



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City



LAND REGISTRATION SYSTEMS, INC.
RECEIVED
PROJECT MANAGEMENT OFFICE
DATE: 03-02-2020 BY: J. Delacruz

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LRA CIRCULAR NO.: 04 - 2020

SUBJECT: MANDATORY REQUIREMENT FOR THE SUBMISSION OF ENCODED TECHNICAL DESCRIPTIONS ("eTD") FOR THE REGISTRATION OF PLANS AND ISSUANCE OF TITLES AS A RESULT THEREOF

WHEREAS, the Land Registration Authority ("LRA") is a government agency under the Department of Justice ("DOJ") mandated by law to preserve the integrity of the land registration process, protect the sanctity of the Torrens System, and act as a central repository of records relative to original registration of land titled under the Torrens System, including subdivision and consolidation plans of titled lands and, through its Registry of Deeds ("RD") Offices nationwide, be the repository of records of instruments affecting registered and unregistered lands and chattel mortgages in the province and the city wherein such office is situated;

WHEREAS, the LRA, through its Registries of Deeds nationwide, registers subdivision and/or consolidation plans which are approved either by the LRA or the Department of Environment and Natural Resources ("DENR"), and issues the corresponding Certificates of Title relative thereto;

WHEREAS, with the objective of reducing user errors and improving transaction processing turn-around time, LRA issued on October 23, 2017, LRA Circular No.: 33-2017, with subject: "Mandatory Requirement for the Submission of Encoded Technical Description ("eTD") for DENR-approved Plans Submitted for Registration in the Various Registries Of Deeds", a copy of which is attached herewith as Annex "A";

WHEREAS, LRA has caused the design and development of the web-based Citizen's Land Registration Portal (the "CLRP"), which is a System that allows LRA Clients to pre-encode transaction details, upload supporting documents related to the registration of deeds/instruments and requests for information, and submit the same to the concerned Registry of Deeds;

WHEREAS, to facilitate the widespread use of eTDs in relation to the registration of DENR-approved Plans, LRA shall allow the submission of eTDs through the CLRP and in preparation for the same, LRA shall now strictly enforce LRA Circular No. 33-2017;

WHEREFORE, premises considered, all concerned are advised that the LRA Computerized System shall be configured to require the submission of the eTDs corresponding to DENR-approved Plans entered for registration in the various Computerized Registries of Deeds, and the uploading of these files prior to the processing of the same starting **April 1, 2020**.

If any provision of this Circular, or any application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

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

CERTIFIED TRUE COPY:
 03/02/2020
 NORILYN T. TOMAS
 Chief, Central Records Section

PROJECT MANAGEMENT OFFICE LIBRARY
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This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, the filing of three (3) copies thereof with the University of the Philippines Law Center, the implementation of which shall be subject to a Memorandum to be issued by the Administrator.

Issued FEB 20 2020, 2020, Quezon City, Philippines.

Approved:

RD Bermejo
RENATO D. BERMEJO
Administrator *RB*

CERTIFIED TRUE COPY:

NT Tomas 02/02/2020
NORILYN T. TOMAS
Chief, Central Records Section



Annex A - LRA Circular No. 33-2017



REPUBLIKA NG PILIPINAS
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(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City



LRA CIRCULAR NO.: 33 - 2017

SUBJECT: MANDATORY REQUIREMENT FOR THE SUBMISSION OF ENCODED TECHNICAL DESCRIPTION ("eTD") FOR DENR-APPROVED PLANS SUBMITTED FOR REGISTRATION IN THE VARIOUS REGISTRIES OF DEEDS

WHEREAS, the Land Registration Authority ("LRA"), through its Registries of Deeds nationwide, registers DENR approved subdivision and/or consolidation plans, and issues the corresponding Certificates of Title relative thereto;

WHEREAS, due to the large volume and complexity of technical descriptions to be encoded during the registration of the subdivision and/or consolidation plans, User Errors are encountered, which lead to longer processing time;

WHEREAS, to address this, LRA launched its Encoded Technical Description System ("eTD System") where Real Estate Developers and Geodetic Engineers were allowed to submit the encoded technical description (the "eTD") corresponding to the approved subdivision and/or consolidation plans submitted at the RDS for registration and title issuance;

WHEREAS, a number of Real Estate Developers and Geodetic Engineers have adopted the eTD System, which have resulted in lesser User Errors in the processing of transactions where eTDs were submitted;

WHEREAS, in order to maximize the benefits of the eTD System, and to reduce processing time, there is a compelling need to mandate its use in the processing of transactions in relation to the registration of Department of Environment and Natural Resources ("DENR")-approved subdivision and/or consolidation plans;

WHEREFORE, premises considered, this Authority shall require the use of the eTD System, as follows:

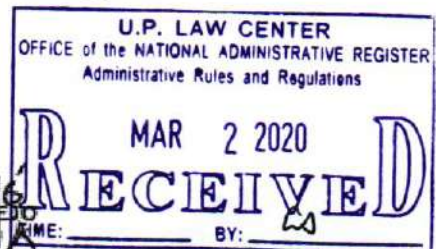
1. Upon the effective-date of this Circular, DENR-approved subdivision and/or consolidation plans submitted for registration by Real Estate Developers or their authorized representatives shall be processed upon their submission of the corresponding encoded technical descriptions generated using the eTD System;
2. Starting December 4, 2017, DENR-approved subdivision and/or consolidation plans submitted for registration by Other Individuals and Entities shall be processed upon their submission of the corresponding encoded technical descriptions generated using the eTD System;
3. Use of the eTD System shall be in accordance with the procedure provided in Annex "A" of this Circular; and,
4. **The eTD System, including training on the use of the System, shall be provided for free by LRA to the transacting public.**

If any provision of this Circular, or any application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting. All orders, guidelines, circulars, rules and regulations inconsistent herewith are hereby repealed or amended accordingly. This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, the filing of three (3) copies hereof with the University of the Philippines Law Center.

Issued 23 OCT 2017, 2017, Quezon City, Philippines.

Approved:

RENATO D. BERMUDEZ
Administrator



Annex "A" of LRA CIRCULAR NO.: 33 - 2017

GENERAL GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF THE MANDATORY REQUIREMENT FOR THE SUBMISSION OF ENCODED TECHNICAL DESCRIPTION ("eTD") FOR REGISTRATION OF DENR-APPROVED PLANS SUBMITTED IN THE VARIOUS REGISTRIES OF DEEDS

Item	Details
General Description:	<p>The LRA PHILARIS eTD System is a system introduced by LRA, which allows Real Estate Developers and Other Clients to submit, through their Geodetic Engineer ("GE"), the eTD corresponding to the documents submitted as part of the requirements for the registration of DENR-approved plans in the Registries of Deeds.</p> <p>These eTDs are used by the LRA Computerized System when printing the resulting Certificates of Title.</p>
Transaction Types Covered:	<p>The following transactions under the major transaction type "Subdivision and Consolidation of Registered Parcels" are covered by this Circular:</p> <ol style="list-style-type: none"> 1. Consolidation Plan Approved By DENR-LMB; 2. Consolidation-Subdivision Plan Approved by DENR-LMB; 3. Deed of Partition/Subdivision Agreement Approved by DENR; 4. Deed of Partition/Consolidation-Subdivision Plan Approved by DENR; 5. Judicial Partition (Approved by DENR); 6. Partition between Co-Owners (With Subdivision Plan Approved by DENR); 7. Subdivision of Lots Covered By EP/CLOA (Approved by DENR); 8. Subdivision Plan Approved by DENR (Pre-PHILARIS) - Involuntary; and, 9. Subdivision Plan Approved by DENR-LMB.
Requirements:	<p>The eTD System/Process of LRA may be availed of by an entity after the satisfying the Accreditation Process and Requirements, as follows:</p> <ol style="list-style-type: none"> 1. The entity shall acquire and fill-out the form (available for free in the LRA Central Office and the various Registries of Deeds), have this countersigned by the RD personnel, and send the original form to the LRA Central Office via: <ol style="list-style-type: none"> a. Snail mail (address this to the Chief, Information and Communications Technology Division, Land Registration Authority Central Office, East Avenue corner NIA Road, Quezon City; or, b. e-mail to etdmailbox@ira.gov.ph.

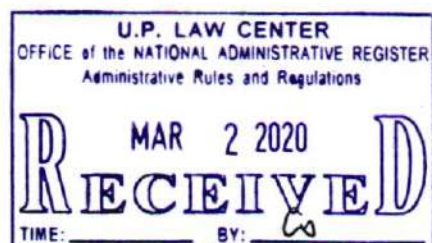
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	<p>This form may also be hand-carried to the LRA Central Office.</p> <ol style="list-style-type: none"> 2. LRA shall then send the accreditation notice together with the System Installer and User Guide through the client's designated e-mail address. <u>The application for eTD accreditation is free of charge.</u> 3. The client shall then install the eTD System for use. <u>The eTD System is provided free of charge.</u> 4. LRA may also accommodate pre-arranged training sessions, which may be requested through etdmailbox@lra.gov.ph. <u>eTD training is provided for free.</u>
<p>Procedure during Registration:</p>	<p>The following procedure for submission of eTDs corresponding to documents submitted for registration in an RD shall be observed:</p> <ol style="list-style-type: none"> 1. Client shall submit the Approved Plan and Approved Technical Descriptions ("TD") and have these entered in the Registry of Deeds; 2. The Entry Clerk of the Registry of Deeds shall enter the transaction and assess the fees; 3. If the transaction is covered by the Circular, the Entry Clerk shall inform the Client that the corresponding eTD should be submitted by the Client for the transaction to be processed; 4. The Client shall pay the assessed fees; 5. The Client shall send the eTD to the LRA Central Office as follows: <ol style="list-style-type: none"> a. Client shall archive all generated eTDs of a Plan in .RAR format; b. Client shall send the archived eTD to LRA Central Office, via e-mail to: etdmailbox@lra.gov.ph, using the following file naming convention: <p style="margin-left: 40px;"><i><RDName>_<Electronic Primary Entry Book ("EPEB") Number.>_<Official Receipt ("Official Receipt") No.></i></p> <p>For example, if a covered transaction was entered in Makati City with EPEB No. 2012000001, and where the OR No. is 1002694564, the file shall be named as:</p> <p style="margin-left: 40px;"><i>Makati City_2012000001_1002694564</i></p>



	<ul style="list-style-type: none"> c. Client shall attach the scanned copy of the Official Receipt issued for the payment of transaction fees; d. LRA Central Office shall send confirmation receipt of the transaction via e-mail; e. The LRA Central Office shall load the eTD and send these to the concerned RD for use in transaction processing; and, <p>6. The Registry of Deeds shall process and create new Titles using the eTD provided for the transaction, subject to Quality Assurance procedures on the completeness and correctness as against the submitted physical TDs.</p>
<p>Training and Technical Support:</p>	<p>LRA shall provide Technical Support to the eTD Users through its LRA Aksyon Agad Center, with the following contact details:</p> <ul style="list-style-type: none"> 1. Landline: (02) 921-1383 2. SMS: 0919 3549809/ 0905 258 6289 <p>Training for Users may be arranged, through the same contact details.</p>

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