



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



U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
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LRA CIRCULAR No. 14 - 2020

SUBJECT: Official List of Documents Required for Registration of Deeds and Instruments in the Registries of Deeds

WHEREAS, the Land Registration Authority ("LRA") is a government agency, under the Department of Justice, and is 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 the RDs nationwide, receive and process transactions affecting titled properties, unregistered lands, chattel mortgages and personal properties, as well as requests for the issuance of certified true copies of titles and registered documents (the "LRA Services"), and for the different LRA Services, Clients are required to submit the documentary requirements specific to each transaction;

WHEREAS, LRA has received feedback from its Registry Personnel that there are delays experienced in transaction processing, which are due to the inadequate submissions of Clients with respect to documents required to complete the processing of the transactions;

WHEREAS, to aid the transacting public and to avoid delays and issues in transaction processing due to the non-submission of the complete set of documents required by RDs, LRA recognized the need to publish its official list of documentary requirements;

WHEREFORE, in consideration of the foregoing premises, the **official list of documents required for the registration of Deeds and Instruments in the Registries of Deeds** for each transaction type is hereby issued for the guidance of all concerned. This official list is posted on the LRA website, and any amendment on these documentary requirements shall be updated on the same site.

This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, and the filing of three (3) copies hereof with the University of the Philippines Law Center.

Issued **JUL 29 2020**, 2020, Quezon City, Philippines.

LAND REGISTRATION SYSTEMS, INC.
RECEIVED
PROJECT MANAGEMENT OFFICE
DATE: 08-25-2020 BY: J. Bernillo

Renato D. Bermejo
RENATO D. BERMEJO
Administrator

CERTIFIED TRUE COPY:

Norilyn T. Tomas
NORILYN T. TOMAS
Chief, Central Records Section

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