

LAND REGISTRATION SYSTEMS  
**RECEIVED**  
PROJECT MANAGEMENT OFFICE  
DATE: 08-10-21 BY: J. Delacruz



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



**LRA CIRCULAR No. 17 - 2021**

**SUBJECT: USE OF LRA GUIDES FOR THE IMPROVED ENTRY OF MANDATORY REGISTRATION INFORMATION FOR TRANSACTIONS IN THE REGISTRIES OF DEEDS**

**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**, to support its mandate, LRA is currently implementing the Land Titling Computerization Project ("LTCP") which seeks, among others, to maintain online information on titles that is current, complete and accurate; maintain the security and integrity of records by safeguarding these from tampering or destruction and deter substitution or insertion of questionable data; ensure the integrity of the land titling registration system by moving from a largely paper-based to a largely paperless system; protect land titles from loss due to fire, theft, natural disasters and the normal ravages of time; and, implement more reliable and predictable land registration procedures;

**WHEREAS**, among the applications developed under the LTCP is the Citizen's Land Registration Portal (the "CLRP"), which is an online system that is accessible over the public internet that allows LRA's Clients to provide, through the CLRP, the detailed information required for the faster entry of transactions into to the Electronic Primary Entry Books ("EPEB") of the Computerized RDs, but it was noted that majority of LRA clients are still transacting in RDs without using the CLRP;

**WHEREAS**, it was noted that the documents brought by LRA clients are non-standard, i.e., information needed for the entry of the documents into the Registry's Electronic Primary Entry Book are not in a standard sequence, which results in a longer turnaround time for the entry to be completed;

**WHEREAS**, it also noted that some transactions entered by LRA clients are not registered due to lack of mandatory information in the documents submitted by the LRA clients;

**WHEREAS**, to address these concerns, the LRA formed a committee to recommend standardized forms to be used by LRA clients as an alternative to the CLRP so that documents presented are entered correctly in a more efficient manner;

**WHEREFORE**, premises considered, the transacting public is hereby advised that the LRA shall be implementing the following:

1. Adoption of LRA Guides - the following shall be made available to LRA clients, which shall be called the LRA Mandatory Registration Information ("MRI") Forms:
  - a. LTCP Form 0111 for Deed of Absolute Sale ("DOAS" or "Sale").
  - b. LTCP Form 0112 for Real Estate Mortgage ("REM");
  - c. LTCP Form 0113 for Cancellation of Real Estate Mortgage ("CAN-REM"); and,

2. Prioritization of Transactions - transactions entered with these forms shall be prioritized after the same has been entered in the Electronic Primary Entry Book of

U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations  
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TIME: 2:22 BY: [Signature]

PROJECT MANAGEMENT OFFICE DISTRICT  
Office No. A. 2021. 08-0052  
Date: 8

CERTIFIED TRUE COPY:

[Signature]  
NORILYN T. TOMAS  
Chief, Central Records Section



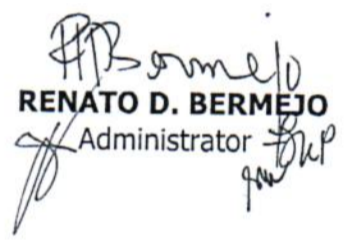
the Registry of Deeds and paid for;


3. The MRI forms shall also serve as the client's reference for the preparation of documents to be presented in the Registry of Deeds so as to ensure compliance with the mandatory information provided for in Sections 55 of the Presidential Decree No. 1529, s 1978, with subject "Amending and Codifying the Laws Relative to Registration of Property and for Other Purposes".
4. The MRI forms shall also indicate the citizenship of the grantee/buyer/s, as stated in the deed/instrument being presented for entry in the RD Office;
5. The MRI Forms shall be made available for public access through the RD offices, the LRA website ([www.lra.gov.ph](http://www.lra.gov.ph)), and CLRP website (<https://www.clrp.com.ph/>), and shall be updated, as may be needed;
6. Updates and additional forms for other transaction types shall be made available by LRA, as may be necessary. The transacting public shall be informed of this through a Circular that the LRA shall publish.
7. LRA clients shall be encouraged to use the above forms when transacting with the RD offices for the transactions covered. It is expected that with the use of MRI Forms, transaction processing shall be with the minimal occurrence of errors.

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 with this are hereby repealed or amended accordingly.

Issued AUG 03 2021, 2021, Quezon City, Philippines.

  
**RENATO D. BERMEJO**  
 Administrator

CERTIFIED TRUE COPY:  
  
 NORILYN T. TOMAS  
 Chief, Central Records Section

U.P. LAW CENTER  
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
 Administrative Rules and Regulations

**RECEIVED**  
 AUG 09 2021  
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## Mandatory Registration Information

This form is to be accomplished pursuant to **LRA Circular No. 17-2021 issued on August 3, 2021**, with subject, "Use of LRA Guides for the Improved Entry of Mandatory Registration Information for Transactions in the Registries of Deeds".  
The reprinting of this form is paid for by the LTCP Contractor.

### Transaction: **Deed of Absolute Sale**

*To the Registrant:*

*The submission of this form will facilitate the encoding process of our Registry Offices as it will dispense with the searching of data from voluminous documents.*

*Thank you for performing your civic duty of assisting our Government particularly the Registry personnel in their encoding of your transaction.*

(Signed)  
**Renato D. Bermejo**  
Administrator, LRA

<b>PART I – CONTRACT</b>
<b>1. How much is the Selling Price?</b>
Php _____
<b>PART II – DETAILS OF THE PROPERTY</b>
<b>2. What is/are the title number of the property?</b>
<input type="checkbox"/> With additional sheet for two (2) or more TCT/CCT/OCT
<input type="checkbox"/> TCT (Title Certificate of Title) <input type="checkbox"/> CCT (Condominium Certificate of Title) <input type="checkbox"/> OCT (Original Certificate of Title)
<small>*Indicate the Lot No., Block No., Plan No. for Land Properties/Unit Description for Condominium/Parking Units</small>
<b>3. What is/are the total area of the property?</b>
_____ sqm
<b>PART III – SELLER</b>
<b>4. Who is/are the seller/s?</b> <input type="checkbox"/> With additional sheet for two (2) or more sellers
<small>*State Full Name, status, Citizenship *if <b>Minor</b>, exact age/date of birth and authorized representative *if <b>Married</b>, state the name of spouse and citizenship *if <b>Juridical Entity</b>, state Full name and authorized signatory</small>
<b>5. With authorized representative on behalf of the seller?</b>
<input type="checkbox"/> No

Yes (Special Power of Attorney/Board Resolution/Secretary Certificate attached as "Annex \_\_\_")

**6. Where is/are the seller's registered address?**

*\*State the complete address*

**PART IV – BUYER**

**7. Who is/are the buyer/s?**  With additional sheet for two (2) or more buyers

*\*State Full Name, status, Citizenship*

*\*if **Minor**, exact age/date of birth and authorized representative*

**8. With authorized representative on behalf of the buyer/s?**

- No  
 Yes (Special Power of Attorney/Board Resolution/Secretary Certificate attached as "Annex \_\_\_")

**9. Where is/are the buyer's registered address?**

*\*State the complete address*

**PART V – NOTARY PUBLIC**

**10. To be filled up by Notary Public:**

- Local Notary (Within the Philippines) Please fill up **ACKNOWLEDGEMENT**.  
 Consular Notary/Apostille (Outside the Philippines) Attached as "Annex \_\_\_"

**11. ACKNOWLEDGEMENT**  With additional sheet for two (2) or more Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_  
Place of Notary: \_\_\_\_\_  
Name of Notary: \_\_\_\_\_  
Date of Notary: \_\_\_\_\_

**CERTIFICATION**

I hereby confirm that the details herein provided are accurate and complete as extracted from the deed, instrument, or document submitted for registration.

\_\_\_\_\_  
Name and Signature of Presenter

\_\_\_\_\_  
Date



## Mandatory Registration Information

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Transaction:

### Real Estate Mortgage

To the Registrant:

The submission of this form will facilitate the encoding process of our Registry Offices as it will dispense with the searching of data from voluminous documents.

Thank you for performing your civic duty of assisting our Government particularly the Registry personnel in their encoding of your transaction.

(Signed)  
**Renato D. Bermejo**  
Administrator, LRA

<b>PART I – CONTRACT</b>
<b>1. How much is the Principal Loan Amount?</b>
Php _____
<b>PART II – DETAILS OF THE PROPERTY</b>
<b>2. What is/are the title number of the property?</b>
<input type="checkbox"/> TCT (Title Certificate of Title) <input type="checkbox"/> CCT (Condominium Certificate of Title) <input type="checkbox"/> OCT (Original Certificate of Title)
<small>*Indicate the Lot No., Block No., Plan No. for Land Properties/Unit Description for Condominium/Parking Units</small>
<b>3. What is/are the total area of the property?</b>
_____ sqm
<b>PART III – MORTGAGEE/LENDER</b>
<b>4. Who is/are the mortgagee/lender/s?</b>
<input type="checkbox"/> With additional sheet for two (2) or more Mortgagees/Lenders
<small>**State <b>Full Name, Status, Citizenship</b> *if <b>Minor</b>, exact age/date of birth and authorized representative *if <b>Married</b>, state the name of spouse and citizenship *if <b>Juridical Entity</b>, state Full name and authorized signatory</small>
<b>5. With authorized representative on behalf of the mortgagee/lender?</b>
<input type="checkbox"/> No

Yes (Special Power of Attorney/Board Resolution/Secretary Certificate attached as "Annex \_\_\_")

**6. Where is/are the mortgagee/lender's registered address?**

*\*State the complete address*

**PART IV – MORTGAGOR/BORROWER**

**7. Who is/are the mortgagor/borrower/s?**

With additional sheet for two (2) or more Mortgagors/Borrowers

*\*State Full Name, Status, Citizenship*

*\*if **Minor**, exact age/date of birth and authorized representative*

*\*if **Married**, state the name of spouse and citizenship*

*\*if **Juridical Entity**, state Full name and authorized signatory*

**8. With authorized representative on behalf of the mortgagor/borrower/s?**

No

Yes (Special Power of Attorney/Board Resolution/Secretary Certificate attached as "Annex \_\_\_")

**9. Where is/are the mortgagor/borrower/s registered address?**

*\*State the complete address*

**PART V – NOTARY PUBLIC**

**10. To be filled up by Notary Public:**

Local Notary (Within the Philippines) Please fill up **ACKNOWLEDGEMENT**

Consular Notary/Apostille (Outside the Philippines) Attached as "Annex \_\_\_"

**11. ACKNOWLEDGEMENT**

With additional sheet for two (2) or more Notary Public

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 20 \_\_\_\_\_

Place of Notary: \_\_\_\_\_

Name of Notary: \_\_\_\_\_

Date of Notary: \_\_\_\_\_

**CERTIFICATION**

I hereby confirm that the details herein provided are accurate and complete as extracted from the deed, instrument, or document submitted for registration.

\_\_\_\_\_  
Name and Signature of Presenter

\_\_\_\_\_  
Date



## Mandatory Registration Information

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Transaction:

## Cancellation of Real Estate Mortgage

To the Registrant:

The submission of this form will facilitate the encoding process of our Registry Offices as it will dispense with the searching of data from voluminous documents.

Thank you for performing your civic duty of assisting our Government particularly the Registry personnel in their encoding of your transaction.

(Signed)  
**Renato D. Bermejo**  
Administrator, LRA

<b>PART I – CONTRACT</b>
<b>1. How much is the Principal Loan Amount?</b>
Php _____
<b>PART II – DETAILS OF THE PROPERTY</b>
<b>2. What is/are the title number of the property?</b>
<input type="checkbox"/> With additional sheet for two (2) or more TCT/CCT/OCT
<input type="checkbox"/> TCT (Title Certificate of Title) <input type="checkbox"/> CCT (Condominium Certificate of Title) <input type="checkbox"/> OCT (Original Certificate of Title)
<small>*Indicate the Lot No., Block No., Plan No. for Land Properties/Unit Description for Condominium/Parking Units</small>
<b>3. What is/are the total area of the property?</b>
_____ sqm
<b>PART III – MORTGAGE DETAILS</b>
<b>4. What is the Entry/EPEB (Electronic Primary Entry Book) No./s of your Mortgage?</b>
<b>PART IV – MORTGAGEE/LENDER</b>
<b>5. Who is/are the mortgagee/lender/s?</b>

<p><i>*State <b>Full Name, Status, Citizenship</b></i>  <i>*if <b>Minor</b>, exact age/date of birth and authorized representative</i>  <i>*if <b>Married</b>, state the name of spouse and citizenship</i>  <i>*if <b>Juridical Entity</b>, state Full name and authorized signatory</i></p>
<b>6. With authorized representative on behalf of the mortgagee/lender?</b>
<input type="checkbox"/> No <input type="checkbox"/> Yes (Special Power of Attorney/Board Resolution/Secretary Certificate attached as "Annex ___")
<b>7. Where is/are the mortgagee/lender's registered address?</b>
<p><i>*State the complete address</i></p>
<b>PART V – \MORTGAGOR/BORROWER</b>
<b>8. Who is/are the mortgagor/borrower/s?</b>
<p><i>*State <b>Full Name, Status, Citizenship</b></i>  <i>*if <b>Minor</b>, exact age/date of birth and authorized representative</i>  <i>*if <b>Married</b>, state the name of spouse and citizenship</i>  <i>*if <b>Juridical Entity</b>, state Full name and authorized signatory</i></p>
<b>PART VI – NOTARY PUBLIC</b>
<b>9. To be filled up by Notary Public:</b>
<input type="checkbox"/> Local Notary (Within the Philippines) Please fill up <b>ACKNOWLEDGEMENT</b> <input type="checkbox"/> Consular Notary/Apostille (Outside the Philippines) Attached as "Annex ___"
<b>10. ACKNOWLEDGEMENT</b> <input type="checkbox"/> With additional sheet for two (2) or more Notary Public
Doc. No. _____ Page No. _____ Book No. _____ Series of 20 _____ Place of Notary: _____ Name of Notary: _____ Date of Notary: _____

**CERTIFICATION**

I hereby confirm that the details herein provided are accurate and complete as extracted from the deed, instrument, or document submitted for registration.

\_\_\_\_\_  
Name and Signature of Presenter

\_\_\_\_\_  
Date