



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

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



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LRA CIRCULAR NO. 04 - 2020

Subject: CLARIFICATION ON THE REQUIREMENT FOR THE SUBMISSION OF ENCODED TECHNICAL DESCRIPTIONS IN RELATION TO LRA CIRCULAR NO. 04-2020

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 ("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 has substantially implemented in its Registries of Deeds nationwide 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 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, LRA issued the following Circulars with the objective of reducing user errors and improving transaction processing turn-around time for transactions involving the subdivision, consolidation, and/or subdivision-consolidation of land titles (the "Covered Transactions"):

1. LRA Circular No. 33-2017, with subject: **"Mandatory Requirement for the Submission of Encoded Technical Description ("eTD") for DENR-approved Plans Submitted for Registration in the Various Registries Of Deeds"**, dated on October 23, 2017; and,
2. LRA Circular No. 04-2020 with subject: **"Mandatory Requirement for the Submission of Encoded Technical Descriptions ("eTD") for the Registration of Plans and Issuance of Titles as a result Thereof"**, dated February 28, 2020.

WHEREAS, the implementation of the above Circulars were held in abeyance in consideration of the restrictions imposed by the Government in relation to the COVID-19 Pandemic;

WHEREAS, it is also noted in the Registries of Deeds that the processing of the Covered Transactions is currently severely limited due to said measures taken to prevent the spread of the COVID-19 disease, including the limiting of clients allowed to enter the premises of the Registry, the reduction of workforce, the reduction of working days, among others;

WHEREFORE, in light of the above limitations, and to ensure that the Registries of Deeds are able to service the requirements of clients with respect to the Covered Transactions, this Authority shall require the submission of eTDs corresponding to Department of Environment and Natural Resources ("DENR")-approved Plans entered

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NORILYN T. TOMAS
Chief, Central Records Section



for registration in the various Computerized Registries of Deeds, and the uploading of these files prior to the processing of the same, the transacting public is advised of the following:

1. The requirement for the submission of eTDs shall be implemented starting December 1, 2020;
2. All Covered Transactions shall be allowed entry into the Electronic Primary Entry Book of the Registry concerned, but shall only be processed by the Registry Personnel once the corresponding eTD file is received;
3. The eTD System is a free system, and is available for use by LRA Clients by enrolling, and requesting for the installation file and User Guide through etdmailbox@lra.gov.ph and,
4. Training on the use of the eTD System is also free, and may be scheduled through etdmailbox@lra.gov.ph.

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.

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

Issued SEP 30 2020, 2020, Quezon City, Philippines.


RENATO D. BERMEJO
Administrator

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NORILYN T. TOMAS
Chief, Central Records Section