



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



MEMORANDUM

To: Officers and Personnel of the Covered Registries of Deeds

Atty. Raymond G. Ramos
RD Operations Committee

Engr. Ser John C. Pastrana
Chairperson, Project Development and Coordination Committee

Land Registration Systems, Inc.

From: The OIC-Administrator
This Authority

Subject: Full Implementation of the Title Upgrade Program in the Registries of Deeds Nationwide

Date: April 28, 2022

This is in relation to LRA Memorandum dated March 22, 2022 with the subject "Implementation of the Title Upgrade Program — Automatic Conversion into cTitles" (herein referred to as the "Memorandum").

The full implementation of the automatic conversion into eTitles of manually-issued titles subject of Annotation-related Voluntary Transactions shall be in a per batch basis, as follows:

A. Batch 1 - Start of implementation on **May 16, 2022**:

1. Antipolo City;
2. Taguig City;
3. Cabocan City;
4. Malabon City;
5. Valenzuela City;
6. Province of Rizal (Binangonan);
7. Province of Rizal (Morong);
8. City of Manila
9. Makati City
10. Pasay City



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HORRYN T. TOMAS
Chief, Central Records Section




11. Las Piñas City
12. Parañaque City
13. Muntinlupa City
14. Mandaluyong City
15. San Juan City
16. Pasig City
17. Province of Batangas (Tanauan);
18. Province of Laguna (Calamba);
19. Province of Batangas;
20. Province of Quezon;
21. Province of Laguna (Sta. Cruz);
22. Province of Quezon (Infanta);
23. Bacoor City;
24. Province of Cavite;
25. Province of Batangas (Nasugbu);
26. Cavite City.
27. Lipa City;
28. Lucena City;
29. San Pablo City;
30. Tagaytay City; and,
31. Trece Martires City.

B. Batch 2 - Start of implementation on **May 23, 2022**:

1. Province of Pangasinan;
2. Province of Nueva Ecija;
3. Province of Tarlac;
4. Cabanatuan City;
5. San Jose City;
6. Palayan City;
7. Province of Nueva Ecija (Talavera);

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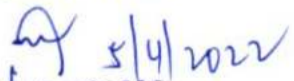
NORKYLA T. TORRES

Chief, Central Records Section



8. Province of Aurora;
9. Province of Abra;
10. Laoag City;
11. Province of Ilocos Norte (Laoag);
12. Province of Ilocos Norte (Batac);
13. Province of Ilocos Sur;
14. Province of Cagayan;
15. Province of Apayao;
16. Mt. Province;
17. Baguio City;
18. Province of Pangasinan (Lingayen);
19. Province of Pangasinan (Alaminos);
20. Province of Bataan;
21. Province of Bulacan (Meycauayan);
22. Province of Zambales;
23. Angeles City;
24. Olongapo City;
25. Province of Isabela (Santiago City);
26. Province of Benguet;
27. Province of Ifugao;
28. Province of Kalinga (Tabuk);
29. Tuguegarao City;
30. Province of Nueva Vizcaya;
31. Province of Quirino;
32. Province of Palawan;
33. Puerto Princesa City;
34. Province of Mindoro Occidental;
35. Province of Albay;
36. Province of Camarines Norte;
37. Province of Camarines Sur;
38. Province of Sorsogon;

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5/4/2022
NORLYN T. TOMAS
Chief, Central National Section




39. Iriga City;
40. Naga City;
41. Province of Northern Samar;
42. Province of Masbate; and,
43. Province of Marinduque.

C. Batch 3 - Start of implementation on **May 30, 2022**:

1. Butuan City;
2. Province of Agusan del Norte;
3. Province of Surigao del Norte;
4. Province of Surigao del Sur;
5. Surigao City;
6. Province of Bukidnon;
7. Cagayan de Oro City;
8. Province of Misamis Oriental;
9. Marawi City;
10. Zamboanga City;
11. Pagadian City;
12. Ozamis City;
13. Tangub City;
14. Province of Davao del Norte;
15. Province of Davao Oriental;
16. Province of Davao del Sur;
17. Davao City;
18. Province of Zamboanga del Norte;
19. Dipolog City;
20. Oroquieta City;
21. Province of South Cotabato;
22. General Santos City;
23. Province of Sarangani;
24. Province of Cotabato;

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Chief, Central Records Section



25. Province of Negros Occidental (Kabankalan);
26. Bacolod City;
27. Bago City;
28. La Carlota City;
29. Province of Negros Occidental;
30. Province of Bohol;
31. Lapu-lapu City;
32. Mandaue City;
33. Tagbilaran City;
34. Province of Eastern Samar;
35. Province of Leyte;
36. Province of Southern Leyte;
37. Calbayog City;
38. Ormoc City;
39. Tacloban City;
40. Province of Western Samar;
41. Province of Negros Oriental;
42. Province of Siquijor;
43. Bais City;
44. Canlaon City;
45. Dumaguete City;
46. San Carlos City;
47. Province of Aklan;
48. Province of Antique;
49. Province of Capiz;
50. Roxas City;
51. Danao City;
52. Toledo City; and,
53. Bogo City.

D. Batch 4 - Start of implementation on **June 4, 2022**:

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ROBERTO S. TORRES
Chief, Central Records Section




1. Iligan City;
2. Province of Sultan Kudarat;
3. Province of La Union;
4. Province of Isabela (Ilagan);
5. Batangas City;
6. Province of Bulacan (Guiguinto);
7. Province of Pampanga; and,
8. Province of Mindoro Oriental.


In view hereof, the officers and personnel of the RDs shall ensure that they have complied with the instructions provided in Section B of the Memorandum, as enumerated below:

1. Attend and participate in the Refresher Training to be implemented by LARES On-site Trainers, prior to the commencement date indicated above;
2. Install signages in the Registries of Deeds to advise the transacting public of the above commencement date;
3. Ensure the availability of the revised Registration Application Form for use of the transacting public;
4. Submit all types of manual annotations used by the RD so that these may be incorporated as templates in the System;
5. Designate a Registration Information Officer who shall be in charge of ensuring that queries and concerns raised by the transacting public are recorded and properly addressed; and,
6. Ensure all Entry Clerks are trained and knowledgeable on the Title Upgrade Program in order for them to explain to the transacting public the salient points of the Program.

For strict compliance.


ROBERT NOMAR V. LEYRETANA, CESO II
OIC - Administrator
As per DOJ DO No. 099 dated March 17, 2022

cc: Atty. SHGarcia
Mr. NIMisalucha
All other RDs
LTCP P MEC Secretariat

REGISTERED OFFICE:

5/11/2022
ROBERTO T. TOMAS
Chief, Central Records Section



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



MEMORANDUM

TO: Officers and Personnel of the Covered Registries of Deeds
The Chairpersons, Project Development and Coordination
Committee, and RD Operations Committee
Land Registration Systems, Inc.

FROM: The OIC-Administrator
This Authority

SUBJECT: Implementation of the Title Upgrade Program ---
Automatic Conversion into cTitles

DATE: March 22, 2022

This is in relation to (1) LRA Circular No. 02-2016 published on January 29, 2016, with subject: Program for the Upgrade of all Manually-issued Titles within a 3-year Period (the "Circular"); and, (2) LRA Circular No. 02-2017 dated January 06, 2017, with subject: Addendum to LRA Circular No.02-2016 with subject: Program for the Upgrade of all Manually-issued Titles within a 3-year Period (the "Addendum"), copies of which are attached hereto as Annexes "A" and "B", respectively.

As provided in Section 6.3 of the Circular, the Program shall be implemented subject to the issuance of the appropriate Memorandum by the LRA Administrator. This Memorandum covers the implementation of Article III of the Circular, i.e., the Automatic Conversion into cTitles of manually-issued titles subject of Annotation-related Voluntary Transactions, which is currently being implemented in twenty-four (24) Registries of Deeds.

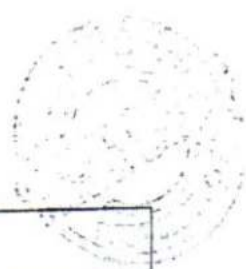
Based on the feedback gathered from the officers of the various Registries of Deeds and Major Client-Stakeholders of LRA, it is determined that the full implementation of the Automatic Conversion mode in all Registries shall support the direction of the Authority as to the expeditious processing of transactions.

The following instructions are hereby issued, in relation to the foregoing:

A. Implementation of the Automatic Conversion to cTitles

The Automatic Conversion to a cTitle during the processing of a Voluntary Transaction, as defined in Article III of the Circular, shall be implemented in all Computerized

Registries of Deeds, starting April 18, 2022, as follows:

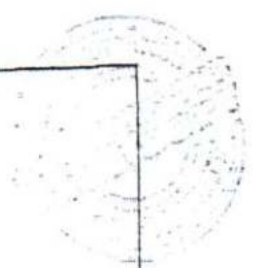


Sector	Registries of Deeds
Mindanao	<ol style="list-style-type: none"> 1. Butuan City 2. Province of Agusan del Norte (Butuan) 3. Province of Surigao Del Norte 4. Province of Surigao Del Sur (Tandag) 5. Surigao City 6. Zamboanga City 7. Iligan City 8. Province of Bukidnon (Malaybalay) 9. Province of Misamis Oriental (Cagayan De Oro) 10. Cagayan de Oro City 11. Marawi City 12. Pagadian City, Zamboanga Del Sur 13. Ozamis City 14. Tangub City 15. Dipolog City 16. Oroquieta City 17. Province of Zamboanga del Norte 18. Province of Davao Del Norte (Tagum) 19. Province of Davao Oriental (Mati) 20. Province of Davao Del Sur (Digos) 21. Davao City 22. South Cotabato (Koronadal) 23. General Santos City 24. Province of Sarangani (Alabel) 25. Province of North Cotabato (Kidapawan) 26. Province of Sultan Kudarat (Isulan)
Visayas	<ol style="list-style-type: none"> 27. Northern Leyte (Palo) 28. Province of Eastern Samar (Borongan) 29. Province of Southern Leyte (Maasin) 30. Province of Western Samar (Catbalogan) 31. Calbayog City 32. Ormoc City 33. Tacloban City 34. Province of Aklan (Kalibo) 35. Province of Capiz 36. Roxas City 37. Province of Antique (San Jose de Buenavista) 38. Mandaue City 39. Tagbilaran City 40. Toledo City 41. Province of Bohol (Tagbilaran) 42. Danao City 43. Lapu-Lapu City

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[Signature] 4/11/2022
MORFIN T. TOMAS
 Director of Agrarian Reform and Forestry

	44. Bogo City 45. Province of Negros Occidental (Bacolod) 46. Bacolod City 47. Bago City 48. La Carlota City 49. Province of Negros Occidental (Kabankalan) 50. Canlaon City 51. San Carlos City, Negros Occidental 52. Province of Negros Oriental (Dumaguete) 53. Province of Siquijor (Larena) 54. Bals City 55. Dumaguete City, Negros Oriental
North Luzon	56. Laoag City 57. Province of Ilocos Norte (Laoag) 58. Province of Cagayan (Sanchez Mira) 59. Province of Nueva Ecija (Cabanatuan) 60. Province of Tarlac 61. Cabanatuan City 62. San Jose City, Nueva Ecija 63. Palayan City 64. Province of Nueva Ecija (Talavera) 65. Province of Aurora (Baler) 66. Province of Abra (Bangued) 67. Province of Benguet (La Trinidad) 68. Mountain Province (Bontoc) 69. Baguio City 70. Province of Ilocos Norte (Batac) 71. Province of Ilocos Sur (Vigan) 72. Province of La Union (San Fernando) 73. Province of Pangasinan (Lingayen) 74. Province of Pangasinan (Tayug) 75. Province of Pangasinan (Alaminos) 76. Province of Bataan (Balanga) 77. Province of Bulacan (Guiguinto) 78. Province of Bulacan (Meycauayan) 79. Province of Pampanga (San Fernando) 80. Province of Zambales (Iba) 81. Angeles City 82. Olongapo City 83. Province of Ifugao (Lamut) 84. Province of Kalinga Apayao (Tabuk) 85. Province of Cagayan (Tuguegarao) 86. Province of Isabela (Ilagan) 87. Province of Nueva Vizcaya (Bayombong) 88. Province of Quirino (Cabarroguis) 89. Santiago City




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[Signature]
4/11/2022
NORVIN T. TOMAS
Assistant Secretary

	90. Luna, Apayao
South Luzon	91. Tagaytay City 92. Trece Martires City 93. Province of Mindoro Oriental (Calapan) 94. Cavite City 95. Province of Laguna (Calamba) 96. Bacoor 97. Province of Mindoro Oriental (Mamburao) 98. Province of Marinduque (Boac) 99. Province of Batangas 100. Batangas City 101. Province of Batangas (Nasugbu) 102. Province of Laguna (Sta. Cruz) 103. Province of Quezon 104. Lucena City, Quezon 105. San Pablo City 106. Lipa City 107. Province of Batangas (Tanauan) 108. Province of Albay (Legaspi) 109. Province of Camarines Norte 110. Province of Camarines Sur (Naga) 111. Province of Sorsogon 112. Iriga City 113. Naga City 114. Province of Quezon (Infanta) 115. Province of Northern Samar (Catarman) 116. Province of Cavite 117. Province of Palawan 118. Puerto Princesa City 119. Province of Masbate
National Capital Region and Rizal	120. Caloocan City 121. City of Manila 122. Pasay City 123. Las Piñas City 124. Malabon City 125. Parañaque City 126. Valenzuela City 127. Muntinlupa City 128. Makati City 129. Mandaluyong City 130. Pasig City 131. San Juan City 132. Province of Rizal (Binangonan) 133. Province of Rizal (Morong) 134. Antipolo City



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 4/11/2022
 DIVISION OFFICER
 Department of Education - Marikina City

	135. Taguig City
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The additional fees (i.e., fees in addition to the fees due for the registration of the voluntary instrument or deed) to be paid are as follows:

Fee Type	Remarks
1. LRA Fee for the Issuance of Title	For each certificate of title issued
2. LRA Fee for each Additional Page of the title	For each additional page used for the printing of annotations
3. LRA Fee for for each Additional Copy of the Owner's Duplicate	For each new Owner's Duplicate or Co-Owner's Duplicate Copy of certificate of title, or any additional duplicate or copy thereof
4. IT Service Fee for the Issuance of Title	For each certificate of title issued, and new Owner's Duplicate or Co-Owner's Duplicate Copy of certificate of title, or any additional duplicate or copy thereof


All LRA Fees and IT Service Fees shall be based on the rates published by the Authority.

B. Activities in the Registries of Deeds

The officers and personnel of the Registry of Deeds for the following RDs stated above are hereby directed to:

1. Attend and participate in the Refresher Training to be implemented by LARES On-site Trainers, prior to the commencement date indicated above;
2. Install signages (template provided herewith as Annex "C", hereof) in the Registries of Deeds to advise the transacting public of the above commencement date;
3. Ensure the availability of the revised Registration Application Form (version 4) (see Annex "D" hereof) for use of the transacting public;
4. Submit all types of manual annotations used by the RD so that these may be incorporated as templates in the System;
5. Designate a Registration Information Officer who shall be in charge of ensuring that queries and concerns raised by the transacting public are recorded and properly addressed; and,
6. Ensure all Entry Clerks are trained and knowledgeable on the Title Upgrade Program in order for them to explain to the transacting public the salient points of the Program.

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 4/11/2022
 REGISTRAR GENERAL
 Department of Agrarian Reform and Agrarian Justice



C. Activities by LTCP Project Committees

The Chairpersons of the Project Development Coordination Committee and the Registry of Deeds Operations Committee are hereby directed to:

1. Ensure the availability of all required facilities, processes, systems and settings required to commence the implementation of the Circular based on the above indicated schedule;
2. Ensure the implementation of refresher training activities and provision of technical support to the covered Registries of Deeds; and,
3. Monitor and support the operations of the Annotation Encoding Support Team provided by LARES.

For guidance and strict compliance.

ROBERT NOMAR V. LEYRETANA, CESO II
OIC - Administrator
As per DOJ DO No. 099 dated March 17, 2022

cc: Atty. SHGarcia
Mr. NIMisalucha
LTCP PMEC Secretariat

CERTIFIED TRUE COPY:

my 9/11/2022
SECRETARY T. TOMAS
Att. General Records Section



REPUBLIKANG PILIPINAS
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(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City



LRA CIRCULAR NO.: 02 - 2016

SUBJECT: PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD

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 the 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 Titing 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 data substitution or insertion of questionable data; ensure the integrity of the land titing 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, even with the implementation of the LTCP, LRA and title holders may not receive the above-stated benefits of the Project due to the continuing existence of Certificates of Title that were issued prior to the LTCP (the "manually-issued titles") along with its associated problems;

WHEREAS, LRA realized the need to further strengthen the security for manually-issued titles to counter techniques of fraud and theft that are getting more sophisticated;

WHEREAS, LRA has acknowledged challenges that still need to be addressed when it comes to dangers arising from the external environment such as fire, earthquake and typhoon; especially in times of increasing risk of natural calamities and the danger it brings in the safety and integrity of land titles kept in the RDs and knowing that several past incidents, where fire, typhoon and earthquake occur, have caused not only damage to Registries of Deeds but also the destruction of manually-issued titles stored inside the Registries of Deeds;

WHEREAS, LRA recognized that despite the implementation of the LTCP, manually-issued titles are still subject to natural problems when it comes to storage such as the natural deterioration of manual titles due to paper decay and termite as well as loss of productive space and land due to large volumes of titles occupying a large space;

WHEREAS, LRA noted that there are administrative and labour costs identified in searching misplaced or lost documents as well as delays in transaction processing due to the need in searching for physical copies of land titles;

PAGE 1 OF 19

ODAOPE-LCR-2016-002
Revision: 0 / 1-11-2016

LRA CIRCULAR NO.:

WHEREAS, on December 20, 2011, LRA issued LRA Circular No. 27-2011 with subject: "Implementation of the LRA Voluntary Title Standardization Program for the Conversion of Manually-issued Titles into Electronic Certificates of Title Upon Request of the Registered Owner or other Client Representing the Registered Owner, or his/her Interest Thereof, wherein LRA provided the requirements in relation to the voluntary conversion of manually-issued certificates of title into certificates that are issued by the Computerized System ("eTitle)", with the objective of providing benefits to the public, to wit: (i) It shall further ensure faster processing of transactions, as RD personnel do not need to retrieve the physical original copies of the certificates of title subject of transaction; (ii) It shall protect original copies of titles from loss by storing the titles in electronic original form which are regularly backed-up, and owners shall no longer go through the expensive and tedious process of reconstitution; and, (iii) It shall ensure clearer Certified True Copies as compared to Certified True Copies issued on scanned images of the manually-issued certificates of title;

WHEREAS, on October 3, 2014, to further promote the eTitle Program, LRA issued LRA Circular No. 16-2014, wherein LRA, with the intention to fast-track the implementation of the conversion of manually-issued titles to eTitles, with the objective of ensuring that the benefits of the LTCP are felt by a greater majority of the public, allowed the conversion, upon the request of the client, of manually-issued certificates of title into eTitles, when such certificates of title are subject of a voluntary transaction which shall not cause the cancellation of the subject title;

WHEREAS, LRA assessed and accepted that the existing programs available to convert manually-issued titles into eTitles may not be sufficient in imposing upon the mandatory conversion of manually-issued titles to eTitles on land owners and title holders, which is needed due to the benefits it brings in increasing the overall welfare of society as well as eliminating the problems associated with manual copies. The benefits in digitizing manual titles include: (i) eliminating errors and risks of overlapping and duplication of titles by generating a system that can be a single source of truth; (ii) developing a system that can immediately detect and identify erroneous and fraudulent land titles thus, reducing chances of theft and fraudulence; (iii) enhancing the security and safety of land titles from dangers associated with the external environment such as fires, typhoons, and earthquakes; (iv) resolving problems commonly associated with storage such as natural decay and deterioration as well as the loss of productive space; and, (v) cutting administrative and labour costs associated with finding loss and/or misplaced documents as well as loss in time caused by delays in processing of transactions;

WHEREAS, considering the above-stated problems that continually plague the storage of manually issued titles and the overwhelming benefits of converting manually-issued titles to eTitles, this Authority has recognized the imperative need to immediately commence the phasing-out of all manually-issued titles by converting those into eTitles (the "Title Upgrade Program" or the "Program"), and shall provide the policies, support, processes and resources required for this Program;

Page 2 of 10

ODAPPELER 2016.001
Revision 0 / 1-11-2016

LRA CIRCULAR NO.:

WHEREFORE, premises considered, this Authority shall implement the Title Upgrade Program for the conversion of manually-issued titles into electronic certificates of titles, as follows:

Article I
The LRA Title Upgrade Program

- Sec. 1.1 The Program shall be formally called the "LRA Title Upgrade Program" and shall cover the conversion of all manually-issued titles into eTitles.
- Sec. 1.2 The Program shall be implemented within three (3) years from the effective date of this Circular, and shall cover all manually-issued Certificates of Title.
- Sec. 1.3 Voluntary transactions on manually-issued titles that are not yet converted into eTitles after such period shall no longer be accepted for processing in LRA and its Registries of Deeds, and must undergo conversion into eTitles prior to transaction processing.
- Sec. 1.4 The Program shall be implemented subject to the following rules:
- The LRA Title Upgrade Program shall be in line with previously approved and published Implementing Guidelines issued in relation to the LTCP;
 - The Owner's Duplicate of the manually-issued Certificate of Title which shall be converted to an eTitle, and all original copies of the issued Co-owner's Duplicate thereof, as the case may be, shall be surrendered to the Registry.
 - The Program shall only be available for Certificates of Title that have undergone the data conversion process and are already in the database. The Program shall not be used to cause the data conversion of Certificates of Title, which are still not in the database. Likewise, the Program shall only be available for Certificates of Title where the corresponding Original (Vault) Copy of the Title is intact and physically available at the RD. It shall be the responsibility and obligation of the Registers of Deeds and Deputy Registers of Deeds to ensure that the valid Original (Vault) Copy of the manually-issued Certificate of Title subject of the Program is physically available before converting this into an eTitle.
 - If the title to be converted into an eTitle is subject of an ongoing voluntary transaction, where the Owner's Duplicate Copy and all original copies of the issued Co-owner's Duplicate thereof, as the case may be, are required to be presented, and considering that the presentation of the same is also required for the conversion to eTitles, the voluntary transaction and the request for conversion

Page 3 of 19

ORDOPE.LCR.2016.001
Revision 0 / 1-11-2016

LRA CIRCULAR NO.1

shall both be put on hold and be subject of LRA's investigation, as provided in existing policy issuances of the Authority, considering the need to authenticate said subject titles.

e. The eTitle resulting from the Program shall, in all respects, contain exactly the same information as that of the manually-issued Title, and in no case shall there be an amendment of any kind and form on any of the entries thereon, except for:

1. The annotation that shall be affixed on the newly-issued eTitle, as provided in Section 3.2 (m) (2), Section 4.3 (b) (3) (ii), and Section 5.3 (f) (2), hereof;

2. The transfer of any entry from the title subject of the transaction to the eTitle, which is considered as illegible despite diligent efforts to interpret the same, in which case the procedure provided in Section 1.4 (f) hereof shall apply; and,

3. Change in the information provided in the title subject of the transaction by virtue of the implementation of a registered Court Order for the amendment of such information.

f. In case any entry, annotation, or memorandum thereon is illegible or unreadable, the following options may be availed of:

1. In cases where only a small portion of the entry, annotation, or memorandum is illegible or unreadable, the legible entry, annotation, or memorandum shall be copied *en toto* and, for portions that are deemed illegible, the same may be replaced by putting the letter "X" for each illegible or unreadable entry; and,

2. In cases where majority of the entry, annotation, or memorandum is illegible or unreadable, the notation below shall be used:

"Illegible entry, annotation, or memorandum. Please refer to preceding title for details."

g. In case of an omitted entry, annotation, or memorandum in the resulting eTitle, the party-in-interest may avail of the appropriate remedy under LRA Circular No. 2013-51 (i.e., LRA Policy and Standards - Request for System Update) to cause its re-annotation.

h. LRA shall convert manually-issued titles into eTitles after verification of the Title History through trace-back. The trace-back shall be conducted for two generations, and the trace-back shall conform with the LRA Circular as regards "Query/Verification Service - Title Trace-back", as follows:

Page 4 of 13

ODAOPE.L.C. 2015.001
Revision 0 / 1-11-2015

LRA CIRCULAR NO.:

1. The trace-back shall be based only on the existing title information in the computerized database
2. If a preceding title does not exist in the database, then the trace-back shall only be up to that particular title, and the System shall indicate that further trace-back cannot be completed and the possible reasons why the particular title is not in the database.
3. There are situations where different titles have the same title type and number as the preceding title, and in such cases, the trace-back shall branch out and the System shall generate a trace-back for each of the Repeating Title Number ("RTN") title.
4. The eTitle shall include the name of the Registrar who issued the manually-issued Title, and the name of the Registrar issuing the eTitle as a result of this Circular.
5. Once the manually-issued title has been converted to an eTitle, it shall be deemed as deactivated; henceforth, all succeeding transactions pertaining thereto shall be processed using the resulting eTitle.

Article II Program Implementation

Sec. 2.1 The Program shall be implemented in the following cases:

- a. For titles subject of a voluntary transaction for interests less than ownership ("annotation-type transaction") - conversion to eTitle shall be implemented during the processing of the annotation-type transactions; and.
- b. For titles not subject of any annotation-type transaction in the Registry of Deeds - conversion to eTitle shall be implemented upon surrender of the Owner's Duplicate of the manually-issued Certificate of Title, and all issued Co-owner's Duplicate thereof, as the case may be, and the submission of the prescribed Conversion Request form.

Sec. 2.2 The Program shall be implemented subject to the issuance of the appropriate Memorandum by the Administrator.

Sec. 2.3 The Program shall cover all Patents and Awards issued by the Department of Agrarian Reform and the Department of Environment and Natural Resources in the implementation of their respective mandates. The Registries of Deeds shall issue the corresponding eTitles upon the registration of such Patents and Awards, subject to the applicable Joint Memorandum Circular that shall be issued by LRA

Page 3 of 19

QDAOPE.LCR.2016.D01
Revision 0 / X41-2016

LRA CIRCULAR NO. 4

and the Agencies.

Sec. 2.4 This Circular hereby repeals the following Circulars:

- a. LRA Circular No. 27-2011 with subject: Implementation of the LRA Voluntary Title Standardization Program for the Conversion of Manually-Issued Titles into Electronic Certificates of Title Upon Request of the Registered Owner or other Client Representing the Registered Owner, or his/her Interest Thereof, dated December 20, 2011;
- b. LRA Circular No. 16-2014, published on October 03, 2014, with subject: Amendment to the Implementing Guidelines on Electronic Registration of Land Titles and Deeds published on July 5, 2009; and,
- c. LRA Circular No. 22-2015, dated November 11, 2015, with subject: Title Trace-back in the Implementation of the LRA Voluntary Title Standardization Program.

The above enumerated Circulars are thus deemed ineffective immediately upon effect of this Circular.

Article III

Procedure for the Conversion to eTitle during the Processing of a Voluntary Transaction, which shall not cause the Cancellation of the Subject Title (the "Annotation-type Transaction")

Sec. 3.1 The following additional rules shall apply for the conversion to eTitles of manually-issued titles subject of an Annotation-type Transaction, during the processing thereof:

- a. In the case of conversion during the processing of voluntary transactions for interests less than ownership covering manually-issued titles, regardless of the result of the processing of the voluntary transaction, an eTitle shall be issued, except if the ground for the denial is on the basis of questionable authenticity of the Judicial Form, and other similar or analogous cases;
- b. LRA shall convert the manually-issued title subject of voluntary transactions for interests less than ownership regardless of the identity of the Transactor presenting the title and the documents for registration (e.g., Registered Owner, authorized representative, etc.); and,
- c. The annotation resulting from the registration of the voluntary transaction on the current title shall form part of the eTitle to be issued.

Sec. 3.2 The following procedure for the conversion of manually-issued

Page 6 of 19

ODAOPE.LRA.2016.001
Revision 6/1-11-2016

LRA CIRCULAR NO.:

Certificates of Title, during the processing of voluntary transactions for interests less than ownership covering such titles, shall be observed in the Registries of Deeds.

- a. The registered owner or his duly authorized representative shall submit the Owner's Duplicate Copy of the title subject of the transaction, and all Co-owner's Copies thereof, as the case may be, together with the required documents. All basic information from documents received supporting the transaction shall be entered into the Electronic Primary Book for Registered Land ("EPEB-RL"). The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.
- b. The fees shall be automatically computed by the System and the corresponding electronic receipt generated upon payment. In default of payment, the entry made in the EPEB-RL shall be rendered of no force and effect. The following fees shall be charged in addition to the fees to be paid for the transaction, as follows:

1. LRA Fees for the -

- i. Issuance of Title - for each certificate of title issued;
- ii. Issuance of Title - for each Additional Page of the title;
- iii. Issuance of Title - for each Additional Copy of the Owner's Duplicate; and,
- iv. Inscription of Annotation - for the inscription of the annotation indicated in Section 3.2 (m) (2) hereof. Annotation Fees for the inscription of all other annotations as a result of the eTitle conversion shall not be charged. However, for clarity, Annotation Fees for the inscription of annotations arising from the voluntary transaction shall be charged.

2. IT Service Fees for the -

- i. Issuance of Title - for each certificate of title issued and for each Additional Copy of the Owner's Duplicate, fee shall be as published by the Authority; and,
- ii. Printing of Annotations - for the printing of the annotation indicated in Section 3.2 (m) (2) hereof. Fees for the printing of all other annotations as a result of the eTitle conversion shall not be charged. However, for clarity, IT Service Fee for the Printing of Annotations for annotations arising from the voluntary transaction shall be charged.

Page 7 of 19

ODAOPE-1-01-2016.001
Revision 07-11-2016

LRA CIRCULAR NO.:

All LRA Fees and IT Service Fees shall be based on the rate published by the Authority.

- c. In case where the basis of a transaction is a decision of a court together with the certificate of finality or entry of judgment, the Registry shall verify with the court concerned on the authenticity of such court decision.
- d. In case of the registration of a court order to amend the title, and the order is for the amendment of the technical description, the transaction shall be subject to a verification process provided under Section 27 of the Implementing Guidelines on Electronic Registration of Land Titles and Deeds and Processing of Central Office Transactions, as published by LRA on December 21, 2010, prior to its registration. In case of an adverse certification from the Central Office ("CO"), the Registry of Deeds shall make the necessary manifestation to the proper court, and coordinate with the LRA Legal Division for appropriate action.
- e. In case of the registration of a court order for the inscription of the technical description on a title, the transaction shall be subject to a verification process provided under Section 28 of the Implementing Guidelines on Electronic Registration of Land Titles and Deeds and Processing of Central Office Transactions, as published by LRA on December 21, 2010, prior to its registration. In case of an adverse certification from the CO, the Registry of Deeds shall make the necessary manifestation to the proper court, and coordinate with the LRA Legal Division for appropriate action.
- f. All pertinent data on the title subject of the transaction shall be encoded, while the corresponding annotation(s) of the pending transaction shall be made using the formats and templates provided in the Computerized System. All annotations, whether subsisting or cancelled, on the manually-issued Title subject of the transaction, shall be copied *en toto* on the draft eTitle. In case any entry, annotation, or memorandum thereon is illegible or unreadable, the options enumerated in Section 1.4 (f), hereof, may be availed of by the Registry of Deeds.
- g. The encoded data, as well as the pertinent documents, shall then be examined, thereafter, upon finding that the same are complete, it shall be transmitted to the Approving Authority.
- h. A 2-generation title trace-back as provided under Section 1.4 (h) hereof shall be done during the Examination and Approval process.
- i. If the voluntary transaction is approved, the documents shall be stamped and signed by the Approving Authority.
- j. If the voluntary transaction is denied, a Notice of Denial shall be

Page 8 of 19

ODAOPE, LCR 2016.001
Revision 07-11-2016

LRA CIRCULAR NO.:

issued to the client who may, without withdrawing the documents, elevate the transaction *en consulta* within five (5) days from the receipt of notice of such denial in accordance with the pertinent provision of Presidential Decree 1529. Otherwise, the denial shall be considered final.

- k. Both the Original and Duplicate Copies of the title subject of the transaction shall be stamped on each and every page thereof the following:

"DEACTIVATED pursuant to LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date>."

- l. The Owner's Duplicate of the title subject of the transaction and all the documents submitted by the client shall be scanned, and the resulting images shall be uploaded in the database. After scanning, the documents shall be kept in the vault for safekeeping.
- m. Regardless of the result of the transaction, a new Owner's Duplicate Copy and/or Co-owner's Copy of the eTitle shall be printed with a unique system-generated title number, subject to the provisions of Sections 1.4 and 3.1 (a) and (b) hereof, which shall bear an annotation that it was issued by virtue of this Circular, as follows:

1. For the title subject of the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <Subject Title Number> has been DEACTIVATED by virtue of LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date>, and SHALL NO LONGER BE USED IN TRANSACTION PROCESSING. Henceforth, transactions shall be processed on the basis of PHILARIS-generated <Original/Transfer/Condominium> Certificate of Title No.: <New Title Number>.

2. For the eTitle resulting from the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <New Title Number> is issued based on <Original/Transfer/Condominium> Certificate Title No.: <Subject Title Number>, printed on Serial No.: <Serial No.> (if applicable), by virtue of LRA Circular No.: <Number of the

Page 9 of 19

OBADOPE, LRA 2016-001
Revisión 1/1-11-2016

LRA CIRCULAR NO.:

Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date>.

- n. The newly-issued Owner's Duplicate Copy of the eTitle and/or Co-Owner's Copy thereof, and the duplicate of the documents shall then be received by the registered owner or his duly authorized representative, who shall sign the Acknowledgment Slip generated by the Computerized System, which shall include an advisory in case the 2-generation title trace-back as provided under Section 1.4 (h) was not successfully completed.

Article IV
Procedure for the Conversion to eTitle
of Titles not subject of a Transaction (MOA-based Conversion)

Sec. 4.1 LRA shall allow juridical entities having large volume of manually-issued titles in their possession who have entered into a Memorandum of Agreement with LRA for converting these titles into eTitles (the "LRA Partner") the use of a special process for this purpose (the "MOA-based Conversion"). The rules and procedures provided below shall apply on titles that are not subject of any Annotation-type Transaction in the Registry of Deeds.

Sec. 4.2 The following additional rules shall apply for the conversion to eTitles of manually-issued titles subject of a MOA-based Conversion request from an LRA Partner:

- a. In the implementation of this Circular, and in situations where the LRA Partner is not the Registered Owner of the property, the LRA and its Registries of Deeds shall recognize and accept the LRA Partner as the authorized representative of the Registered Owner subject to the following conditions:

1. The LRA Partner is in possession of the Owner's Duplicate of the Certificate of Title and all issued Co-owner's Duplicate of the Certificate of Title, as the case may be;
2. The LRA Partner has an interest on the title as evidenced by its registered right on the title; and,
3. The LRA Partner has secured the authorization from the Registered Owner to convert the manually-issued title into an eTitle.

- b. The LRA Central Office shall issue Memorandum Orders addressed to the appropriate Registry of Deeds for the conversion of the titles therein specified. The Memorandum Order shall be the main documentary requirement to be entered in the Registry of Deeds. All other documents submitted by the LRA Partner shall be deemed

Page 10 of 19

ODAOPELCA.2016.001
Revision 0 / 1-11-2016

LRA CIRCULAR NO.:

as attachments of the Memorandum Order.

- c. For MOA-based Conversion, the LRA shall allow the conversion of the manually-issued titles into eTitles on the basis of a copy of the Owner's Duplicate of the Certificate of Title, and all issued Co-owner's Duplicate of the Certificate of Title, as the case may be, which shall be verified by an LRA Authorized Representative (the "Verified Copy"). However, the Owner's Duplicate of the Certificate of Title (and all issued Co-owner's Duplicate of the Certificate of Title) shall be surrendered to the Registry of Deeds prior to the examination of the eTitle by the LRA Partner. Should the LRA Partner fail to surrender the Owner's Duplicate of the Certificate of Title (and all issued Co-owner's Duplicate of the Certificate of Title), the eTitle shall not be approved and the same shall not have any force and effect.

Sec. 4.3 The following procedures for the conversion of manually-issued Certificates of Title through MOA-based Conversion shall be observed by the LRA Central Office and the Registries of Deeds:

- a. The LRA Partner shall submit the Conversion Request Form to the LRA Central Office for the conversion of manually-issued titles registered in the name of the LRA Partner ("Own Title"), and manually-issued titles, which are not in the name of the LRA Partner but are in the LRA Partner's possession and custody as security collateral for loans that are already registered with the appropriate RD (the "Collateral Title"), for MOA-based Conversion under the LRA Title Upgrade Program. In the case of Collateral Titles, the LRA Partner shall indicate in the letter-request that it has obtained the consent of the Registered Owner of the title for the conversion of the same.
- b. The LRA Central Office designated eTitle Processing Team shall commence the conversion of the manually-issued titles into eTitles (the "Preliminary Processing"), as follows:
1. An entry shall be electronically made into the EPEB-RL of the corresponding Registry of Deeds.
 2. All pertinent data on the manually-issued Title shall be encoded and the corresponding annotations shall be made using the format and templates provided in the Computerized System, except for annotations already existing in the manually-issued Title, which shall be copied *in toto* on the resulting eTitle.
 3. The resulting electronic original copy and the printed Owner's Duplicate Certificate of Title and/or Co-owner's Duplicate Certificate of Title shall bear an annotation that it was issued by virtue of this Circular, as follows:
 1. For the title subject of the conversion:

Page 11 of 19

ODAOPE LCR 2016.03H
Revision 0/17A-2016

LRA CIRCULAR NO.:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <Subject Title Number> has been DEACTIVATED by virtue of LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date> and LRA Memorandum Order <Number of the Memorandum Order> with subject: LRA Title Upgrade Program, issued on <Memorandum Order Issue Date>, and SHALL NO LONGER BE USED IN TRANSACTION PROCESSING. Henceforth, transactions shall be processed on the basis of PHILARIS-generated <Original/Transfer/Condominium> Certificate of Title No.: <New Title Number>.

ii. For the eTitle resulting from the conversion:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <New Title Number> is issued based on <Original/Transfer/Condominium> Certificate Title No.: <Subject Title Number>, printed on Serial No.: <Serial No.> (if applicable), by virtue of LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date> and LRA Memorandum Order <Number of the Memorandum Order> with subject: LRA Title Upgrade Program, issued on <Memorandum Order Issue Date>.

c. After Preliminary Processing, the LRA Central Office shall issue the corresponding assessment of the Total Assessed Fees to be paid by the LRA Partner, which shall be based on the corresponding effective rates, as published by LRA, of the following:

1. LRA Fees for the:

- i. Entry into the Electronic Primary Entry Book - for each entry number issued;
- ii. Issuance of Title - for each certificate of title issued;
- iii. Issuance of Title - for each Additional Page of the title;
- iv. Issuance of Title - for each Additional Copy of the Owner's Duplicate; and,
- v. Inscription of Annotation - for the inscription of the

Page 12 of 19

DDAOPE.LC.01.2016.001
Revision-0 / 1-11-2016

LRA CIRCULAR NO.:

annotation indicated in Section 4.3 (b) (3) (ii) hereof. Fees for the inscription of all other annotations as a result of the eTitle conversion shall not be charged.

2. IT Service Fees for the:

- i. Issuance of Title - for each certificate of title issued and for each Additional Copy of the Owner's Duplicate; and,
- ii. Printing of Annotations - for the printing of the annotation indicated in Section 4.3 (b) (3) (ii) hereof. Fees for the printing of all other annotations as a result of the eTitle conversion shall not be charged.

All LRA Fees and IT Service Fees shall be based on the rate published by the Authority. The Total Assessed Fees, net of the Preliminary Processing Fee discussed below, shall be paid by the LRA Partner in the applicable Registry of Deeds.

- d. The LRA Partner shall be requested to pay the Preliminary Processing Fee, on a per title-basis, which shall be in the amount equivalent to the:
 1. LRA Fee for the Issuance of Certification in the amount published by the Authority; and,
 2. IT Service Fee for the Issuance of RD Certifications, in the amount published by the Authority.
- e. The Preliminary Processing Fee shall be applied against the Total Fee assessed under Section 4.3 (c). Otherwise, in case where the title may not be processed further (e.g., Original (Vault) Copy cannot be located, etc.), the LRA shall issue a Certification of this fact and the Preliminary Processing Fee shall be applied against the same.
- f. The LRA shall issue the appropriate Memorandum Order, which shall be sent electronically to the corresponding Registry of Deeds, and shall be the basis for the completion of the processing of the eTitles. The originally-signed Memorandum Order shall also be sent by the LRA Central Office to the Registry of Deeds.
- g. The LRA shall inform the LRA Partner of the entry of the Memorandum Order, and instruct the LRA Partner to bring to the Registry of Deeds the originals of all Owner's Duplicates of the Certificate of Title and all Issued Co-owner's Duplicate of the Certificate of Title subject of the Memorandum Order, and present the same to the designated Examiner.
- h. After submission of the originals of all Owner's Duplicates of the Certificate of Title and all Issued Co-owner's Duplicate of the

Page 13 of 19

ODAOPE.LCB.2016.001
Revision 07-11-2016

LRA CIRCULAR NO.:

Certificate of Title subject of the Memorandum Order and all required documents, the Registry of Deeds shall:

1. Verify the inputs coming from the Preliminary Processing;
2. Authenticate the submitted Owner's Duplicates of the Certificate of Title and all issued Co-owner's Duplicate of the Certificate of Title;
3. Verify title history through a 2-generation title trace-back as provided under Section 1.4 (h) hereof;
4. Approve the issuance of the eTitles;
5. Stamp on on each and every page of both the original and duplicate copies of the manually-issued titles the following:

"DEACTIVATED pursuant to LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date>."
6. Scan the stamped original and duplicate copies of the manually-issued titles and the Memorandum Order;
7. Collect the additional fees to be paid and issue the Official Receipt for the full amount paid;
8. Print the Owner's Duplicates of the eTitles;
9. Release the eTitles to the LRA Partner Institutions' Authorized Representative, wherein the Acknowledgment Slip generated by the Computerized System shall include an advisory in case the 2-generation title trace-back as provided under Section 1.4 (h) was not successfully completed; and,
10. File all received titles and documents in the vault for safekeeping.
11. In case there is doubt in the authenticity of any of the submitted Owner's Duplicates, the Registry of Deeds shall immediately inform the LRA Central Office of such doubt, for its appropriate action, and withhold the processing of the Memorandum Order. The LRA and the LRA Partner shall thereafter jointly investigate the matter.

Article V Procedure for the Conversion to eTitle of Titles not subject of a Transaction (Standard Conversion)

Sec. 5.1 The LRA shall allow individuals and juridical entities to have their

Page 14 of 19

ODAOPE.LRA.2016.001
Revision 07-11-2016

LRA CIRCULAR NO. 1

manually-issued titles converted into eTitles through the specified process for this purpose (the "Standard Conversion"). The rules and procedures provided below shall apply to titles that are not subject of any annotation-type transaction in the Registry of Deeds, and are not covered by the provisions of Article IV, hereof.

Sec. 5.2 The following additional rules shall apply for the conversion to eTitles of manually-issued titles subject of a Standard Conversion request from:

a. In the implementation of this Circular, and in situations where the transactor is not the Registered Owner of the property, the LRA and its Registries of Deeds shall recognize and accept the transactor as the authorized representative of the Registered Owner subject to the following conditions:

1. The transactor is in possession of the Owner's Duplicate of the Certificate of Title and all issued Co-owner's Duplicate of the Certificate of Title, as the case may be; and,
2. The transactor has secured the authorization, in the form of a notarized Special Power of Attorney, from the Registered Owner to convert the manually-issued title into an eTitle.

b. LRA shall allow the conversion of the manually-issued titles into eTitles on the basis of a copy of the Owner's Duplicate of the Certificate of Title, and all issued Co-owner's Duplicate of the Certificate of Title, as the case may be. However, the Owner's Duplicate of the Certificate of Title (and all issued Co-owner's Duplicate of the Certificate of Title) shall be surrendered by the transactor to the Registry of Deeds prior to the examination of the eTitle. Should the transactor fail to surrender the Owner's Duplicate of the Certificate of Title (and all issued Co-owner's Duplicate of the Certificate of Title), the eTitle shall not be approved and the same shall not have any force and effect.

Sec. 5.3 The following procedures for the conversion of manually-issued Certificates of Title through Standard Conversion shall be observed by the LRA Central Office and the Registries of Deeds:

a. The transactor shall submit the Conversion Request Form and a copy of the Owner's Duplicate of the Certificate of Title to the designated LRA Receiving Outlets and pay the Preliminary Processing Fee, on a per title-basis, which shall be in the amount equivalent to the:

1. LRA Fee for the Issuance of Certification in the amount published by the Authority; and,
2. IT Service Fee for the Issuance of RD Certifications, in the amount published by the Authority.

Page 15 of 19

DDAOPE.LCR.2016.001
Revision 0 / 1-11-2016

LRA CIRCULAR NO.:

- b. The Preliminary Processing Fee shall be applied against the Total Fee assessed under Section 5.3 (h). Otherwise, in case where the title may not be processed further (e.g., Original (Vault) Copy cannot be located, etc.), the LRA shall issue a Certification of this fact and the Preliminary Processing Fee shall be applied against the same.
- c. The submitted copy of the Owner's Duplicate Title and all Issued Co-owner's Duplicate Title shall be scanned and uploaded.
- d. An entry shall be electronically made into the EPEB-RL of the corresponding Registry of Deeds.
- e. All pertinent data on the manually-issued Title shall be encoded and the corresponding annotations shall be made using the format and templates provided in the Computerized System, except for annotations already existing in the manually-issued Title, which shall be copied *in toto* on the resulting eTitle.
- f. The resulting electronic original copy and the printed Owner's Duplicate Certificate of Title and/or Co-owner's Duplicate Certificate of Title shall bear an annotation that it was issued by virtue of this Circular, as follows:

1. For the title subject of the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <Subject Title Number> has been DEACTIVATED by virtue of LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date>, and SHALL NO LONGER BE USED IN TRANSACTION PROCESSING. Henceforth, transactions shall be processed on the basis of PHILARIS-generated <Original/Transfer/Condominium> Certificate of Title No.: <New Title Number>.

2. For the eTitle resulting from the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <New Title Number> is issued based on <Original/Transfer/Condominium> Certificate Title No.: <Subject Title Number>, printed on Serial No.: <Serial No.> (if applicable), by virtue of LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD",

Page 16 of 19

ODA/OP/LCR-2016-001
Revision 0 / 1-11-2016

LRA CIRCULAR NO. 1

published on: <Circular Publication Date>.

j. The Total Fees to be paid by the transactor shall be assessed based on the corresponding effective rates, as published by LRA, of the following:

1. LRA Fees for the:

- i. Entry into the Electronic Primary Entry Book;
- ii. Registration of Deeds;
- iii. Issuance of Title - for each certificate of title issued;
- iv. Issuance of Title - for each Additional Page of the title;
- v. Issuance of Title - for each Additional Copy of the Owner's Duplicate; and,
- vi. Inscription of Annotation - for the inscription of the annotation indicated in Section 5.3 (f) (2) hereof. Fees for the inscription of all other annotations as a result of the eTitle conversion shall not be charged.

2. IT Service Fees for the:

- i. Issuance of Title - for each certificate of title issued and for each Additional Copy of the Owner's Duplicate; and,
- ii. Printing of Annotations - for the printing of the annotation indicated in Section 5.3 (f) (2) hereof. Fees for the printing of all other annotations as a result of the eTitle conversion shall not be charged.

When applicable, the Preliminary Processing Fee shall be applied against the Total Assessed Fees, and the transactor shall be required to pay only the difference between the Total Assessed Fees and the Preliminary Processing Fee.

All LRA Fees and IT Service Fees shall be based on the rate published by the Authority.

k. The LRA shall instruct the transactor to bring to the Registry of Deeds the originals of all Owner's Duplicates of the Certificate of Title and all Issued Co-owner's Duplicate of the Certificate of Title subject of the Conversion Request, and present the same to the designated Examiner. Information on any additional fees to be paid shall also be sent.

l. After submission of the originals of all Owner's Duplicates of the Certificate of Title and all Issued Co-owner's Duplicate of the

Page 17 of 19

DDAOPE.LCR.2016.001
Revision 0 of 1-11-2016

LRA CIRCULAR NO.:

Certificate of Title subject of the Conversion Request and all required documents, the Registry of Deeds shall:

1. Verify the resulting eTitle against the vault copy on record;
 2. Authenticate the submitted Owner's Duplicates of the Certificate of Title and all issued Co-owner's Duplicate of the Certificate of Title;
 3. Verify title history through a 2-generation title trace-back as provided under Section 1.4 (h) hereof;
 4. Approve the issuance of the eTitles;
 5. Stamp on on each and every page of both the original and duplicate copies of the manually-issued titles the following:

"DEACTIVATED pursuant to LRA Circular No.: <Number of the Circular> with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: <Circular Publication Date>."
 6. Scan the stamped original and duplicate copies of the manually-issued titles and the Memorandum Order;
 7. Collect the additional fees to be paid and issue the Official Receipt for the full amount paid;
 8. Print the Owner's Duplicates of the eTitles;
 9. Release the eTitles to the title holder or his Authorized Representative, wherein the Acknowledgment Slip generated by the Computerized System shall include an advisory in case the 2-generation title trace-back as provided under Section 1.4 (h) was not successfully completed; and,
 10. File all received titles and documents in the vault for safekeeping.
- m. In case there is doubt in the authenticity of any of the submitted Owner's Duplicates, the Registry of Deeds shall immediately inform the transactor of such doubt and withhold the processing of the Conversion Request. The LRA shall thereafter investigate the matter.

**Article VI
Common Provisions**

Sec. 6.1 If any provision of this Circular, or any application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby

Page 18 of 19

GDADPE.LCR.2016.001
Revision 0 / 1-11-2016

LRA CIRCULAR NO.:


shall remain valid and subsisting.

Sec. 6.2 All orders, guidelines, circulars, rules and regulations inconsistent herewith, including LRA Circular No. 27-2011, LRA Circular No. 16-2014 and LRA Circular No. 22-2015, are hereby repealed or amended accordingly.

Sec. 6.3 This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, the filing of three (3) copies hereof with the University of the Philippines Law Center, the implementation of which shall be subject to a Memorandum to be issued by the Administrator.

Issued January 26, 2016, Quezon City, Philippines.

Approved:


EULALIO C. DIAZ III
Administrator

Page 19 of 19

ODROPE.L.R.2016.001
Revision 0 / 1-11-2016



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

LRA CIRCULAR NO.: 02 - 2017

SUBJECT: ADDENDUM TO LRA CIRCULAR NO. 02-2016 WITH SUBJECT: PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD

WHEREAS, the Land Registration Authority ("LRA") published LRA Circular NO. 02-2016 with subject: PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD on January 29, 2016 to provide the implementing rules and procedures on the implementation of the LRA Title Upgrade Program;

WHEREAS, considering additional inputs received from its stakeholders and its Registries of Deeds, several revisions are required to be incorporated;

WHEREFORE, premises considered, this Authority shall implement the Title Upgrade Program considering the following additional/revised rules, guidelines and procedures:

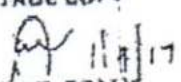
1. The verification of the Title History through trace-back shall no longer be incorporated in the process. Thus, the following sections of LRA Circular No. 02-2016 are hereby deemed ineffective:
 - a. Item (h) of Section 1.4;
 - b. Item (h) of Section 3.2;
 - c. Item (3) of Item (h) of Section 4.3; and
 - d. Item (3) of Item (i) of Section 5.3.
2. Item (a) of Section 3.2 is hereby revised to read as follows:

"a. The registered owner or his duly authorized representative shall submit the Owner's Duplicate Copy of the title subject of the transaction, and all Co-owner's Copies thereof, as the case may be, together with the required documents. All basic information from documents received supporting the transaction shall be entered into the Electronic Primary Book for Registered Land ("EPEB-RL"). The date, hour and minute of reception of all instruments in the order in which they were received shall likewise be noted. The document shall be automatically assigned with an entry number as its control or reference number.

The client shall be required to sign on the acknowledgement portion of the Assessment Form and Payment Order ("AFPO") generated by the system as a result of the entry of the transaction to signify his confirmation of being duly informed of the upgrading of the title submitted."

3. Item (k) of Section 3.2 is hereby revised to read as follows:

"k. Both the Original and Duplicate Copies of the title subject of the transaction shall be stamped on each and every page thereof the **CERTIFIED TRUE COPY**."


NORILYN T. TOMAS
Chief, Central Records Section

Page 1

following:

"CONVERTED TO AN eTITLE pursuant to LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>."

For certified true copies of titles that have been subject of conversion, the phrase "CONVERTED TO AN eTITLE", shall be printed as a watermark across the face of the printed output."

4. Item (m) of Section 3.2 is hereby revised to read as follows:

m. Regardless of the result of the transaction, a new Owner's Duplicate Copy and/or Co-owner's Copy of the eTitle shall be printed with a unique system-generated title number, subject to the provisions of Sections 1.4 and 3.1 (a) and (b) hereof, which shall bear an annotation that it was issued by virtue of this Circular, as follows:

1. For the title subject of the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <Subject Title Number> has been CONVERTED TO AN eTITLE by virtue of LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>, and SHALL NO LONGER BE USED IN TRANSACTION PROCESSING. Henceforth, transactions shall be processed on the basis of PHILARIS-generated <Original/Transfer/Condominium> Certificate of Title No.: <New Title Number>."

2. For the eTitle resulting from the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <New Title Number> is issued based on <Original/Transfer/Condominium> Certificate Title No.: <Subject Title Number>, printed on Serial No.: <Serial No.> (if applicable), by virtue of LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>."

5. Item (n) of Section 3.2 is hereby revised to read as follows:

n. The newly-issued Owner's Duplicate Copy of the eTitle and/or Co-Owner's Copy thereof, and the duplicate of the documents shall then be received by the registered owner or his duly authorized representative, who shall sign the Acknowledgment Slip generated by the Computerized System."

CERTIFIED TRUE COPY

11/14/17
NORILYN S. TOMAS

Chief, Central Records Section

Page 2

6. Item (3) of item (b) of Section 4.3 is hereby revised to read as follows:

"3. The resulting electronic original copy and the printed Owner's Duplicate Certificate of Title and/or Co-owner's Duplicate Certificate of Title shall bear an annotation that it was issued by virtue of this Circular, as follows:

1. For the title subject of the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <Subject Title Number> has been CONVERTED TO AN eTITLE by virtue of LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>, and LRA Memorandum Order <Number of the Memorandum Order> with subject: LRA Title Upgrade Program, issued on <Memorandum Order Issue Date>, and SHALL NO LONGER BE USED IN TRANSACTION PROCESSING. Henceforth, transactions shall be processed on the basis of PHILARIS-generated <Original/Transfer/Condominium> Certificate of Title No.: <New Title Number>.

2. For the eTitle resulting from the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <New Title Number> is issued based on <Original/Transfer/Condominium> Certificate Title No.: <Subject Title Number>, printed on Serial No.: <Serial No.> (if applicable), by virtue of LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>, and LRA Memorandum Order <Number of the Memorandum Order> with subject: LRA Title Upgrade Program, issued on <Memorandum Order Issue Date>."

7. Item (5) of item (h) of Section 4.3 is hereby revised to read as follows:

"5. Stamp on on each and every page of both the original and duplicate copies of the manually-issued titles the following:

"CONVERTED TO AN eTITLE pursuant to LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>."

For certified true copies of titles that have been subject of conversion, the phrase "CONVERTED TO AN eTITLE" shall be printed as a

CERTIFIED TRUE COPY.

Page 3

NORILYN T. TOMAS

Chief Central Records Sec'y

watermark across the face of the printed output."

8. Item (g) of item (h) of Section 4.3 is hereby revised to read as follows:

"g. Release the eTitles to the LRA Partner Institutions' Authorized Representative."

9. Item (f) of Section 5.3 is hereby revised to read as follows:

"f. The resulting electronic original copy and the printed Owner's Duplicate Certificate of Title and/or Co-owner's Duplicate Certificate of Title shall bear an annotation that it was issued by virtue of this Circular, as follows:

1. For the title subject of the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <Subject Title Number> has been CONVERTED TO AN ETITLE by virtue of LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>, and SHALL NO LONGER BE USED IN TRANSACTION PROCESSING. Henceforth, transactions shall be processed on the basis of PHILARIS-generated <Original/Transfer/Condominium> Certificate of Title No.: <New Title Number>.

2. For the eTitle resulting from the transaction:

Entry No.:
Entry Date and Time:

Certificate of Title No.: <New Title Number> is issued based on <Original/Transfer/Condominium> Certificate Title No.: <Subject Title Number>, printed on Serial No.: <Serial No.> (if applicable), by virtue of LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>."

10. Item (5) of item (l) of Section 5.3 is hereby revised to read as follows:

"5. Stamp on on each and every page of both the original and duplicate copies of the manually-issued titles the following:

"CONVERTED TO AN ETITLE pursuant to LRA Circular No.: 02-2016 with subject: "PROGRAM FOR THE UPGRADE OF ALL MANUALLY-ISSUED TITLES WITHIN A 3-YEAR PERIOD", published on: January 29, 2016, as amended by LRA Circular No. <THIS CIRCULAR>, dated <DATE OF THIS CIRCULAR>, published on <DATE OF PUBLICATION OF THIS CIRCULAR>."

For certified true copies of titles that have been subject of conversion, the phrase "CONVERTED TO AN ETITLE" shall be printed as a

CERTIFIED TRUE COPY

Page 4

NORILYN T. TORRES

watermark across the face of the printed output."

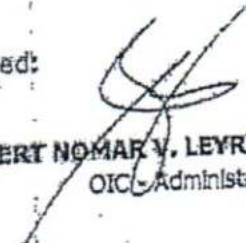
11. Item (9) of item (1) of Section 5.3 is hereby revised to read as follows:

"9. Release the eTitles to the title holder or his Authorized Representative."

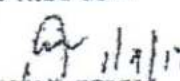
If any provision of this Circular, or any application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting. All orders, guidelines, circulars, rules and regulations inconsistent herewith, including LRA Circular No. 02-2016, are hereby repealed or amended accordingly. This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, the filing of three (3) copies hereof with the University of the Philippines Law Center, the implementation of which shall be subject to a Memorandum to be issued by the Administrator.

Issued JAN 06 2017, 2017, Quezon City, Philippines.

Approved:


ROBERT NOMAR V. LEYRETANA, CESO II
OIC Administrator

CERTIFIED TRUE COPY


NORILYN Y. TOMAS
Chief, Central Records Section



Page 5-

**IMPORTANT NOTICE
AUTOMATIC CONVERSION TO cTITLES**

Please be advised that in relation to:

1. LRA Circular No. 02-2016 published on January 29, 2016, with subject: Program for the Upgrade of all Manually-issued Titles within a 3-year Period; and,
2. LRA Circular No.02-2017 dated January 06, 2017, with subject: Addendum to LRA Circular No.02-2016 with subject: Program for the Upgrade of all Manually-issued Titles within a 3-year Period,

starting **April 4, 2022**, all manually-issued titles subject to a voluntary annotation-related transaction in this Registry of Deeds shall be automatically-converted into Computer-generated Titles or "cTitles".

This shall better ensure the security and integrity of your land titles.

Thank you.

By:

<NAME OF RD HEAD>
Registry of Deeds for <RD NAME>



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
 Registry of Deeds for _____



REGISTRATION APPLICATION FORM

EPEB No. _____

To be filled out by Presenter

Presenter's Name:	Date:
Presenter's Address:	Contact No.:
	E-mail Address:
(Applicable for Voluntary Transactions Only) Do you wish to convert the title/s subject of this transaction to an e-Title? <input type="checkbox"/> YES <input type="checkbox"/> NO. If no, why? _____ <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Representative <input type="checkbox"/> Party-In-Interest	
Signature _____	

To be filled out by Registration Information Officer (RIO)

Documentary Requirements: <u>Main Document:</u> <input type="checkbox"/> Affidavit <input type="checkbox"/> Certificate of Sale <input type="checkbox"/> Consolidation of Ownership <input type="checkbox"/> Court Order <input type="checkbox"/> Deed of Donation <input type="checkbox"/> Deed of Exchange <input type="checkbox"/> Deed of Extrajudicial Settlement of Estate <input type="checkbox"/> Deed of Partition <input type="checkbox"/> Deed of Sale <input type="checkbox"/> Notice of Adverse Claim/Lis Pendens <input type="checkbox"/> Power of Attorney (General/Special) <input type="checkbox"/> Real Estate/Chattel Mortgage <input type="checkbox"/> Release of Real Estate/Chattel Mortgage <input type="checkbox"/> Writ of Execution/Levy <input type="checkbox"/> Written Request (Notarized) <input type="checkbox"/> Others _____	Supporting Documents: <input type="checkbox"/> Affidavit of _____ <input type="checkbox"/> Approved Subdivision/Consolidation Plan <input type="checkbox"/> Articles of Incorporation/By-Laws <input type="checkbox"/> BIR CAR / Tax Clearance Certificate <input type="checkbox"/> Certificate of Finality <input type="checkbox"/> Clearance from _____ <input type="checkbox"/> Court Order <input type="checkbox"/> Documentary Stamp Tax Receipt <input type="checkbox"/> Owner's and all Issued Co-Owner's Duplicate Certificates <input type="checkbox"/> Realty Tax Clearance <input type="checkbox"/> SEC Registration Certificate <input type="checkbox"/> Secretary's Certificate <input type="checkbox"/> Tax Declaration (Certified Copy) <input type="checkbox"/> Technical Description <input type="checkbox"/> Transfer Tax Receipt <input type="checkbox"/> Others _____
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Unkned/Multiple COD Omega

ROUTE SLIP (For LRA use only)

Entry _____
 Payment _____
 COD _____
 Omega _____
 Encoding _____
 Return to Entry _____
 Data Correction _____
 Start _____
 Gen. Encoding _____
 TD Encoding _____
 Verification _____
 Examination _____
 Return to Encoding _____
 Approval _____
 Return to Encoding _____
 Return to Entry _____
 Uploading _____
 Printing _____
 Releasing _____

Fee Breakdown:		Quantity	Unit Fee	Amount
Entry Fee	Main Document			
	Supporting Document(s)			
Registration Fee	Fixed			
	Computed			
	Supporting Document			
Issuance of Title Fee	Per Title			
	BIR/CAR			
Annotation Fee	Carried Over Annotation			
	Per new annotation			
	For each subsequent title			
Fee for Additional Page	Per Page			
Legal Research Fund	Main Document			
	Supporting Document			
	Supporting Document			
Assurance Fund				
IT Service Fee (payable in cash only)				
TOTAL				

Processed by LRAQMS.FRM.2016.012
Revision 0 / 09-02-2016