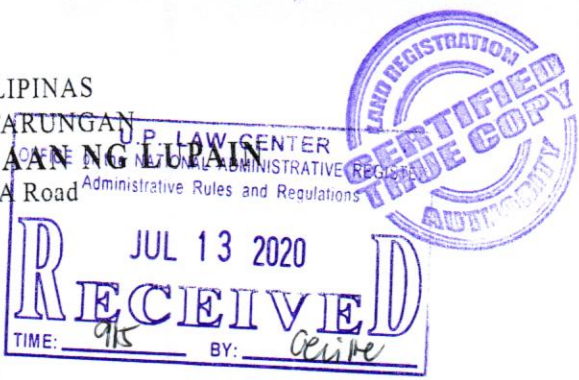


LAND REGISTRATION SYSTEMS, INC.
RECEIVED
PROJECT MANAGEMENT OFFICE
DATE: 07-14-2020 BY: J. De la Cruz



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAN NG LUPAIN
East Avenue cor. NIA Road
Quezon City



LRA CIRCULAR No. 12 - 2020

SUBJECT: GUIDELINES FOR CONVERSION ON DEMAND

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

WHEREAS, one of the main objectives of the Land Titling Conversion Project is the conversion of all manually issued titles into the Digital format;

WHEREAS, considering the number of Manual Titles that have to be converted to eTitles, LRA encountered delays in completing the conversion.

WHEREAS, in order to fasttrack the processing of transactions involving manual titles not yet digitized, the Conversion-On-Demand process was adopted, wherein conversion was done upon the entry of a transaction involving such title in the Registry;

WHEREAS, due to a Senate investigation involving such processed titles, the LRA was constrained to impose more stringent requirements/controls such as production of tracebacks, copies of entry books, transmittal letters and issuance books, prior to the processing of Conversion-On-Demand;

WHEREAS, such additional stringent requirements and controls caused undue delays in the processing of transactions and complaints are piling up;

WHEREAS, the most common reason raised for such delay is the inability to comply with the requirements due to loss or destruction of required documents caused by decay due to passage of time, and natural/manmade calamities;

WHEREAS, in the interest of the service and to address the mounting complaints, the additional requirements imposed by the July 5, 2018 and December 5, 2018 Memorandums, specifically, the requirement for two (2) tracebacks, and the transmittal letters, entry, and issuance books are hereby recalled.

WHEREAS, the documentation requirements such as COD Request Form, Authentications/Signatures of the Registry of Deeds, and Record Officer in the Title subject of COD shall be retained.

WHEREFORE, premises considered, the preparation and completion of the 2 requirements stated above shall be a conclusive declaration on the part of the signatories that:

1. The title/document is existing (extant) and on file in the records of the registry before the request for COD, and has not been included in the massive conversion, the reason for which must be stated in a separate letter to be submitted together with the request. Such letters must specify the reason for each title and not merely generalities.
2. The title/document is being converted because of a pending transaction, including the request for a certified true copy.

PROJECT MANAGEMENT OFFICE LIBRARY
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JUL 10 2020
NORILYN T. TOMAS
Chief, Central Records Section



3. The title/document is kept at the registry during the conversion process, notwithstanding the fact that the process can only be accomplished therein owing to the infrastructure design of the whole PHILARIS; and
4. The title/document is securely filed back in the vault of the registry upon completion of the conversion.

This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

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

Issued JUL 08 2020, 2020, Quezon City, Philippines.

RENATO D. BERMEJO
Administrator

CERTIFIED TRUE COPY:

JUL 10 2020

NORILYN T. TOMAS

Chief, Central Records Section