



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



**LRA Circular No. 15 - 2022**

**SUBJECT: ADDITIONAL GUIDELINES FOR THE PROCESSING OF TRANSACTIONS AFFECTED BY THE FIRE INCIDENT IN THE REGISTRIES OF DEEDS FOR THE PROVINCE OF ISABELA AND PROVINCE OF SULTAN KUDARAT**

**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**, LRA issued LRA Circular No. 12-2018 with the subject, "Guidelines for Processing of Transactions Affected by the Fire Incidents Affecting the Registries of Deeds for the Province of Isabela and Province of Sultan Kudarat" on July 3, 2018 which provides the guidelines for the treatment of transactions, which were entered prior to disaster incidents affecting the RDs;

**WHEREAS**, as a consequence of the fire incidents, there have been limitations in the RDs for the Province of Isabela and Province of Sultan Kudarat (collectively referred to as the "affected RDs") with regards to implementation of various services of the LRA, including the PHILARIS-RD, Citizen's Land Registration Portal ("CLRP") and Anywhere-to-Anywhere ("A2A") Service;

**WHEREAS**, after due consideration, there is a need for LRA to provide additional guidelines on how to proceed with the transactions in the affected RDs while the inventory of lost and/or destroyed Certificates of Title due to the fire incident is still incomplete;

**WHEREFORE**, in consideration of the foregoing premises, the transacting public are hereby advised of the following:

1. Certificates of Title that are in the inventory of "salvaged" and/or "damaged" titles and have corresponding images stored in the LRA database may be covered by the CLRP and A2A services and transactions, and shall be processed following the regular workflow provided in the LRA Computerized System:

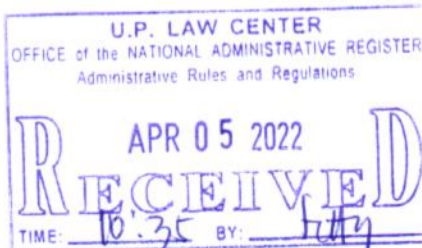
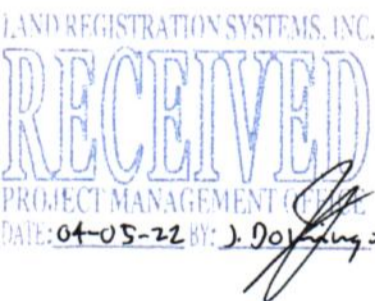
a. For transactions involving Certified True Copy of manually-issued titles, an annotation shall be affixed on the CTC Output, as follows:

*"This Certified True Copy is based on the scanned copy of the title in the database. However, the physical Government copy is not extant."*

b. For transactions under the Registered Land Book of all Voluntary Transactions Involving Manually-issued Titles, the following provisions of LRA Circular No. 12-2018 shall be amended as follows:

1) Section 3 item b:

Original (Vault Copy) of the Title is Not Lost and it is in the Database, Owner's Duplicate Copy of Title and the Submitted Supporting Documents



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NORBERT T. TORIAS  
Chief, Central Records Section





are Lost

| Status of the Transaction                         | Action to be Taken   |  |
|---|--|--|
|   | From   | To   |
| 1) Fees are Paid, Transaction is not yet Approved | <p>The transaction shall be allowed to proceed upon completion of the following:</p> <p>a) Judicial action for the replacement of the lost ODT; and,</p> <p>b) Client submission of duplicate original or certified true copy of the supporting documents.</p> | <p>The transaction shall be allowed to proceed, provided that:</p> <p>a) Client shall submit a photocopy of the ODT; and,</p> <p>b) Client shall submit the duplicate original or certified true copy of the supporting documents.</p> |

2) Section 3 item c:

Original (Vault Copy) of the Title is Lost but in the Database, Owner's Duplicate Copy of Title and the Submitted Supporting Documents are Not Lost

| Status of the Transaction                         | Action to be Taken  |  |
|---|---|--|
|   | From  | To   |
| 1) Fees are paid, Transaction is not yet Approved | Administrative Reconstitution for the lost Original Title is required. Transaction shall not proceed. | The transaction shall be allowed to proceed without requiring Administrative Reconstitution for the lost Original Title. |

3) Section 3 item d:

Original (Vault Copy) of the Title is Lost but in the Database, Owner's Duplicate Copy of Title and the Submitted Supporting Documents are Lost

| Status of the Transaction                         | Action to be Taken   |   |
|---|--|---|
|   | From   | To  |
| 1) Fees are paid, Transaction is not yet Approved | Judicial Reconstitution of both copies (i.e., Original and Owner's Duplicate Copy) of the lost Title is required. The transaction shall not proceed. | <p>The transaction shall be allowed to proceed, provided that:</p> <p>a. Client shall submit a photocopy of</p> |

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 WOLFGANG T. TORRES  
 Chief, Central Records Section



|  |  |   |
|--|--|---|
|  |  | <p>the ODT; and,</p> <p>b. Client shall submit the duplicate original or the certified true copy of the supporting documents.</p> |
|--|--|---|

2. Titles to be processed under the transactions identified in Section 1 (b) of this Circular shall bear the annotation below:

*"This transaction was completed pursuant to LRA Circular No. XX - 2021 <refer to this Circular>."*

3. Certificates of Title that are not included in the inventory of "salvaged" and/or "damaged" titles and do not have corresponding images stored in the LRA database shall undergo Administrative Reconstitution; and,
4. To ensure that the titles entered in the Electronic Primary Entry Book prior to the fire incidents do not have pending transactions, the RD Records Officer shall conduct due diligence through the Title Query functionality of the LRA's Computerized System.

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 MAR 31 2022, Quezon City, Philippines

**ROBERT NOMAR V. LEYRETANA, CESO II**

OIC - Administrator

(As per DOJ DO No. 099 dated March 17, 2022)

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*af* 4/4/2022

ROBERT T. TOMAS

Chief, Central Records Section