



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



LAND REGISTRATION SYSTEMS, INC.  
**RECEIVED**  
PROJECT MANAGEMENT OFFICE  
DATE: 10-09-2020 BY: J. Domingo

**LRA CIRCULAR NO. 19-2020**

U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations  
**RECEIVED**  
OCT 08 2020  
TIME: 1:35 BY: [Signature]

**SUBJECT: Automatic Denial of Transactions with Incomplete Documents**

**WHEREAS**, the Land Registration Authority (“LRA”) is a government agency under the Department of Justice 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 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 endeavors to serve the public in an efficient and most expeditious way by facilitating the timely processing of transactions. The Registries of Deeds (Registries) are mandated to receive and enter only transactions with complete documents. However, there are registrants who are insistent to have their transactions entered notwithstanding the documents presented are incomplete;

**WHEREAS**, the Registries are duty-bound to explain to the registrants that entry of incomplete documents will result to the denial of their registration and forfeiture of the corresponding fees thereof;

**WHEREAS**, the entry of transactions with incomplete documents causes delay in the registration process in the Registries. Further, under the circumstance, the Registers of Deeds (RDs) are left with no recourse but to use their discretion instead of performing their ministerial function;

**WHEREAS**, in order for the RDs to acquire jurisdiction over the subject transaction and to comply with the due process requirements of the law regarding the denial of transactions, it is imperative to allow entry thereof; and

**WHEREAS**, in the interest of the service and for the LRA to establish harmonious link with the transacting public, the herein procedures are hereby formulated for implementation:

1. The Registration Information Officer (“RIO”) shall review all transactions prior to entry in the Electronic Primary Entry Book as to completeness of documents:
  - a. When the transaction documents presented are complete, the RIO

**CERTIFIED TRUE COPY:**

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

PROJECT MANAGEMENT OFFICE LIBRARY

Reference No.: A.2020.10-0036 No. of Pages: 12  
Scanned by: \_\_\_\_\_ Date: \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



shall use the Registration Evaluation Form ("REF") for Transactions with Complete Documents and check the box provided in the REF indicating such fact, subject however to further verification and examination.

- b. On the other hand, if the documents presented are incomplete, the RIO shall use the REF for Transactions with Incomplete Documents and mark the box specified therein and list down the lacking requirements. The registrant in that case should be notified through the said REF that should he demand entry of his transaction but the same was treated as not registrable by the Register of Deeds or his Deputy, the fees he already paid may no longer be reimbursed. He should be further notified that the notice of denial may be served through the email address that he provided in the REF. In any case, the RIO and the Registrant shall be required to sign on the original REF that will be retained by the office.
2. Upon entry of the aforesaid transaction, when the Entry Clerk finds just the same that there are indeed lacking requirements, the transaction should then be forwarded to the Examination Module of the Examiner who acted as the "RIO of the day." Consequently, the Register of Deeds or his Deputy shall deny outright in the Approval Module all transactions with incomplete documents. When these forwarded transactions with incomplete requirements reaches the *Volume Threshold* of five (5) transactions, or *Time Threshold* of five (5) days after it is forwarded, or *Subsequent Transaction Threshold* in relation to item 4 of this Circular, all other transactions in the queue of the Approval Module may not be processed until all transactions with incomplete documents are first acted upon so as discourage the practice of submitting lacking documents after the entry of transactions.
  3. Upon denial by the Register of Deeds or his Deputy, the Notice of Non-Registrability will be printed and released to the registrant. Otherwise, the Notice will be sent to the registrant through registered mail, courier, or through its email address which shall be one of the Requirements by the Registry of Deeds. Within five (5) days from receipt of the Notice, the registrant has the right to appeal *en consulta* the denial to the LRA Central Office in which case the notice of *consulta* will appear in the title, but if the registrant fails to appeal, the denial will become final.
  4. In case a subsequent transaction on the subject title/s is entered pending release in the system of the denied transaction covering said subject title/s, the Subsequent Registrant will be notified of the pendency of prior transaction through a notice printed in the AFPO in this manner:

*"Please be informed of the pendency of a prior transaction which was already denied by this Registry. However, due to failure of the registrant to personally receive the Notice of Non-Registrability the same was sent through mail and a period of five (5) days from its receipt is given to the registrant to appeal the denial, as provided in Presidential Decree 1529. At any rate,*

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*Norilyn T. Tomas*  
9/29/2020  
NORILYN T. TOMAS  
Chief, Central Records Section

*after the lapse of said period your transaction will be acted upon by this Registry.”*



5. Violations of the above instructions shall be subject to appropriate disciplinary action.

6. The following instructions are further issued to enforce the above:

- a) The REF used by the RIO shall be considered as an official LRA Form and shall form part of the Records of the Registry Office (“RRO”), and any misrepresentation made by the RIO or any other person with respect to the completeness or incompleteness of the submitted documents shall be subject to existing LRA policies on insubordination and other pertinent laws. The revised REF for Transactions with Complete Documents is provided herewith as **Annex “A”**, and shall be designated as **LRA REF 001-A**. Meanwhile, the REF for Transactions with Incomplete Documents is provided herewith as **Annex “B”**, and shall be designated as **LRA REF 001-B**.
- b) The Entry Module shall be revised to include an electronic certification to be made by the Entry Clerk with respect to the completeness or incompleteness of the submitted documents, prior to the printing of the Assessment Form and Payment Order (“AFPO”). The AFPO shall also be revised to include the fact of the certification. The revised AFPO is provided herewith as **Annex “C”**.
- c) The Office of the Deputy Administrator for Operations is instructed to form an Audit Team, within ten (10) days after the effectivity of this Circular, composed of thirty (30) members to validate the submitted documents by checking the database of uploaded supporting documents on random basis. Each member of the team shall do an audit of at least ten (10) transactions per month. Further, the members of the Audit Team shall conduct their audits individually, and not as a committee. All exceptions noted shall be immediately reported to the undersigned for appropriate disciplinary action.
- d) LARES is instructed to provide the necessary System enhancements and technical personnel to support the procedures enumerated herein. Further, LARES is instructed to assign thirty (30) of its personnel to support LRA in the audit of transactions to be undertaken by the Audit Team, within the same period specified in 6 (c).

**WHEREFORE**, in consideration of the foregoing premises, this guidelines pertaining to Automatic Denial of Transactions with Incomplete Documents is hereby issued for the guidance of all concerned.

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.

**CERTIFIED TRUE COPY:**

  
9/29/2020  
**NORILYN T. TOMAS**  
Chief, Central Records Section

Issued on SEP 26 2020, 2020, Quezon City, Philippines.




*RD Bermejo*  
**RENATO D. BERMEJO**  
Administrator

**CERTIFIED TRUE COPY:**


*[Signature]* 9/29/2020  
**NORILYN T. TOMAS**  
Chief, Central Records Section  
*[Signature]*

**Annex A**

**REF for Transactions with Complete Documents (Presenter's Copy)**

	<p>Land Titling Computerization Project</p> <p><b>Registration Evaluation Form</b></p> <p><b>for Transactions with Complete Documents</b></p>	<p>LRA REF 001-A</p> <p>SN: 000000001</p>			
<p><small>Note: This form shall be used in reviewing the completeness of documents prior to entry of transactions in the Electronic Primary Entry Book in the Registries of Deeds as provided in LRA Circular with subject: "Automatic Denial of Transactions Submitted in the Registries of Deeds with Incomplete Documents". This form shall be safekept and filed by the Registration Information Officer of the Registry.</small></p>					
<p><b>Registry of Deeds:</b></p>		<p><b>Date:</b></p>			
<p><b>A. Transaction Details</b> <i>(to be filled out by the Registration Information Officer "RIO")</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> <p><b>RIO Assessment No:</b></p> </td> <td style="width: 33%;"> <p><b>Major Transaction:</b></p> </td> <td style="width: 33%;"> <p><b>Minor Transaction:</b></p> </td> </tr> </table>			<p><b>RIO Assessment No:</b></p>	<p><b>Major Transaction:</b></p>	<p><b>Minor Transaction:</b></p>
<p><b>RIO Assessment No:</b></p>	<p><b>Major Transaction:</b></p>	<p><b>Minor Transaction:</b></p>			
<p><b>B. Evaluation Result</b></p> <p><input type="checkbox"/> This certifies that the documents presented for the above transaction are complete. <b>By:</b> _____</p> <p style="text-align: right;"><i>Name and Signature of the RIO/ Date</i></p>					
<p><b>C. Presenter's Information</b> <i>(to be filled out by the Requester)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <p><b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i></p> </td> <td style="width: 20%;"> <p><b>Mobile No.:</b></p> </td> <td style="width: 30%;"> <p><b>E-mail Address:</b></p> </td> </tr> </table>			<p><b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i></p>	<p><b>Mobile No.:</b></p>	<p><b>E-mail Address:</b></p>
<p><b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i></p>	<p><b>Mobile No.:</b></p>	<p><b>E-mail Address:</b></p>			
<p><b>Notice:</b> This is an initial assessment only based on all the documentary requirements submitted, subject to further verification, examination and approval by the Registrar of Deeds or his or her deputy, applying the 1987 Constitution, P.D. 1529, R.A. 26, Act 496, R.A. 6732, Civil Code, Jurisprudence, LRA Circular and issuances, Consulta Rulings and all other laws and regulation pertaining to Land Registration.</p> <p style="text-align: right;"><b>By:</b> _____</p> <p style="text-align: right;"><i>Name and Signature of Presenter / Date</i></p>					
<p><b>Distribution List:</b> Copy 1 - RD / Copy 2 - Presenter</p>		<p>Presenter's Copy</p>			

## REF for Transactions with Complete Documents (Registry Copy)

	<p style="font-size: small;">Land Titling Computerization Project</p> <p style="font-weight: bold; font-size: large;">Registration Evaluation Form for Transactions with Complete Documents</p>	<p>LRA REF 001-A</p> <p>SN: 000000001</p>
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Note: This form shall be used in reviewing the completeness of documents prior to entry of transactions in the Electronic Primary Entry Book in the Registries of Deeds as provided in LRA Circular with subject: "Automatic Denial of Transactions Submitted in the Registries of Deeds with Incomplete Documents". This form shall be safekept and filed by the Registration Information Officer of the Registry.


<b>Registry of Deeds:</b>	<b>Date:</b>
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<b>A. Transaction Details</b> <i>(to be filled out by the Registration Information Officer "RIO")</i>		
<b>RIO Assessment No:</b>	<b>Major Transaction:</b>	<b>Minor Transaction:</b>
<b>B. Evaluation Result</b>		
<input type="checkbox"/> This certifies that the documents presented for the above transaction are complete.		
		<b>By:</b> _____ <i>Name and Signature of the RIO/ Date</i>
<b>C. Presenter's Information</b> <i>(to be filled out by the Requester)</i>		
<b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i>	<b>Mobile No.:</b>	<b>E-mail Address:</b>
<p><b>Notice:</b> This is an initial assessment only based on all the documentary requirements submitted, subject to further verification, examination and approval by the Registrar of Deeds or his or her deputy, applying the 1987 Constitution, P.D. 1529, R.A. 26, Act 496, R.A. 6732, Civil Code, Jurisprudence, LRA Circular and issuances, Consulta Rulings and all other laws and regulation pertaining to Land Registration.</p>		
		<b>By:</b> _____ <i>Name and Signature of Presenter / Date</i>

<b>Distribution List:</b> Copy 1 - RD / Copy 2 - Presenter	Registry Copy
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**Annex B**

**REF for Transactions with Incomplete Documents (Presenter's Copy)**

	<p>Land Titing Computerization Project</p> <p><b>Registration Evaluation Form</b></p> <p><b>for Transactions with Incomplete Documents</b></p>	<p>LRA REF 001-B</p> <p>SN: 000000001</p>			
<p><small>Note: This form shall be used in reviewing the completeness of documents prior to entry of transactions in the Electronic Primary Entry Book in the Registries of Deeds as provided in LRA Circular with subject: "Automatic Denial of Transactions Submitted in the Registries of Deeds with Incomplete Documents". This form shall be safekept and filed by the Registration Information Officer of the Registry.</small></p>					
<p><b>Registry of Deeds:</b></p>		<p><b>Date:</b></p>			
<p><b>A. Transaction Details</b> <i>(to be filled out by the Registration Information Officer "RIO")</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> <p><b>RIO Assessment No:</b></p> </td> <td style="width: 33%;"> <p><b>Major Transaction:</b></p> </td> <td style="width: 33%;"> <p><b>Minor Transaction:</b></p> </td> </tr> </table>			<p><b>RIO Assessment No:</b></p>	<p><b>Major Transaction:</b></p>	<p><b>Minor Transaction:</b></p>
<p><b>RIO Assessment No:</b></p>	<p><b>Major Transaction:</b></p>	<p><b>Minor Transaction:</b></p>			
<p><b>B. Evaluation Result</b></p> <div style="border: 1px solid black; height: 100px; padding: 5px;"> <p>The lacking documents are as follows:</p> </div> <p><input type="checkbox"/> This certifies that the documents presented for the above transaction are incomplete. <b>By:</b> _____</p> <p style="text-align: right;"><i>Name and Signature of the RIO/ Date</i></p>					
<p><b>C. Presenter's Information</b> <i>(to be filled out by the Requester)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <p><b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i></p> </td> <td style="width: 20%;"> <p><b>Mobile No.:</b></p> </td> <td style="width: 30%;"> <p><b>E-mail Address:</b></p> </td> </tr> </table> <p><b>Notice:</b> Failure to comply or submit any of the mandatory documentary requirements for registration may result into the outright denial of your transaction, nevertheless you are informed that you have the right to enter the transaction before the Entry Clerk to be reflected in the Primary Entry Book. However, in case the same is denied registration by the Registrar of Deeds or his or her deputy, the fees you paid may no longer be reimbursed.</p> <p style="text-align: right;"><b>By:</b> _____</p> <p style="text-align: right;"><i>Name and Signature of the Presenter / Date</i></p>			<p><b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i></p>	<p><b>Mobile No.:</b></p>	<p><b>E-mail Address:</b></p>
<p><b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i></p>	<p><b>Mobile No.:</b></p>	<p><b>E-mail Address:</b></p>			
<p><b>Distribution List:</b> Copy 1 - RD / Copy 2 - Registrant</p>		<p>Presenter's Copy</p>			

## REF for Transactions with Incomplete Documents (Registry Copy)



Land Titling Computerization Project  
**Registration Evaluation Form**  
**for Transactions with Incomplete Documents**

LRA REF 001-B

SN: 000000001

*Note: This form shall be used in reviewing the completeness of documents prior to entry of transactions in the Electronic Primary Entry Book in the Registries of Deeds as provided in LRA Circular with subject: "Automatic Denial of Transactions Submitted in the Registries of Deeds with Incomplete Documents". This form shall be safekept and filed by the Registration Information Officer of the Registry.*

<b>Registry of Deeds:</b>	<b>Date:</b>
---------------------------	--------------

<b>A. Transaction Details</b> <i>(to be filled out by the Registration Information Officer "RIO")</i>		
<b>RIO Assessment No:</b>	<b>Major Transaction:</b>	<b>Minor Transaction:</b>
<b>B. Evaluation Result</b>		
The lacking documents are as follows:		
<input type="checkbox"/> This certifies that the documents presented for the above transaction are incomplete. <span style="float: right; margin-left: 20px;"><b>By:</b></span>		
_____ <i>Name and Signature of the RIO/ Date</i>		
<b>C. Presenter's Information</b> <i>(to be filled out by the Requester)</i>		
<b>Presenter's Name:</b> <i>(Last Name, First Name, Middle Name)</i>	<b>Mobile No.:</b>	<b>E-mail Address:</b>
<b>Notice:</b> Failure to comply or submit any of the mandatory documentary requirements for registration may result into the outright denial of your transaction, nevertheless you are informed that you have the right to enter the transaction before the Entry Clerk to be reflected in the Primary Entry Book. However, in case the same is denied registration by the Registrar of Deeds or his or her deputy, the fees you paid may no longer be reimbursed.		
<b>By:</b> _____ <i>Name and Signature of the Presenter / Date</i>		

<b>Distribution List:</b> Copy 1 - RD / Copy 2 - Registrant	Registry Copy
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**Annex C**

Reference No. : 2020000361-001

Printed Date: 09/08/2020 10:23:36 AM



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

Please claim registered documents on: \_\_\_\_\_

Registry of Deeds for Quezon City

ASSESSMENT FORM AND PAYMENT ORDER

**Important Notice: The Registered Owner is reminded to upgrade the "Paper Title" to "Computerized Title" (previously called eTitle) to enable the computerization of his/her registry transactions.**

Book: Registered Land      EPEB No.: 2020000361      EPEB Date: 09/08/2020 10:18:42AM

Presenter Name  
JUAN DELA CRUZ

Presenter Address  
PH1 BAGONG SILANG CALOOCAN

Registry of Deeds	Title Classification	Title Type	Title No.	Title Date
Quezon City	Paper Title	TCT	N-134679	7/16/1998 10:00 AM
Quezon City	Computerized Title	TCT	2020000067	7/16/1998 11:00 AM

Transaction Details  
EPEB No.: 2020000361

Annotation on Certificate of Title in Subsequent Registration

Consideration : 0.00 Assessed: 0.00

■ Affidavit

Documentary Requirements	Qty	Received	No. of Copies
Affidavit	1	Y	1
Owners Duplicate Copy of Title	1	Y	1

EPEB No : 202000280

**Fees Assessment**

Fee Type	Fee Description	Amount (PhP)
Entry Fee	Entry Fees	30.00
Registration Fee	Fixed Fee - 30	30.00
Registration Fee*		386.32
Issuance of Title Fee	TUP - For each certificate of title issued	60.00
Issuance of Title Fee*	TUP - IT Service Fee per Title	241.45
Legal Research Fund	Fixed fee	10.00
Fee for Additional Page	Fee for additional page	30.00
<b>Total Fees in Words: Php Seven Hundred Eighty-Seven And 77 / 100 only</b>		<b>Total : 787.77</b>

\*Inclusive of IT Service Fees

\*\*Value Added Tax (VAT) on IT Service Fees - P.67.26

For Check Payment, please prepare separate MCs as follows:

a. For LRA Fees - the Manager's Check shall be in the name of "Registry of Deeds of Quezon City" in the amount of **P160.00**, and

b. For IT Service Fees - the Manager's Check shall be in the name of "Registry of Deeds of Quezon City - for the account of PNB Trust Banking Group as Escrow Agent for Trust Account No. 161144TA01" in the amount of **P627.77**.

**REMINDERS:**

1. Please check the details above before paying. You may get a detailed breakdown of the assessed fees from the Registration Information Officer (RIO).

2. All requests for registration and/or information submitted to LRA and its Registries of Deeds, shall undergo processing under the LRA's Computerized Systems, and are thus considered as rendered service, regardless of the result.

Registries of Deeds shall not refund payments for services rendered. Registration Fees and other charges may be refunded by the Central Office, upon the request of the client, in accordance with existing pertinent laws.

3. Kindly present this form with the Official Receipt at the Releasing Counter when claiming title(s) and/or registered document(s).

4. Any transaction left unpaid after 10 days shall be automatically voided.

5. The fees indicated above may be subject of a re-assessment based on actual result of the transaction requested herein.

EPEB No : 202000280

**Fees Assessment**

Fee Type	Fee Description	Amount (PhP)
Entry Fee	Entry Fees	30.00
Registration Fee	Fixed Fee - 30	30.00
Registration Fee*		386.32
Issuance of Title Fee	TUP - For each certificate of title issued	60.00
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Fee for Additional Page	Fee for additional page	30.00
<b>Total Fees in Words: Php Seven Hundred Eighty-Seven And 77 / 100 only</b>		<b>Total : 787.77</b>

\*Inclusive of IT Service Fees

\*\*Value Added Tax (VAT) on IT Service Fees - P 67.26

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b. For IT Service Fees - the Manager's Check shall be in the name of "**Registry of Deeds of Quezon City - for the account of PNB Trust Banking Group as Escrow Agent for Trust Account No. 161144TA01**" in the amount of **P627.77**

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1. Please check the details above before paying. You may get a detailed breakdown of the assessed fees from the Registration Information Officer (RIO).

2. All requests for registration and/or information submitted to LRA and its Registries of Deeds, shall undergo processing under the LRA's Computerized Systems and are thus considered as rendered service, regardless of the result.

Registries of Deeds shall not refund payments for services rendered. Registration Fees and other charges may be refunded by the Central Office, upon the request of the client, in accordance with existing pertinent laws.

3. Kindly present this form with the Official Receipt at the Releasing Counter when claiming title(s) and/or registered document(s).

4. Any transaction left unpaid after 10 days shall be automatically voided.

5. The fees indicated above may be subject of a re-assessment based on actual result of the transaction requested herein.

**NOTICE:**

*Please be informed of the pendency of a prior transaction which was already denied by this Registry. However, due to failure of the registrant to personally receive the Notice of Non-Registrability the same was sent through mail and a period of five (5) days from its receipt is given to the registrant to appeal the denial, as provided in Presidential Decree 1529. At any rate, after the lapse of said period your transaction will be acted upon by this Registry.*

**IMPORTANT NOTICE:**

*Please be informed that the manually-issued title subject of this transaction shall be deactivated and shall be converted to/replaced by an "eTitle" pursuant to LRA Circular No. 02-2016 as amended by LRA Circular No. 02-2017.*

Acknowledged by:

\_\_\_\_\_  
Registered Owner/Authorized Representative

**Land Registration Authority - Philippines Official Facebook Page**

To get updates on the status of your transaction or if you have any inquiries, suggestions, or complaints, please scan the QR code at the right side or visit [http://bit.ly/LRA\\_Official\\_FacebookPage](http://bit.ly/LRA_Official_FacebookPage), the official Facebook page of Land Registration Authority - Philippines.

