



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**

East Avenue cor. NIA Road, Quezon City

Website: www.lra.gov.ph



**LRA CIRCULAR NO. 06 -2023**

**SUBJECT: SECOND AMENDMENT TO LRA CIRCULAR NO. 30-2017 RE:  
UPDATED RULES AND PROCEDURES FOR THE TRANSFER OF  
TITLES BETWEEN REGISTRIES OF DEEDS**

**WHEREAS**, the Land Registration Authority (LRA) is a government agency, under the Department of Justice, and is mandated by law to preserve the integrity of the land registration process, protect the sanctity of the Torrens System, and act as a central repository of records relative to original registration of land titled under the Torrens System, including subdivision and consolidation plans of titled lands and, through its Registry of Deeds (RD) Offices nationwide, be the repository of records of instruments affecting registered and unregistered lands and chattel mortgages in the province and the city wherein such office is situated;

**WHEREAS**, to support this 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 provide a standard operating procedure for the transfer of these titles, the LRA issued the following Circulars:

1. LRA Circular No. 30-2017 dated on 25 September 2017, with subject, "Updated Rules and Procedures For the Transfer of Titles Between Registries of Deeds", as attached as Annex No. 1 hereof; and,
2. LRA Circular No. 11-2018 dated 29 June 2018, with subject, "Addendum to LRA Circular No. 30-2017 re: Updated Rules and Procedures for the Transfer of Titles between Registries of Deeds";

**WHEREAS**, to ensure that all titles are transferred in a more efficient manner, the LRA reviewed the aforementioned Circulars and identified processes for improvement;

**WHEREFORE**, the foregoing considered, the LRA Circular No. 30-2017 shall be further amended, as follows:

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*Norilyn T. Tomas*  
**NORILYN T. TOMAS**

**Chief, Central Records Section**



## Article I

### Rules

Sec. 1.1 All title transfers shall be implemented only through the provisions of this Circular.

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Sec. 1.7 Cancelled titles shall no longer be transferred to another RD, notwithstanding the fact that land covered thereby pertain to another jurisdiction.

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## Article II

### Procedures

Sec. 2.1. The procedure to be followed for initiating the transfer of titles, shall be as follows:

1. For Title Transfers initiated by the LRA Central Office (for en masse transfers due to the creation of a new RD or changes in the political jurisdiction and/or boundaries of local government units or changes in the territorial jurisdiction of an RD)

a. The LRA Administrator shall issue a Memorandum to the Source RD and Receiving RD instructing the Source RD to transfer the titles based on the location of the properties appearing on the title, and for the Receiving RD to receive the titles.

b. The LRA Administrator shall also instruct the LRA Information and Communications Technology Division (ICTD) to extract and submit a list of the titles to be transferred based on the location of the properties, and lock the corresponding title images and records (collectively the "electronic records") from the Source RD's Database and immediately electronically transfer the same to the Receiving RD's Database. The effect of this action is that the electronic records shall no longer be available for transactions in the Source RD.

2. For Title Transfers involving titles not covered during en masse transfers

a. For Title Transfers initiated by the Source RD

1) On the basis of the Certified True Copy (CTC) of title/s presented by the Client/s, the Records Officer of the Source RD shall segregate and make an inventory of the title/s to be transmitted to the

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Receiving RD, and thereafter fill-out the Title Transfer Request (TTR) Form, which is attached herewith as Annex "A".

- 2) The Records Officer of the Source RD shall sign-off on the TTR, which shall be attested by the Register of Deeds and send the same, along with the titles to be transferred, to the Receiving RD for acceptance.
- 3) The Receiving RD shall confirm their acceptance of the transferred title/s by signing on two (2) copies of the TTR, which shall thereafter be given to the Source RD and LRA ICTD, copy furnished the LRA Administrator, along with a request for the transfer of the corresponding electronic records.
- 4) On the basis of the received request provided by the Receiving RD, the LRA ICTD shall lock the corresponding electronic records from the Source RD's Database and immediately electronically-transfer the same to the Receiving RD's Database. The effect of this action is that the electronic records shall no longer be available for transactions in the Source RD.
- 5) The Records Officer of the Receiving RD shall formally update the LRA ICTD, copy furnished the LRA Administrator, of the receipt of the transmitted electronic records, which shall be attested by the Register of Deeds.

b. For Title Transfers initiated by the Receiving RD

- 1) On the basis of the CTC of title presented by the Client/s, the Records Officers of the Receiving RD and the Source RD shall make an inventory and segregate the title/s to be transmitted.
- 2) Based on the inventory, the Records Officer of the Receiving RD shall fill-out and sign the TTR, which shall be attested by the Register of Deeds, and send the same to the Source RD for acceptance.
- 3) The Source RD shall confirm their acceptance of the request by signing on two (2) copies of the TTR, and submitting the same, along with the title/s to be transferred, to the Receiving RD. The Source RD, or the Receiving RD, as the case may be, shall provide a copy of the accepted TTR to the LRA ICTD, copy furnished the LRA Administrator, along with a request for the transfer of the corresponding electronic records.

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
- 4) On the basis of the accepted TTR provided by either the Source RD or the Receiving RD, the LRA ICTD shall lock the corresponding electronic records from the Source RD's Database and immediately electronically-transfer the same to the Receiving RD's Database. The effect of this action is that the electronic records shall no longer be available for transactions in the Source RD.
- 5) The Records Officer of the Receiving RD shall formally update the LRA ICTD, copy furnished the LRA Administrator, of the receipt of the transmitted electronic records, which shall be attested by the Register of Deeds.


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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 fifteen (15) days after publication in a newspaper of general circulation, and filing of three (3) copies thereof with the University of the Philippines Law Center.

Issued 07 MAR 2023, Quezón City, Philippines.

  
**GERARDO PANGA SIRIOS**  
 Administrator  

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 3/2/2023  
**NORILYN T. TOMAS**  
 Chief, Central Records Section