



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  
OFFICE OF THE NATIONAL ADMINISTRATIVE  
Administrative Rules and Regulations



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**LRA CIRCULAR No. 20 - 2021**

**SUBJECT: GUIDELINES FOR THE RELEASE OF DOCUMENTS REQUESTED THROUGH THE ESERBISYO PORTAL**

**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, chattel mortgages and personal properties 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**, to make LRA services more accessible and available to the public, LRA developed the LRA eSerbisyo Portal, through the LTCP, to allow its Clients to lodge request for Certified True Copy ("CTC") of titles through the internet, as provided in LRA Circular No. 22-2019 issued on November 8, 2019 with subject: "Launching of the eSerbisyo Internet Portal to allow LRA Clients to make Online Requests for Certified True Copies of Titles";

**WHEREAS**, pursuant to LRA Circular No. 01-2021 issued on January 20, 2021 with subject, "Accessibility and Availability of the eSerbisyo Portal and its Services for the Use of the General Public", public access to [www.eserbisyo.lra.gov.ph](http://www.eserbisyo.lra.gov.ph) has been made available;

**WHEREAS**, the CTC of title requested through the eSerbisyo Portal shall be delivered to the specified address of the requesting client;

**WHEREAS**, Rule IV of the Implementing Rules and Regulations of Republic Act 10173, of the Data Privacy Act of 2012, provides for the Security Measures for the Protection of Personal Data;

**WHEREAS**, the LRA respects and values the data privacy rights of its clients and ensures that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing;

**WHEREFORE**, in consideration of the foregoing premises, the transacting public is advised that the LRA shall implement the following:

1. For clarity, the following terms shall mean:
  - a. Registered Owner - the person who owns the parcel of land, as registered with this Authority, and whose name is reflected on the Certificate of Title;
  - b. Requester - the requesting client, or the person who requested a document through the eSerbisyo Portal; may not necessarily be the Registered Owner; and,
  - c. Authorized Representative - the person authorized in writing by the Requester to

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NORILYN T. TOMAS  
Chief, Central Records Section





receive the requested document on their behalf.

2. Prior to the release of the document by LRA's partner courier, the requester shall present any valid government-issued identification ("ID"). Below is a list of valid IDs that are acceptable for the release of documents requested through the eSerbisyo Portal:
  - a. Philippine Passport;
  - b. Driver's License;
  - c. Airman License;
  - d. Professional Regulations Commission ID;
  - e. Integrated Bar of the Philippines ID;
  - f. Government Service Insurance System Unified Multi-Purpose ID/eCard;
  - g. Social Security System Unified Multi-Purpose ID;
  - h. Home Development Mutual Fund (Pag-IBIG) Transaction/Loyalty Card;
  - i. Voter's ID;
  - j. Postal ID;
  - k. Senior Citizen's ID;
  - l. Overseas Filipino Worker ID;
  - m. Overseas Workers Welfare Administration ID;
  - n. Seaman's/Seawoman's Book;
  - o. Diplomat/Consular ID;
  - p. National Bureau of Investigation Clearance;
  - q. Philippine National Police ("PNP") ID/Police Clearance;
  - r. PNP Permit to Carry Firearms Outside Residence;
  - s. Department of Social Welfare and Development Certification/4Ps ID;
  - t. Person with Disability ID;
  - u. IDs issued by National Government Offices, including Government Owned and Controlled Corporations;
  - v. IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor and Vice Mayor);
  - w. Tax Identification Card;
  - x. Philippine Identification System ID;
  - y. Barangay ID;
  - z. Student ID;
  - aa. Company ID;
  - bb. For foreign nationals, passport issued by foreign governments and any of the following:

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*[Handwritten Signature]* 8/3/2021

NORILYN T. TOMAS

Chief, Central Records Section



- 1) Alien Certification of Registration;
  - 2) Immigrant Certificate of Registration; and,
  - 3) Special Resident Retiree Visa.
3. In case the requester cannot receive the document, the authorized representative shall present any of the valid IDs mentioned in Section 2, the original and copy of the requester's valid ID, and a letter of authorization/Special Power of Attorney;
  4. If the document was not released by LRA's partner courier after two delivery attempts due to the following reasons, the request shall be considered as rendered service:
    - a. The requester, or his/her authorized representative is not around or does not reside in the delivery address provided;
    - b. The delivery address provided by the requester is incomplete or incorrect; and,
    - c. The requester, or his/her authorized representative, refused to receive the document.
  5. All undelivered documents shall be forwarded to the nearest courier branch based on the requester's registered delivery address, and the LRA shall inform the requester, through their contact details registered in the eSerbisyo Portal, that the document shall be picked up within fifteen (15) days;
  6. All documents that were not claimed from the courier branch within 15 days shall be returned to LRA Central Office; and,
  7. All concerns related to the delivery of CTC of titles requested through the eSerbisyo Portal can be communicated through [helpdesk.eserbisyo@lra.gov.ph](mailto:helpdesk.eserbisyo@lra.gov.ph).

This Circular shall take effect immediately upon 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 28 2021, 2021, Quezon City, Philippines.

  
**RENATO D. BERMEJO**  
Administrator

**CERTIFIED TRUE COPY:**

 8/3/2021  
**NORILYN T. TOMAS**  
Chief, Central Records Section



LAND REGISTRATION SYSTEM  
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11-13-19 BY: J. Domingo



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



**LRA CIRCULAR NO.: 22 - 2019**

**SUBJECT: LAUNCHING OF THE LRA eSERBISYO INTERNET PORTAL TO ALLOW LRA CLIENTS TO MAKE ONLINE REQUESTS FOR CERTIFIED TRUE COPIES OF TITLES**

**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 lands 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" or the "Project"), which seeks among others, to maintain on-line 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 and 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**, as part of its mandate, the Registry of Deeds ("RDs") issues, upon the requests of Clients, Certified True Copies ("CTC") of certificates of titles and other documents kept in their records, using the LRA Computerized Systems developed and delivered under the LTCP;

**WHEREAS**, through the LTCP, LRA has also implemented Anywhere to Anywhere ("A2A") Services to assist its Clients in acquiring the CTC of a Title kept in any "live" Registry of Deeds ("RD") nationwide through the nearest LRA office;

**WHEREAS**, LRA has received requests to allow the filing of requests for a CTC of a title through the LRA Website;

**WHEREFORE**, in consideration of the foregoing premises, LRA shall allow its Clients to request for CTC of Titles through an Online Web Portal, as follows:

1. The LRA Online Web Portal shall be officially called the LRA eSerbisyo Portal or the "Portal";
2. The Portal shall be accessible to LRA Clients on a 24x7 basis, through the internet;
3. The Portal shall only allow validated users to use the Portal;
4. The Portal shall allow LRA Clients to request for CTC of Titles initially, without the need of going to the RDs, and allow for the delivery of the CTC Output to any address within the Philippines;
5. The Portal shall support Online Self-service requests, as well as requests through Short Message Service ("SMS") and Electronic Mail ("Email");

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Chief, Central Records Section

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6. The Portal shall process requests for CTC that have been fully paid;
7. Payment for fees (i.e., LRA Fees and IT Service Fees), corresponding to the request created through the Portal, shall be made by Clients through the designated payment solutions;
8. The CTC Output shall be delivered through courier service to the address (note: address shall be within the Philippines only) to be designated by the Client;
9. The Procedures for the use of the Online Self-service option shall be as follows:
  - a. The User must register in the eSerbisyo Web Portal and create a user account where the following information must be completed:
    - i. User ID;
    - ii. Password;
    - iii. Requestor's Name;
    - iv. Mobile Number;
    - v. Email address; and,
    - vi. Address where the CTC output shall be delivered.
  - b. Upon successful registration of the user account and completion of the verification process through the One Time Password ("OTP"), the Client shall be able to log-in into the eSerbisyo Web Portal using the valid User Account.
  - c. After successful login, the Client shall then be prompted to input the following requests details:
    - i. Registry of Deeds where the Title is located;
    - ii. Title Type;
    - iii. Title Number;
    - iv. Number of Copies; and
    - v. Address where the CTC output shall be delivered.
  - d. Once the title has been validated in the database, the System shall display the transaction summary page with the transaction details and breakdown of payment for the LRA Fees and the IT Service Fees, as contained in the LRA Circular Numbers 22-2009, 03-2011 and 08-2012 (attached as Annex A" hereof), as follows:

A. LRA Fees	
1. Issuance Fees (Certified True Copy Fee)	For the first two (2) pages; and,
2. Issuance Fees (Certified True Copy Fee)	For each subsequent page(s) (page 3+)

B. IT Service Fees	
1. Issuance Fees (Certified True Copy Fee)	IT Service Fee for the first two (2) pages;
2. Issuance Fees (Certified True Copy Fee)	IT Service Fee for each subsequent page(s) (page 3+); and,
3. Network Transmittal Fee	IT Service Fee for the network transmission.  This fee shall cover the cost of courier services to the designated address within the country.

- e. Upon receipt of the details for payment, the Client shall choose among the list of Payment Channels provided in the eSerbisyo Web Portal and pay the amount stated in the transaction summary page.
  - f. Upon successful confirmation of payment, the Portal shall proceed with the processing of the request through the approved internal process of LRA;
  - g. The printed CTC Output and the Official Receipt ("OR") shall be sent by Courier to the Client. The tracking details, including the expected date of delivery, shall be forwarded to the Client via email or SMS.
  - h. Once the Client has received the requested CTC, the LRA eSerbisyo ticket shall be marked as "closed".
10. The procedure for requests through the Short Message Service ("SMS") and Electronic Mail ("Email") option shall be published in a separate LRA Circular;
11. A Service Desk shall be launched by LRA to support Clients using the Portal; and,
12. The Portal shall provide a facility to allow Clients to get an update as to the status of their request.

If any provision of this Circular, or any application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting. All orders, guidelines, circulars, rules and regulations inconsistent herewith are hereby repealed or amended accordingly.

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 **NOV 08 2019**, Quezon City, Philippines.

**RENATO D. BERMEJO**  
Administrator

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**NORILYN T. TOMAS**

Chief, Central Records Section





REPUBLIKA NG PILIPINAS  
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East Avenue cor. NIA Road  
Quezon City

LRA CIRCULAR NO. 22 -2009

**SUBJECT: COLLECTION OF IT SERVICE FEES PURSUANT TO THE IMPLEMENTING GUIDELINES ON ELECTRONIC REGISTRATION OF LAND TITLES AND DEEDS**

*Section 1. Fees Payable for Electronic Registration of Land Titles and Deeds.* In addition to the fees currently collected by the LRA and its Registries of Deeds, IT Service Fees, exclusive of value added tax, shall also be collected for transactions involving electronic registration of Land Titles and Deeds, as follows:

1. Service Fee for Issuance of Certificates of Title – P150 per title issued;
2. Service Fee for Registration of Deeds – P240 per deed/instrument processed for registration, including, but not limited to, deeds/instruments resulting to the issuance of a title, and supporting documents that are indispensable to the registration of the main document;

The supporting documents, wherein IT Services are rendered and for which an IT Service Fee per document shall be charged, are as follows:

- a. Documents that can be registered independent of the main document/instrument;
- b. Documents that need to be registered before the main document/instrument can be registered;
- c. Documents that are required by law, statutes, administrative orders, rulings, and the like, to be presented before the registration of a main document/instrument; and,
- d. Documents that are otherwise not indispensable but are requested by the client to be entered into the records of the Registry.

provided, that, the word “registered” as above used shall contemplate registration in the legal sense of the word (annotation).

3. Service Fee for Approval of Subdivision Plans – P150 per plan processed for approval.

*Section 2. Fees Payable for Certified True Copies, Certifications, and Verifications.* In addition to the fees currently collected by the LRA and its Registries of Deeds, IT Service Fees, exclusive of value added tax, shall also be collected for transactions involving Certified True Copies, Certifications, and Verifications, as follows:

1. Service Fee for Issuance of True Copies of Subdivision Plans – P100 per Plan;
2. Service Fee for Issuance of True Copies of Technical Descriptions – P100 per Technical Description;
3. Service Fee for Issuance of True Copies of Decrees of Registration – P100 per Decree of Registration;

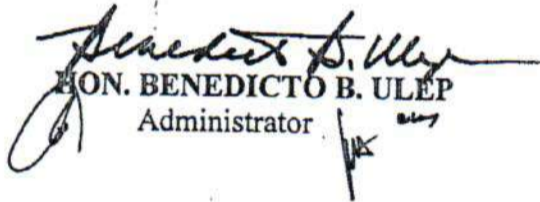
4. Service Fee for Issuance of True Copies of Certificates of Title – P100 per Certificate of Title;
5. Service Fee for Issuance of True Copies of Other Documents – P100 per Document;
6. Service Fee for Certification of Status of Plans/Lots – P100 per plan/lot certified on;
7. Service Fee for Query/Research – P150 per title, instrument or document queried on;

**Section 3. Value-added Tax.** The above-enumerated fees shall be subject to Value-added Tax.

**Section 4. Effectivity.** This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

Done in Quezon City this 10<sup>th</sup> day of November on the year of our Lord, Two Thousand and Nine.

APPROVED:

  
HON. BENEDICTO B. ULEP  
Administrator





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

LRA CIRCULAR NO. 03 - 2011

**SUBJECT: ADJUSTMENT OF IT SERVICE FEES PURSUANT TO THE BUILD-OWN-OPERATE AGREEMENT FOR THE INFORMATION TECHNOLOGY NETWORK AND DATABASE INFRASTRUCTURE PROJECT OF THE LAND REGISTRATION AUTHORITY**

**Section 1. Adjusted Fees.** The following shall be the adjusted IT Service Fees to be collected for transactions involving electronic registration of land titles and deeds, electronic registration of chattel mortgage and other personal properties, electronic recording of transactions on unregistered land, and issuance of certifications, certified true copies and verifications:

1. Service Fee for Issuance of True Copies of Subdivision Plans – P143.72 per plan;
2. Service Fee for Issuance of True Copies of Technical Description – P143.72 per technical description;
3. Service Fee for Issuance of True Copies of Decrees of Registration – P143.72 per Decree;
4. Service Fee for Issuance of True Copies of Certificates of Title – P143.72 per title;
5. Service Fee for Issuance of True Copies of Other Documents – P143.72 per document;
6. Service Fee for Certifications on Status of Plans/Lots – P143.72 per plan/lot certified on;
7. Service Fee for Issuance of Certificates of Title – P215.58 per title issued;
8. Service Fee for Approval of Subdivision Plans – P215.58 per plan processed for approval;
9. Service Fee for Query/Research – P215.58 per title, instrument, or document queried on; and,
10. Service Fee for Registration of Deeds – P344.93 per deed/instrument processed for registration, including, but not limited to supporting documents that are indispensable to the registration of the main document.

**Section 2. Value-added Tax.** The above enumerated fees shall be subject to Value-added tax.



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**Section 3. Effectivity.** This Circular shall take effect on the following dates:

- I. fifteen (15) days after receipt of three (3) certified copies of this Circular by the University of the Philippines Law Center and publication thereof in a newspaper of general circulation on the following Registries of Deeds:
  1. Quezon City
  2. Parañaque City
  3. Cebu City
  4. Cebu Province
  
- II. thirty (30) days after receipt of three (3) certified copies of this Circular by the University of the Philippines Law Center and publication thereof in a newspaper of general circulation on the following Registries of Deeds:
  1. Laguna (Calamba)
  2. Davao Del Norte (Tagum)
  3. Makati City
  4. Pampanga (San Fernando)
  5. Las Piñas City
  6. Manila
  7. Davao City, Davao Del Sur
  8. Marikina City
  9. IloIlo City
  10. IloIlo Province
  11. Cagayan De Oro City, Misamis Oriental
  12. Misamis Oriental (Cagayan De Oro)
  13. Rizal (Binangonan)
  14. Bataan (Balanga)
  15. Lipa City, Batangas
  16. La Union (San Fernando)
  17. Bulacan (Guiguinto)
  18. Tarlac (Tarlac)
  19. Mindoro Oriental (Calapan)
  20. Benguet (La Trinidad)
  21. Nueva Ecija (Cabanatuan)
  22. Cabanatuan City, Nueva Ecija
  23. Nueva Vizcaya (Bayombong)
  24. Laguna (Sta. Cruz)
  
- III. sixty (60) days after receipt of three (3) certified copies of this Circular by the University of the Philippines Law Center and publication thereof in a newspaper of general circulation on the following Registries of Deeds:
  1. Baguio City
  2. Tagaytay City, Cavite
  3. Pasay City
  4. Bulacan (Meycauayan)
  5. Mandaluyong City
  6. Nueva Ecija (Talavera)
  7. Bacolod City, Negros Occidental



8. Negros Occidental (Bacolod)
9. Davao Del Sur (Digos)
10. Batangas City, Batangas
11. San Pablo City, Laguna
12. Camarines Sur (Naga)
13. Naga City, Camarines Sur
14. Tacloban City, Northern Leyte
15. San Juan City
16. Rizal (Morong)
17. Zambales (Iba)
18. Pangasinan (Lingayen)
19. Aklan (Kalibo)

IV. ninety (90) days after receipt of three (3) certified copies of this Circular by the University of the Philippines Law Center and publication thereof in a newspaper of general circulation on the following Registries of Deeds:

1. Cavite (Trece Martirez)
2. Gen. Santos City, South Cotabato
3. Taguig City
4. Ozamis City, Misamis Occidental
5. Roxas City, Capiz
6. Camarines Norte (Daet)
7. Lapu-Lapu City, Cebu
8. Batangas (Nasugbu)
9. Aurora (Baler)
10. Dumaguete City, Negros Oriental
11. Negros Oriental (Dumaguete)
12. Pangasinan (Alaminos)
13. Laoag City, Ilocos Norte
14. Ilocos Norte (Laoag)
15. Kalinga Apayao (Tabuk)
16. Ilocos Norte (Batac)
17. Olongapo City, Zambales
18. Pasig City
19. La Carlota City, Negros Occidental
20. Palawan (Puerto Princesa)

APPROVED:

  
**HON. EULALIO C. DIAZ III**  
Administrator *ew*

3/15/11





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

LRA CIRCULAR No.: 08 - 2012

**SUBJECT: COLLECTION OF IT SERVICE FEES PURSUANT TO THE IMPLEMENTING GUIDELINES ON TRANSACTIONS ON ELECTRONIC REGISTRATION OF CHATTEL MORTGAGE AND OTHER PERSONAL PROPERTIES, ELECTRONIC RECORDING OF TRANSACTIONS ON UNREGISTERED LAND, AND ELECTRONIC REGISTRATION OF LAND TITLES AND DEEDS.**

1. Upon the issuance by this Authority of appropriate Administrative Order/s, IT Service Fees, exclusive of Value-added Tax, shall be collected for transactions involving the electronic registration of chattel mortgage and other personal properties, electronic recording of transactions on unregistered land, and electronic registration of land titles and deeds, as follows:
  - a. IT Service Fee for the Entry in Electronic Primary Entry Book – P100.00 per document entered for transactions limited to and involving only the entry in the Electronic Primary Entry Book, provided, that such entry made does not form part of a process of registration of a separate instrument for which the IT Service Fee for the Registration of Deeds are already collected; and
  - b. IT Service Fee for the Printing of Annotations – P 150.00 per carry-over of each subsisting encumbrance of a title to a new one, and for annotations on titles in excess of the first title covered by a document/instrument subject of registration.
2. Upon the issuance by this Authority of appropriate Administrative Order/s, IT Service Fees, exclusive of Value-added Tax, shall be collected for transactions involving the issuance of certifications and certified true copies, and for verifications made, as follows:
  - a. IT Service Fee for the Issuance of RD Certifications – P 150.00 per title, instrument, and document certified on, regardless of the type/kind of certification issued;
  - b. IT Service Fee for Network Transmission – in the case of certifications, certified true copies, and verifications made on titles and documents that are located in a different LRA Office, P400.00 per title, instrument, or document transmitted through the network, regardless of the number of pages or type of document being transmitted;
  - c. IT Service Fee for Parcel Verifications and Certifications – P650.00 per parcel verified and certified on; and
  - d. IT Service Fee chargeable for each page in excess of the of first 2 pages in the Issuance of True Copies of Subdivision Plans, Technical Descriptions, Decrees of Registration, Certificates of Title, and Other Documents – 20% of the base fee subject of previous publications on IT Service Fees.

3. The above-enumerated fees shall be subject to Value-added Tax.
4. 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.

Approved by:

  
2/20/12  
\_\_\_\_\_  
**EULALIO C. DIAZ III**  
Administrator  
Approval Date: 





REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
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Quezon City

LAND REGISTRATION SYSTEMS, INC.  
**RECEIVED**  
PROJECT MANAGEMENT OFFICE  
DATE: 01-25-21 BY: J. D. [Signature]

LRA CIRCULAR No. 01 - 2021

**SUBJECT: ACCESSIBILITY AND AVAILABILITY OF THE ESERBISYO PORTAL AND ITS SERVICES FOR THE USE OF THE GENERAL PUBLIC**

**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, chattel mortgages and personal properties in the province and the city wherein such office is situated;

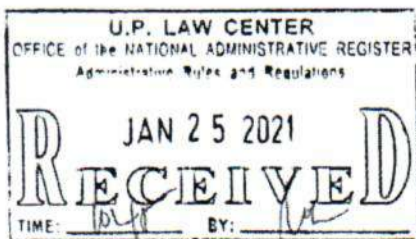
**WHEREAS**, to support its mandate, LRA is currently implementing the Land Titling Computerization Project ("LTCP") which seeks, among others, to maintain online information on titles that is current, complete and accurate; maintain the security and integrity of records by safeguarding these from tampering 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**, to make LRA services more accessible and available to the public, LRA developed the LRA eSerbisyo Portal, through the LTCP, to allow its Clients to lodge request for Certified True Copy ("CTC") of titles through the internet, as provided in LRA Circular No. 22-2019 issued on November 8, 2019 with subject: "Launching of the eSerbisyo Internet Portal to allow LRA Clients to make Online Requests for Certified True Copies of Titles";

**WHEREFORE**, in consideration of the foregoing premises, it is advised that the LRA shall allow the general public to access the LRA eSerbisyo Portal through [www.eserbisyo.lra.gov.ph](http://www.eserbisyo.lra.gov.ph) starting on January 22, 2021. The use of this Portal shall be governed by LRA Circular No. 22-2019, which shall be provided in the LRA Official Website and Facebook Page for easy reference.

This Circular shall take effect immediately upon 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 JAN 22 2021 2021, Quezon City, Philippines.



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[Signature] 1/21/2021

NOBLE N. TORRES  
Chief, Central Records Unit

**RENATO D. BERMEJO**  
Administrator

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