartographer I)</p> <p>Pedro Ebuenga, Jr. (Cartographer I)</p> <p>Diana Ponce (Cartographer I)</p> <p><b>Ending in number Nine (9).</b></p> <p>Leo Marc Eusebio (Cartographer I)</p> <p>Zeareen A. Vergara (LRE-1)</p>
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				<p><b>Ending in Zero (0).</b></p> <p>Robert Paul Ancheta (Administrative Officer IV)</p> <p>Darwin Balajadia (Cartographer II)</p> <p><b>CARP TRANSACTION</b></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><b>Ending in number One (1).</b></p> <p>Raffy Talanay (Cartographer I)</p> <p><b>Ending in number Two (2).</b></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><b>Ending in number Three (3).</b></p> <p>Fortunato Sabater (Cartographer IV)</p> <p>Ralph Renz Paras (Cartographer I)</p> <p><b>Ending in number Four (4).</b></p> <p>Melanie Cruz (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Illuminado Flores (Cartographer I)</p> <p><b>Ending in number Six (6).</b></p> <p>Mathew Calma (Cartographer I)</p> <p><b>Ending in number Seven (7).</b></p> <p>Roy Lacanilao (Cartographer II)</p> <p><b>Ending in number Eight (8).</b></p> <p>Mario Tolentino (Cartographer II)</p> <p><b>Ending in number Nine (9).</b></p>
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				<p>Benjamin Duldulao (Cartographer II)</p> <p><b>Ending in Zero (0).</b></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><b>Numbers Ending in:</b></p> <p><b>1 and 2:</b> Fortunato Sabater (Cartographer IV)</p> <p><b>3 and 4:</b> Nenita Dizon (Cartographer III)</p> <p><b>5 and 6:</b> Josedante Rueda (Engr. III) LPS. Assistant Chief</p> <p><b>7 and 8:</b> Michael Malumay (Cartographer III)</p> <p>9 and 0: Marino Javier (Cartographer I)</p> <p><b>Any number:</b></p> <p>Alexander D. Montemayor (Engr. II)</p>



				<i>LPS Chief</i>  Ma. Marilyn Balacuit (LRE 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</i> (Cartographer-I)  * Ms. Errollyn Advincula <i>Frontliner</i> (Cartographer-I)  * Mr. Arnel S. Sanguyo <i>Frontliner</i> (Cartographer-I)
<b>TOTAL:</b>		<b>None</b>	<b>20 working days</b>	

#### 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.

<b>Office or Division:</b>	Land Projection Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	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	<b>1.</b> Upon receiving the Hard copies from Plan Examination Section (room 104) By the Frontliner Cartographers  <b>1.1</b> Record the received hardcopy in incoming Logbook  <b>1.2</b> Trace the CCV EPEB no. of the client (ex. E-CCV-2019-012345) seen on the Upper right of the Receipt.  <b>1.3</b> Assign the Transaction on the respective Cartographers	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	<b>2.</b> 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><b>Ending in number One (1).</b></p> <p>Charisse Amurao (Cartographer I)</p> <p>Abigail Lacso (Cartographer I)</p> <p><b>Ending in number Two (2).</b></p> <p>Shiela Wayway (Cartographer II)</p> <p>Albert Lingayo (Cartographer I)</p> <p><b>Ending in number Three (3).</b></p> <p>Faustino Rey Velasco (Cartographer I)</p> <p>Jacky Valino (Cartographer II)</p> <p><b>Ending in number Four (4).</b></p> <p>Imelda Manreza (Cartographer II)</p> <p>Nina Jhen Tamayo (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Mark Kevin Biagtan (LRE-1)</p> <p>Rechelle Rivera</p>
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				<p><i>(Cartographer I)</i></p> <p><b>Ending in number Six (6).</b></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><b>Ending in number Seven (7).</b></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><b>Ending in number Eight (8).</b></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><b>Ending in number Nine (9).</b></p> <p>Leo Marc Eusebio <i>(Cartographer I)</i></p> <p>Zeareen A. Vergara</p>
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				<p>(LRE-1)</p> <p><b>Ending in Zero (0).</b></p> <p>Robert Paul Ancheta (Administrative Officer IV)</p> <p>Darwin Balajadia (Cartographer II)</p> <p><b>CARP TRANSACTION</b></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><b>Ending in number One (1).</b></p> <p>Raffy Talanay (Cartographer I)</p> <p><b>Ending in number Two (2).</b></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 (Cartographer I)</p> <p><b>Ending in number Three (3).</b></p> <p>Fortunato Sabater (Cartographer IV)</p> <p>Ralph Renz Paras (Cartographer I)</p> <p><b>Ending in number Four (4).</b></p> <p>Melanie Cruz (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Illuminado Flores (Cartographer I)</p> <p><b>Ending in number Six (6).</b></p> <p>Mathew Calma (Cartographer I)</p> <p><b>Ending in number Seven (7).</b></p> <p>Roy Lacanilao (Cartographer II)</p> <p><b>Ending in number Eight (8).</b></p>
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				<p>Mario Tolentino (Cartographer II)</p> <p><b>Ending in number Nine (9).</b></p> <p>Benjamin Duldulao (Cartographer II)</p> <p><b>Ending in Zero (0).</b></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><b>Numbers Ending in:</b></p> <p><b>1 and 2:</b> Fortunato Sabater (Cartographer IV)</p> <p><b>3 and 4:</b> Nenita Dizon (Cartographer III)</p> <p><b>5 and 6:</b> Josedante Rueda (Engr. III) LPS. Assistant Chief</p> <p><b>7 and 8:</b> Michael Malumay (Cartographer III)</p>



				9 and 0: Marino Javier <i>(Cartographer I)</i>  <b>Any number:</b>  Alexander D. Montemayor <i>(Engr. II)</i> <i>LPS Chief</i>  Ma. Marilyn Balacuit <i>(LRE I)</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 <i>Frontliner</i> <i>(Cartographer-I)</i>  * Ms. Errolyn Advincula <i>Frontliner</i> <i>(Cartographer-I)</i>  * Mr. Arnel S. Sanguyo <i>Frontliner</i> <i>(Cartographer-I)</i>
<b>TOTAL:</b>		<b>None</b>	<b>20 working days</b>	

#### 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.

<b>Office or Division:</b>	Land Projection Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• None			• None	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	* <b>Ms. Rochelle Hembrador</b> <i>Frontliner (Cartographer-I)</i>  * <b>Ms. Errolyn Advincula</b> <i>Frontliner (Cartographer-I)</i>  * <b>Mr. Arnel S. Sanguyo</b> <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><b>Ending in number One (1).</b></p> <p>Raffy Talanay (Cartographer I)</p> <p>Mark Kevin Biagtan (LRE I)</p> <p><b>Ending in number Two (2).</b></p> <p>Marino Javier (Cartographer I)</p> <p>Benjamin Duldulao (Cartographer II)</p> <p><b>Ending in number Three (3).</b></p> <p>Sheila Wayway (Cartographer II)</p> <p><b>Ending in number Four (4).</b></p> <p>Illuminado Flores (Cartographer I)</p> <p>Anjanet Facal (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Micahel Malumay (Cartographer III)</p> <p>Faustino Rey Velasco</p>
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				<p><i>(Cartographer I)</i></p> <p><b>Ending in number Six (6).</b></p> <p>Melanie Cruz <i>(Cartographer I)</i></p> <p>Rechelle Rivera <i>(Cartographer I)</i></p> <p><b>Ending in number Seven (7).</b></p> <p>Roy Lacanilao <i>(Cartographer II)</i></p> <p><b>Ending in number Eight (8).</b></p> <p>Mario Tolentino <i>(Cartographer II)</i></p> <p>Albert Lingayo <i>(Cartographer I)</i></p> <p><b>Ending in number Nine (9).</b></p> <p>Nenita Dizon <i>(Cartographer III)</i></p> <p>Charisse Amurao <i>(Cartographer I)</i></p> <p><b>Ending in Zero (0).</b></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><b>Alexander D. Montemayor</b> <i>(Engr. II)</i> <i>LPS Chief</i></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><b>Josedante Rueda</b> (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>* <b>Ms. Rochelle Hembrador</b> Frontliner (Cartographer-I)</p> <p>* <b>Ms. Errolyn Advincula</b> Frontliner (Cartographer-I)</p> <p>* <b>Mr. Arnel S. Sanguyo</b> Frontliner (Cartographer-I)</p>
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	

#### 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.

<b>Office or Division:</b>		Land Projection Section		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may Avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• None		• None		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
No client step required for this stage	1. Upon receiving the Hard copies from Plan Examination Section (room 104) 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. Errolyn 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			<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><b>Ending in number One (1).</b></p> <p>Charisse Amurao (Cartographer I)</p> <p>Abigail Lacso (Cartographer I)</p> <p><b>Ending in number Two (2).</b></p> <p>Shiela Wayway (Cartographer II)</p> <p>Albert Lingayo (Cartographer I)</p> <p><b>Ending in number Three (3).</b></p> <p>Faustino Rey Velasco (Cartographer I)</p> <p>Jacky Valino (Cartographer II)</p> <p><b>Ending in number Four (4).</b></p> <p>Imelda Manreza (Cartographer II)</p> <p>Nina Jhen Tamayo (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Mark Kevin Biagtan (LRE-1)</p> <p>Rechelle Rivera (Cartographer I)</p>
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				<p><b>Ending in number Six (6).</b></p> <p>Anjanet Facal (Cartographer I)</p> <p>Cielito Caedo (Cartographer I)</p> <p>Ms. Rochelle Hembrador (Cartographer-I)</p> <p><b>Ending in number Seven (7).</b></p> <p>Godfrie Bernardo (Cartographer I)</p> <p>Florison Navarro (LRE-1)</p> <p>Jeffrey Manaois (Cartographer II)</p> <p><b>Ending in number Eight (8).</b></p> <p>Florencia Peralta (Cartographer I)</p> <p>Pedro Ebuenga, Jr. (Cartographer I)</p> <p>Diana Ponce (Cartographer I)</p> <p><b>Ending in number Nine (9).</b></p> <p>Leo Marc Eusebio (Cartographer I)</p> <p>Zeareen A. Vergara (LRE-1)</p>
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				<p><b>Ending in Zero (0).</b></p> <p>Robert Paul Ancheta (Administrative Officer IV)</p> <p>Darwin Balajadia (Cartographer II)</p> <p><b>CARP TRANSACTION</b></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><b>Ending in number One (1).</b></p> <p>Raffy Talanay (Cartographer I)</p> <p><b>Ending in number Two (2).</b></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><b>Ending in number Three (3).</b></p> <p>Fortunato Sabater (Cartographer IV)</p> <p>Ralph Renz Paras (Cartographer I)</p> <p><b>Ending in number Four (4).</b></p> <p>Melanie Cruz (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Illuminado Flores (Cartographer I)</p> <p><b>Ending in number Six (6).</b></p> <p>Mathew Calma (Cartographer I)</p> <p><b>Ending in number Seven (7).</b></p> <p>Roy Lacanilao (Cartographer II)</p> <p><b>Ending in number Eight (8).</b></p> <p>Mario Tolentino (Cartographer II)</p>
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				<p><b>Ending in number Nine (9).</b></p> <p>Benjamin Duldulao (Cartographer II)</p> <p><b>Ending in Zero (0).</b></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><b>Numbers Ending in:</b></p> <p><b>1 and 2:</b> Fortunato Sabater (Cartographer IV)</p> <p><b>3 and 4:</b> Nenita Dizon (Cartographer III)</p> <p><b>5 and 6:</b> Josedante Rueda (Engr. III) LPS. Assistant Chief</p> <p><b>7 and 8:</b> Michael Malumay (Cartographer III)</p> <p>9 and 0: Marino Javier (Cartographer I)</p> <p><b>Any number:</b></p>



				Alexander D. Montemayor <i>(Engr. II)</i> <i>LPS Chief</i>  Ma. Marilyn Balacuit <i>(LRE I)</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 <i>Frontliner</i> <i>(Cartographer-I)</i>  * Ms. Errolyn Advincula <i>Frontliner</i> <i>(Cartographer-I)</i>  * Mr. Arnel S. Sanguyo <i>Frontliner</i> <i>(Cartographer-I)</i>
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	

#### 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.

<b>Office or Division:</b>	Land Projection Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
• None			• None	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	* <b>Ms. Rochelle Hembrador</b> <i>Frontliner (Cartographer-I)</i>  * <b>Ms. Errolyn Advincula</b> <i>Frontliner (Cartographer-I)</i>  * <b>Mr. Arnel S. Sanguyo</b> <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><b>Ending in number One (1).</b></p> <p>Raffy Talanay (Cartographer I)</p> <p><b>Ending in number Two (2).</b></p> <p>Marino Javier (Cartographer I)</p> <p>Benjamin Duldulao (Cartographer II)</p> <p><b>Ending in number Three (3).</b></p> <p>Sheila Wayway (Cartographer II)</p> <p><b>Ending in number Four (4).</b></p> <p>Illuminado Flores (Cartographer I)</p> <p>Anjanet Facal (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Micahel Malumay (Cartographer III)</p> <p>Faustino Rey Velasco (Cartographer I)</p> <p><b>Ending in number Six (6).</b></p> <p>Melanie Cruz</p>
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				<p>(Cartographer I)</p> <p>Rechelle Rivera (Cartographer I)</p> <p><b>Ending in number Seven (7).</b></p> <p>Roy Lacanilao (Cartographer II)</p> <p><b>Ending in number Eight (8).</b></p> <p>Mario Tolentino (Cartographer II)</p> <p>Albert Lingayo (Cartographer I)</p> <p><b>Ending in number Nine (9).</b></p> <p>Nenita Dizon (Cartographer III)</p> <p>Charisse Amurao (Cartographer I)</p> <p><b>Ending in Zero (0).</b></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><b>Alexander D. Montemayor</b> (Engr. II) LPS Chief</p> <p><b>Josedante Rueda</b></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	* <b>Ms. Rochelle Hembrador</b> Frontliner (Cartographer-I)  * Ms. Errolyn Advincula Frontliner (Cartographer-I)  * Mr. Arnel S. Sanguyo Frontliner (Cartographer-I)
<b>TOTAL:</b>		<b>None</b>	<b>20 Days</b>	

**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.

<b>Office or Division:</b>		Land Projection Section		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizen		
<b>Who may Avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• None		• None		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	* <b>Ms. Rochelle Hembrador</b> <i>Frontliner (Cartographer-I)</i>  * <b>Ms. Errolyn Advincula</b> <i>Frontliner (Cartographer-I)</i>  * <b>Mr. Arnel S. Sanguyo</b> <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><b>Ending in number One (1).</b></p> <p>Benjamin Duldulao (Cartographer II)</p> <p>Cesar Reyes (Cartographer I)</p> <p><b>Ending in number Two (2).</b></p> <p>Charisse Amurao (Cartographer I)</p> <p><b>Ending in number Three (3).</b></p> <p>Faustino Rey Velasco (Cartographer I)</p> <p><b>Ending in number Four (4).</b></p> <p>Imelda Manreza (Cartographer II)</p> <p>Niña Jhen Tamayo (Cartographer I)</p> <p><b>Ending in number Five (5).</b></p> <p>Sheila Wayway (Cartographer II)</p>
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				<p><b>Ending in number Six (6).</b></p> <p>Albert Lingayo (Cartographer I)</p> <p>Godfrie Bernardo (Cartographer III)</p> <p><b>Ending in number Seven (7).</b></p> <p>Mark kevin Biagtan (LRE I)</p> <p>Rechelle Rivera (Cartographer I)</p> <p>Cielito Caedo (Cartographer I)</p> <p><b>Ending in number Eight (8).</b></p> <p>Pedro Ebuenga, Jr. (Cartographer I)</p> <p>Anjanet Facal (Cartographer I)</p> <p><b>Ending in number Nine (9).</b></p> <p>Hector Manahan (Cartographer I)</p> <p><b>Ending in Zero (0).</b></p> <p>Melanie Cruz (Cartographer I)</p> <p>Zeareen A. Vergara (LRE-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><b>Alexander D. Montemayor</b> (Engr. II) LPS Chief</p> <p><b>Josedante Rueda</b> (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>* <b>Ms. Rochelle Hembrador</b> Frontliner (Cartographer-I)</p> <p>* <b>Ms. Errolyn Advincula</b> Frontliner (Cartographer-I)</p> <p>* Mr. Arnel S. Sanguyo Frontliner (Cartographer-I)</p>
<b>TOTAL:</b>		<b>None</b>	<b>20 Working Days</b>	

#### 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.

<b>Office or Division:</b>	Land Projection Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> <li>None</li> </ul>			<ul style="list-style-type: none"> <li>None</li> </ul>	
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	* <b>Ms. Rochelle Hembrador</b> <i>Frontliner (Cartographer-I)</i>  * <b>Ms. Errollyn Advincula</b> <i>Frontliner (Cartographer-I)</i>  * <b>Mr. Arnel S. Sanguyo</b> <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><b>Ending in number One (1)</b></p> <p>Cielito Caedo (Cartographer I)</p> <p><b>Ending in number two (2)</b></p> <p>Albert Lingayo (Cartographer I)</p> <p><b>Ending in number Three (3).</b></p> <p>Darwin Balajadia (Cartographer II)</p> <p><b>Ending in number Four (4)</b></p> <p>Imelda Manreza (Cartographer II)</p> <p><b>Ending in number Five (5).</b></p> <p>Niña Jhen Tamayo (Cartographer I)</p> <p><b>Ending in number Six (6).</b></p> <p>Godfrie Bernardo (Cartographer I)</p> <p><b>Ending in number Seven (7).</b></p> <p>Jacklyn Beverlino Valino (Cartographer I)</p>
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				<b>Ending in number Eight (8).</b>  Florison Navaro (LRE-I)  <b>Ending in number Nine (9).</b>  Anjanet Facal (Cartographer I)  <b>Ending in Zero (0).</b>  Rechelle Ann Rivera (Cartographer I)
None	<b>3. Assign to Preliminary Checker with the hard copy/ies</b>  3.1 Check and Verify the encoded data and findings of the Unit Cartographers.	None	5 working Days	Mario Tolentino (Cartographer II)  Roy Lacanilao (Cartographer II)
None	<b>4. Assign to Final Checker hard copy/ies</b>  4.1 Check and Verify the encoded data and findings of the Preliminary Checker.	None	5 working Days	Nenita Dizon (Cartographer III)
None	5. Listing of all Finish Documents on the Out-Going Log book and return it to Cadastral Decree Section (room 203)	None	1 working day	* Ms. Rochelle Hembrador Frontliner (Cartographer-I)  * Ms. Errolyn Advincula Frontliner (Cartographer-I)



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

**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 (SLIE), Advice of Checks Issued and Cancelled (ACIC) and Payroll Register through the Financial Data Entry System (FinDES).

<b>Office or Division:</b>	Cashiering Services Section (CSS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may Avail:</b>	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	<b>Lady Lyn P. Cadiao</b> <i>(Administrative Staff)</i>  <b>Charity R. Franco</b> <i>(Administrative Aide VI)</i>  <b>Eleanor L. Advincula</b> <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	<b>Lady Lyn P. Cadiao</b> <i>(Administrative Staff)</i>  <b>Charity R. Franco</b> <i>(Administrative Aide VI)</i>  <b>Eleanor L. Advincula</b> <i>(Administrative Assistant II)</i>
	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	<b>Guadalupe R. Prado</b> Check Custodian <i>(Administrative Officer II)</i>
	4. Prepares Check	None	4 minutes	<b>Guadalupe R. Prado</b> Check Custodian <i>(Administrative Officer II)</i>
	5. Encodes data in the LDDAP-ADA, prepares the SLIIE and prints the documents.	None	6 minutes	<b>Rene C. Batir/Lady Lyn P. Cadiao</b> <i>(Section Chief/ Administrative Staff)</i>
	6. Prepares (ACIC), encodes data of claimant in the FinDES and prints the ACIC and Payroll Register.	None	15 minutes	<b>Lady Lyn P. Cadiao</b> <i>(Administrative Staff)</i>



	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	<b>Rene C. Batir/Lady Lyn P. Cadio</b> (Section Chief/ Administrative Staff)
	8. Records in the Log Book and forwards the documents to the Signatories.	None	5 minutes	<b>Lady Lyn P. Cadio</b> (Administrative Staff)  <b>Eleanor L. Advincula</b> (Administrative Assistant II)
	9. Receives signed Check, LDDAP-ADA and the documents from the Signatories.	None	2 minutes	<b>Lady Lyn P. Cadio</b> (Administrative Staff)  <b>Charity R. Franco</b> (Administrative Aide VI)  <b>Eleanor L. Advincula</b> (Administrative Assistant II)
	10. Delivers LDDAP-ADA, SLIE, ACIC and	None	2 hours	<b>Eleanor L. Advincula</b>



	Payroll Register to the bank.			(Administrative Assistant II)
	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)	<b>Guadalupe R. Prado</b> Check Custodian (Administrative Officer II)
<b>TOTAL:</b>		<b>None</b>	<b>2 hours and 41 minutes</b>	



## 42. PROCESSING OF CLAIMS (DISBURSEMENT VOUCHER/PAYROLL)

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

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may Avail:</b>	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	<b>Edgar T. Rayoso</b> <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	<b>Pauline Joy M. Bicera</b> Accountant III  <b>Irma C. Encisa</b> Assistant III  <b>Lourdes L. Cortes</b> Administrative Assistant III  <b>Maria Teresa L. Bote</b> Administrative Assistant II  <b>Carolyn I. Gaspe</b>



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



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

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

<b>Office or Division:</b>	Ordinary Decree Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<b>Ma. Andrea V. Ledres-</b> Cartographer I,  <b>Erika Florrane D. Malang-</b> ADA IV
2. Pay the certification fee	2. Receives payment of certification fee & issue Official Receipt	IT Fee <b>PHP160.97</b> + Issuance Fee <b>PHP 30.00</b> = <b>PHP190.97</b>	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	<b>Ma. Andrea V. Ledres-</b> Cartographer I, <b>Erika Florrane D. Malang,</b> ADA IV



	4. Examiner examines and verify the submitted documents and check the status in the Ordinary Decree book.	None	2 days	<b>Jan Louis L. Lanzona-</b> LR Examiner I, <b>Maripaz M. Palomo-</b> LR Examiner I, <b>Genoveva C. Javier-</b> LR Examiner I <b>Jam C. Diamse-</b> LR Examiner I, <b>Leif, Mark Andrew G. Fontiveros</b> LR Examiner I
	5. Reverify the submitted documents and review findings of the examiner	None	6 Hours	<b>Rhodora M. Urriquia-</b> 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	<b>Ma. Andrea V. Ledres-</b> Cartographer I, <b>Erika Florrane D. Malang-</b> ADA IV
<b>TOTAL:</b>		<b>PHP190.97</b>	<b>3 Days</b>	

**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 provides a uniform system of controls to ensure that all the requirements of Republic Act No. 26 and other related laws are strictly compiled and maintained.

<b>Office or Division:</b>	Original Registration Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
<b>Who may avail:</b>	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	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  <b>Ruela U. Abuy</b> <i>LRE I</i>
	2. Review and affixes initial to the PR Plan and Technical Description.	None	2 days	<b>Engr. Angelita D. Sarmiento</b> <i>Assistant Division Chief</i>
	3. Final review and affixes signature to the PR Plan and Technical Description.	None	2 days	<b>Engr. Ante V. Gamiao</b> <i>Division Chief</i>
	4. Receives, check, record and forwards the PR Plan and Technical Description.	None	30 minutes	<b>Joanne A. Rosario</b> <i>Administrative Staff</i>  <b>Ruela U. Abuy</b> <i>LRE I</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 days and 1 hour</b>	

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

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

**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

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



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



## 47. WALK-IN QUERIES

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

<b>Office or Division:</b>	Legal Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business Entity			
<b>Who may Avail:</b>	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	<b>Odelle F. Aquino</b> <i>Legal Asst. I</i>  <b>Editha Martha T. Webb</b> <i>Admin. Asst. III</i>  <b>Maricel Prudente</b> <i>Admin. Asst. III</i>  <b>Diana Rose S. Ilagan</b> <i>Admin Aide IV</i>  <b>Maryknoll N. Marallag</b> <i>Job Order</i>
	6. Lawyer assigned as Officer of the Day addresses the client's query			<b>Ryan Arrieta</b> <i>Atty. IV</i>  <b>Adrian M. Fadrilan</b> <i>Atty. III</i>



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



## 48. WRITTEN QUERIES

<b>Office or Division:</b>	Legal Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business Entity			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written Query		Provided by the letter sender		
Supporting documents, if applicable		Provided by the letter sender		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	<b>Odelle F. Aquino</b> <i>Legal Asst. I</i>  <b>Editha Martha T. Webb</b> <i>Admin. Asst. III</i>  <b>Maricel Prudente</b> <i>Admin. Asst. III</i>  <b>Diana Rose S. Ilagan</b> <i>Admin Aide IV</i>  <b>Maryknoll N. Marallag</b> <i>Job Order</i>
	2. Administrative Staff forwards the query to the Division Chief	None	30 minutes	<b>Odelle F. Aquino</b> <i>Legal Asst. I</i>  <b>Editha Martha T. Webb</b> <i>Admin. Asst. III</i>  <b>Maricel Prudente</b>



				<b>Admin. Asst. III</b>  <b>Diana Rose S. Ilagan</b> <i>Admin Aide IV</i>  <b>Maryknoll N. Marallag</b> <i>Job Order</i>
	3. Division Chief receives the query	None	30 minutes	<b>Atty. Ma. Lourdes B. Rodriguez</b> <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	<b>Atty. Ma. Lourdes B. Rodriguez</b> <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	<b>Odelle F. Aquino</b> <i>Legal Asst. I</i>  <b>Editha Martha T. Webb</b> <i>Admin. Asst. III</i>  <b>Maricel Prudente</b> <i>Admin. Asst. III</i>  <b>Diana Rose S. Ilagan</b> <i>Admin Aide IV</i>  <b>Maryknoll N. Marallag</b> <i>Job Order</i>
	5.2. Administrative Staff records the assignment of the written query and	None	30 minutes	<b>Odelle F. Aquino</b> <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	<b>Editha Martha T. Webb</b> <i>Admin. Asst. III</i>  <b>Maricel Prudente</b> <i>Admin. Asst. III</i>  <b>Diana Rose S. Ilagan</b> <i>Admin Aide IV</i>  <b>Maryknoll N. Marallag</b> <i>Job Order</i>  <b>Ryan Arrieta</b> <i>Atty. IV</i>  <b>Adrian M. Fadrilan</b> <i>Atty. III</i>  <b>Salvalente Thaddeus B. Elizalde</b> <i>Atty. III</i>  <b>Thirdee L. Medrano</b> <i>Atty. II</i>  <b>Maritez R. Asencion</b> <i>Atty. II</i>  <b>Ernalyn J. TAbayag</b> <i>Atty. II</i>
	6. Assigned lawyer submits to the Division Chief the draft legal opinion for review	None	30 minutes	<b>Ryan Arrieta</b> <i>Atty. IV</i>  <b>Adrian M. Fadrilan</b> <i>Atty. III</i>



				<b>Salvalente Thaddeus B. Elizalde</b> <i>Atty. III</i>  <b>Thirdee L. Medrano</b> <i>Atty. II</i>  <b>Maritez R. Asencion</b> <i>Atty. II</i>  <b>Ernilyn J. TAbayag</b> <i>Atty. II</i>
	7. Division Chief reviews the draft	None	1 day	<b>Atty. Ma. Lourdes B. Rodriguez</b> <i>Division Chief</i>
	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	<b>Atty. Ma. Lourdes B. Rodriguez</b> <i>Division Chief</i>
	9.1. Assigned lawyer revises legal opinion, See Steps 8.1. and 8.2.	None	1 day	<b>Ryan Arrieta</b> <i>Atty. IV</i>  <b>Adrian M. Fadrilan</b> <i>Atty. III</i>  <b>Salvalente Thaddeus B. Elizalde</b> <i>Atty. III</i>  <b>Thirdee L. Medrano</b> <i>Atty. II</i>



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



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



## **Regional/Field Offices External Services**



## 1. ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Issuance of Annotation on Certificate of Title

<b>Office or Division:</b>	Registries of Deeds			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
<b>Who may Avail:</b>	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") together with the	2. RIO shall call the queueing number of the client, and;  2.1 Check the completeness of the	None	30 minutes per transaction (depends on the number of titles submitted)	RIO



<p>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>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 Book ("EPEB")</p>	<p>None</p>	<p>45 minutes (depends on the number of title to be entered)</p>	<p>Entry Clerk</p>

	<p>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><b>PHP 30.00</b> (Entry Fees)</p> <p>+</p> <p>(10% of Consideration Value)</p> <p>+</p> <p><b>PHP 344.93</b> (IT Service Fee per Deed/ Document)</p> <p>+</p> <p><b>PHP 30.00</b> (For new annotation)</p> <p>+</p> <p><b>PHP 30.00</b> (For each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 30.00</b> (For each annotation carried over)</p>	<p>5 minutes</p>	<p>Cashier</p>



		<p>+</p> <p><b>PHP 150.00</b></p> <p>(IT Service Fee for each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 150.00</b></p> <p>(IT Service Fee for each annotation carried over)</p> <p>+</p> <p>(1% of reg. fee or Php 10 whichever is higher)</p> <p>+</p> <p><b>PHP 30.00</b></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.	<p>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.</p> <p>9. For manual Titles, the Scheduler shall forward the submitted documents to the vault</p>	None	5 minutes	Assigned Scheduler



	section for retrieval of the original copy of the title and verification of owner's duplicate copy by the Records Officer.			
	<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 transaction and forward the same to the Encoder.</p>	None	3 working days (for Manual Titles)	Vault Keeper



	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 submitted Owner's Duplicate Copy of Title as	None	2 working days	Land Registration Examiner

	<p>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 to be generated is accurate based on the</p>			
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	<p>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> <p>26. All submitted documentary requirements are scanned,</p>	None	3 working days	Uploading Clerk



	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
	<p>30. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and all the main documents for the approved transaction.</p> <p>a. The Approver</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>



	shall sign the Notice of Denial for the denied transaction.			
<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	20 minutes	Releasing Clerk
	<b>TOTAL:</b>	<b>794.93*</b> <b>+(10% of Consideration Value) + (1% of reg. fee or Php 10 whichever is higher)</b>	<b>19 days and 2 days</b> subject to extension as applicable under RA11032	



## 2. ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Issuance of Annotation on Certificate of Title

<b>Office or Division:</b>	Registries of Deeds			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
<b>Who may Avail:</b>	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/document s</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"> <li>3.1. Presenters Name, address, contact number, valid ID presented;</li> <li>3.2. Transaction Type including the consideration value;</li> <li>3.3. Title Reference (type and number);</li> <li>3.4. Notarial Information;</li> <li>3.5. Name of parties who executed the document.</li> <li>3.6. Select the documents submitted and additional documents as necessary.</li> </ul>		<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.	<b>PHP 30.00</b> (Entry Fee) + (10% of Consideration Value) + <b>PHP 344.93</b> (IT Service Fee per Deed/ Document) + <b>PHP 30.00</b> (For new annotation) + <b>PHP 30.00</b>	5 minutes from the time the Cashier call the client	Cashier



		<p>(For each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 30.00</b></p> <p>(For each annotation carried over)</p> <p>+</p> <p><b>PHP 150.00</b></p> <p>(IT Service Fee for each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 150.00</b></p> <p>(IT Service Fee for each annotation carried over)</p> <p>+</p> <p>(1% of reg. fee or Php 10 whichever is higher)</p> <p>+</p> <p><b>PHP 30.00</b></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	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p>



	<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"> <li>1. Retrieve the documents and titles from the files;</li> <li>2. Print the Acknowledgement Receipt;</li> <li>3. Release the Owner's Duplicate Copy with Annotation to the client.</li> </ol>	None	10 minutes	Releasing Clerk



	<b>TOTAL:</b>	<b>794.93*</b> <b>+(10% of Consideration Value) + (1% of reg. fee or Php 10 whichever is higher)</b>	<b>14 working days and 2 hours and 8 minutes</b>  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)

<b>Office or Division:</b>	Registry of Deeds, LRA One Stop Shop, LRA Kiosk			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Photocopy of the Presenters valid Identification Card			Client	
Filled-up Information Request Form			Registry of Deeds, LRA One Stop Shop, LRA Kiosk	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out the Information Request Form ("IRF") completely and legibly.	1. Provide Information Request Form (IRF) to the client.	None	10 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>15 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><b>PHP 36.00</b> (For the first two (2) pages) + <b>PHP 6.00</b> (For each subsequent page(s) (pg 3+)) + <b>PHP 143.72</b> (IT Service Fee for the first two (2) pages) + <b>PHP 28.74</b></p>	<p>10 minutes</p>	<p>Cashier</p>



		IT Service Fee for each subsequent page(s) (pg 3+) + <b>PHP 400.00</b> (IT Service Fee for network transmission) + <b>PHP 30.00</b> (LRA Fee) + <b>PHP 52.00</b> (IT Service Fee)		
	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
	9. COD Process;  9.1 The Certificate fo Title subject of request for certified true copy shall be scanned and uploaded and the image shall be sent to COD Helpdesk;  9.2 Database shall be updated so that the certificate of title subject of request for certified true copy shall be saved thereon.	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 thorough 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	15 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>				
<b>TOTAL:</b>		<p><b>661.72</b></p> <p>+</p> <p><b>PHP 6.00</b> (For each subsequent page(s) (pg 3+))</p> <p>+</p> <p><b>PHP 28.74</b> IT Service Fee for each subsequent page(s) (pg 3+)</p>	<p><b>20</b></p> <p>subject to extension as applicable under RA 11032</p>	



#### 4. REGISTRATION OF CHATTEL MORTGAGE

<b>Office or Division:</b>	Registries of Deeds			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
<b>Who may Avail:</b>	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 the requirements	None	35 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>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 be informed and</p>			
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	<p>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><b>PHP 30.00</b> (Entry Fee)</p> <p>+</p> <p><b>PHP 344.93</b> (IT Service Fee per Deed/ Document)</p> <p>+</p> <p>(10% of the consideration value)</p>	5 minutes	Cashier



		+ (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	1 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	Uploading Clerk



	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
<b>TOTAL:</b>		<p><b>374.93</b> + (10% of the consideration value) + (1% of reg. fee or Php 10 whichever is higher)</p>	<p><b>9 days and 45 minutes</b></p> <p>subject to extension as applicable under RA11032</p>	



## 5. REGISTRATION OF OWNER'S DUPLICATE CERTIFICATE OF TITLE

Issuance of Owner's New Duplicate Copy of a21

Certificate of Title

<b>Office or Division:</b>	Registries of Deeds			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
<b>Who may Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<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>	None	5 minutes	Entry Clerk



need to immediately inform the Entry Clerk for the necessary corrections.				
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.	<b>PHP 30.00</b> (Entry Fee) + <b>PHP 344.93</b> (IT Service Fee per Deed/ Document) + <b>PHP 60.00</b> (Fixed Fee/ Registration Fee) + <b>PHP 60.00</b> (For each certificate of title issued (owners duplicate)) + <b>PHP 215.58</b> (IT Service Fee per title) + <b>PHP 30.00</b> (For new annotation)	5 minutes	Cashier



		<p>+</p> <p><b>PHP 30.00</b></p> <p>(For each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 30.00</b></p> <p>(For each annotation carried over)</p> <p>+</p> <p><b>PHP 150.00</b></p> <p>(IT Service Fee for each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 150.00</b></p> <p>(IT Service Fee for each annotation carried over)</p> <p>+</p> <p><b>PHP 10.00</b></p> <p>(Legal Research Fund)</p> <p><b>PHP 30.00</b></p> <p>(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>	None	<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>	Encoder



	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>



	a. The Approver will send the transaction to the Uploading module.			
	<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 Acknowledge ment Receipt.</p>	<p>b. Print the Acknowledge ment Receipt; c. Show the NGT to the client for review. d. Release the NGT to the client.</p>			
	<p><b>TOTAL:</b></p>	<p><b>1110.51</b> <b>+</b> <b>PHP 30.00</b> (Fee for additional page)</p>	<p><b>19 working days and 45 minutes</b></p>	



## 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

<b>Office or Division:</b>	Registry of Deeds, LRA One Stop Shop, LRA Kiosk			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
<b>Who may Avail:</b>	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><b>PHP 36.00</b> (For the first two (2) pages) + <b>PHP 6.00</b> (For each subsequent page(s) (pg 3+)) + <b>PHP 143.72</b> (IT Service Fee for the first</p>	5 minutes	Cashier



		two (2) pages) + <b>PHP 28.74</b> IT Service Fee for each subsequent page(s) (pg 3+) + <b>PHP 400.00</b> (IT Service Fee for network transmission) + <b>PHP 30.00</b> (LRA Fee) + <b>PHP 52.00</b> (IT Service Fee)		
	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
<b>TOTAL:</b>			<b>3 working days and 35 minutes</b>	



## 7. SUBSEQUENT REGISTRATION

### Issuance of Certificate of Title in Subsequent Registration

<b>Office or Division:</b>	Registries of Deeds			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
<b>Who may Avail:</b>	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>				



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
<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>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>	None	1 hour per transaction (depends on the number of titles submitted)	RIO



<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.	<b>PHP 30.00</b> (Entry Fee) + (On Assessed Value) + <b>PHP 344.93</b> (IT Service Fee per Deed/ Document) + <b>PHP 60.00</b> (For each certificate of title issued (owners duplicate) +	5 minutes	Cashier



		<p><b>PHP 30.00</b> (For each additional parcel)</p> <p>+</p> <p><b>PHP 215.58</b> (IT Service Fee per title)</p> <p>+</p> <p><b>PHP 30.00</b> (For new annotation)</p> <p>+</p> <p><b>PHP 30.00</b> (For each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 30.00</b> (For each annotation carried over)</p> <p>+</p> <p><b>PHP 30.00</b> (For BIR CAR annotation)</p> <p>+</p> <p><b>PHP 150.00</b> (IT Service Fee for each subsequent certificate of title)</p> <p>+</p> <p><b>PHP 150.00</b></p>		
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		(IT Service Fee for each annotation carried over)  +  (1% of reg. fee or Php 10 whichever is higher)  +  <b>PHP 30.00</b>  (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>			
	<b>TOTAL:</b>		<p><b>19 days and 2 hours and 35 minutes</b></p> <p>subject to extension as applicable under RA11032</p>	



## 8. SUBSEQUENT REGISTRATION (MULTI-STAGE PROCESSING)

### Issuance of Certificate of Title in Subsequent Registration

<b>Office or Division:</b>	Registries of Deeds	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business	
<b>Who may Avail:</b>	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
<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 the filled-up RAF for checking if all documentary requirements are complete.  The Client shall wait for his/her queue to be called.	2. RIO shall call the queueing number of the client, and;  3. Check the completeness of the requirements submitted for registration;  4. Verify from the vault whether original copy of title/s are intact; and  5. Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.  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	None	45 minutes per transaction (depends on the number of titles submitted)	RIO



	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.	<b>PHP 30.00</b> (Entry Fee) + (Higher of Consideration value & Assessed Value) + <b>PHP 344.93</b> (IT Service Fee per Deed/ Document) + <b>PHP 60.00</b> (For each certificate of title	5 minutes	Cashier



		<p>issued (owners duplicate)</p> <p>+</p> <p><b>PHP 30.00</b></p> <p>(For each additional parcel)</p> <p>+</p> <p><b>PHP 215.58</b></p> <p>(IT Service Fee per title)</p> <p>+</p> <p><b>PHP 30.00</b></p> <p>(For new annotation)</p> <p>+</p> <p><b>PHP 30.00</b></p> <p>(For each subsequen t certificate of title)</p> <p>+</p> <p><b>PHP 30.00</b></p> <p>(For each annotation carried over)</p> <p>+</p> <p><b>PHP 30.00</b></p> <p>(For BIR CAR annotation)</p> <p>+</p> <p><b>PHP 150.00</b></p>		
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		(IT Service Fee for each subsequent certificate of title) + <b>PHP 150.00</b> (IT Service Fee for each annotation carried over) + (1% of reg. fee or Php 10 whichever is higher) + <b>PHP 30.00</b> (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



	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>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>	None	3 working days	Encoder



	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>			
	<b>TOTAL:</b>		<p><b>19 working days and 2 hours and 5 minutes</b></p> <p>subject to extension as applicable under RA11032</p>	



## VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback?	<p>Answer the client feedback form and drop it at the designated drop box inside the Registry of Deeds Office.</p> <p><a href="mailto:pris_lra@yahoo.com">pris_lra@yahoo.com</a>            LRA Aksyon Agad Center Contact No. 921-1383</p>
How feedback is processed?	<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>
How to file complaints?	<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>
How complaints are processed?	<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, 2<sup>nd</sup> 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 reglamentary 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	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> : 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)</p>



## 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 <sup>ND</sup> Floor Manila City Hall Building, City of Manila	02-85674871-Landline 0916-284-9408 – Globe 0999-797-6545 Email add: rd.manila@lra.gov.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
<b>National Capital Region</b>				
NCR	Atty. Emmanuel Leonardo (Acting RD)	Caloocan City	TPI Building, 9 <sup>th</sup> 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 <sup>ND</sup> Floor Manila City Hall Building, City of Manila	02-85674871-Landline 0916-284-9408 – Globe 0999-797-6545 email add: rd.manila@lra.gov.ph
NCR	Atty. Constante P. Caluya, Jr.	Makati City	5 <sup>th</sup> 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 <sup>rd</sup> 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 <sup>nd</sup> 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 <sup>th</sup> Floor, SM Aura, Bonifacio Global City, Taguig City	0933-8268355
NCR	Atty. Dalisay V. Sacdalan-Martines	Valenzuela City	2 <sup>nd</sup> Floor, JEM Building, Maysan Road, Valenzuela City 1405	(028)2779621



<b>Cordillera Administrative Region</b>				
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 <sup>nd</sup> 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
<b>Region 1</b>				
Region I	Atty. William S. Peralta, Jr.	Alaminos, Pangasinan	2/F Monte Rio Bldg. Montemayor Street, Poblacion, Alaminos City, Pangasinan 2402	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
<b>Region 2</b>				
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	
<b>Region 3</b>				
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 <sup>rd</sup> 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 Aperochio (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
<b>Region 4</b>				
Region IV-A	Atty. Jose S. Loriega, 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
<b>Region 5</b>				
Region V	Mr. Romel C. Jacinto (OIC)	Daet, Camarines Norte	Brgy. Magang Beige Street, Daet, Camarines Norte 4600	0939-918-3244 - Mrs. Villagrancia 0920-4247777 - Mr. Rommel Jacinto
Region V	Ms. Winefreda L. Villareal (OIC)	Iriga City	2 <sup>nd</sup> 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 <sup>st</sup> Flr., Provincial Capitol Bldg., Virac, Catanduanes 4900	0950-2794755
<b>Region 6</b>				
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 <sup>nd</sup> 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. Dadivas	Province of Capiz	3 <sup>rd</sup> 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 <sup>nd</sup> 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
<b>Region 7</b>				
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., Boggo City Hall, Brgy. Kayang, Boggo City, Cebu 6010	(032)260-5310; 0977-8473833
Region VII	Ms. Czarina Isabelle M. Almine (OIC)	Canlaon City, Negros Oriental	2 <sup>nd</sup> 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 <sup>rd</sup> Floor, Infant Bldg., National Highway, Capitol Area, Dumaguete City 6200	0927-6968818
Region VII	Atty. Chrislyned G. Garces-Tan	Dumaguete City, Negros Oriental	3 <sup>rd</sup> 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 <sup>nd</sup> Floor, JLM Bldg., D. Macapagal Highway, Poblacion, Toledo City 6038	(032)467-9151
<b>Region 8</b>				
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
<b>Region 9</b>				
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
<b>Region 10</b>				
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	
<b>Region 11</b>				
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
<b>Region 12</b>				
Region XII	Atty. Norhussein U. Lauban (Acting RD)	Maguindanao Province	3 <sup>rd</sup> Flr., H&J Bldg., Sinsuat Ave., Cotobato City 9506	0927-3921017



Region XII	Atty. Norhussien U. Lauban (Acting Concurrent RD)	Cotobato City	3 <sup>rd</sup> 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	
<b>CARAGA</b>				
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., Paruccho 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