



**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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## **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 01 MAR 2023, Quezon City, Philippines.

  
**GERARDO PANGA SIRIOS**  
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. 30 - 2017**

**SUBJECT: 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 ("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**, from time to time, and due to changes in the political jurisdiction and/or boundary of Local Government Units, a Registry of Deeds may transmit a Certificate of Land Title corresponding to an affected property to another Registry of Deeds;

**WHEREAS**, in light of the implementation of the Land Titling Computerization Project ("LTCP"), where manually-issued titles have been converted into electronic images and records, there is a need to revise existing issuances to ensure that a title and its corresponding electronic image and records are properly transferred from a transmitting RD to a receiving RD;

**WHEREFORE**, in consideration of the foregoing premises, the rules and procedures for transferring of titles shall be as follows:

**Article I**

**Rules**

- Sec. 1.1 All title transfers shall be implemented only upon the approval of the LRA Administrator.
- Sec. 1.2 The Title Transfer Process may be initiated by either the LRA Central Office, the Registry of Deeds where the title is currently being kept (the "Source RD"), or the Registry of Deeds where the title shall be transferred (the "Receiving RD"). The Registered Owner or Party-in-interest may also request for the transfer of titles but such request shall be coursed through the LRA Central Office, the Source RD or the Receiving RD.
- Sec. 1.3 The transfer of titles shall involve both the physical vault copy of the title and its corresponding title image and electronic data in the database of the Source RD. If the physical vault copy is no longer extant, the title image and electronic data shall be transferred to the database of the Receiving RD, and thereafter shall be

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put "on hold" until such time that its corresponding physical vault copy is available.

Sec. 1.4 If a title covers multiple land parcels situated in different jurisdictions, or covers a land parcel situated across multiple jurisdictions, then the title shall remain in the RD where it is presently kept. However, when a title is issued out of this title, which covers a land parcel belonging to another jurisdiction, then this newly-issued title shall be transferred to the RD having jurisdiction over said land parcel.

Sec. 1.5 Once a title is physically transferred to another Registry of Deeds, the Source RD shall in no case accept and/or process transactions on this title, based on its electronic record that may still be in the database.

Sec. 1.6 A memorandum providing the details of the transfer of titles shall be provided as follows:

1. In the case of a manually-issued title (i.e., title that was issued prior to the computerization of the LRA):

a. A Memorandum shall be physically-stamped on each page of the title, which shall be signed by the Registers of the Deeds of the Source and Receiving RDs, as follows:

"NOTICE:

This Certificate of Title originally on file in the Registry of Deeds for <Source RD> was transferred to the Registry of Deeds for <Receiving RD> on <Date>, pursuant to LRA Circular No. <this Circular>. The new title number for this Title is <Title Number following the series of the Receiving RD>.

By:

\_\_\_\_\_  
Name and Signature of Register of Deeds of Source RD

\_\_\_\_\_  
Name and Signature of Register of Deeds of Receiving RD"

b. A Memorandum shall also be electronically-affixed to the electronic record of the subject title, and shall be available in the Certified True Copy issued for the subject title, as follows:

"NOTICE:

This Certificate of Title originally on file in the Registry of Deeds for <Source RD> was transferred to the Registry of Deeds for <Receiving RD> on <Date>, pursuant to LRA Circular No. <this Circular>. The new title number for this Title is <Title Number following the series of the Receiving RD>."

This note shall also be affixed on the Owner's Duplicate Certificate of Title and all Co-owner's Duplicate Copies, as the case may be, upon its

presentation in the Registry of Deeds.

2. In the case of an eTitle (i.e., title that is issued through the computerized systems of LRA), the Memorandum below shall be electronically-affixed to the electronic record of the subject title and shall be available in the Certified True Copy issued for the subject title, and the same shall be affixed on the Owner's Duplicate Certificate of Title and all Co-owner's Duplicate Copies, as the case may be, upon its presentation in the Registry of Deeds:

"NOTICE:

This Certificate of Title originally on file in the Registry of Deeds for <Source RD> was transferred to the Registry of Deeds for <Receiving RD> on <Date>, pursuant to LRA Circular No. <this Circular>. The new title number for this Title is <Title Number following the series of the Receiving RD>."

Provided that the above Memoranda shall not be carried over on subsequent certificates of title that may be issued in lieu of the transferred titles upon their cancellation.

- Sec. 1.7 Cancelled titles shall no longer be transferred to another RD, notwithstanding the fact that land covered thereby pertain to another jurisdiction. Except in cases of *en masse* transfers to newly created Registry of Deeds.
- Sec. 1.8 Transferred titles shall be assigned a new title number at the Receiving RD based on the latter's existing title number series, as follows:
  1. If the transferred title is a manually-issued title, its new title number shall follow the Receiving RD's existing manual title number series. If the receiving RD is new and does not have an existing manual title number series, then a new series shall be used, which shall follow a 6-digit numbering convention starting at "000001";
  2. If the transferred title is a System-generated title or "eTitle", its new title number shall follow the Receiving RD's existing eTitle number series.
- Sec. 1.9 The electronic image of the manually-issued title shall no longer be updated, despite the addition of the new title number on the pages of the transferred title.
- Sec. 1.10 If a title has been transferred to another RD, under any of the circumstances or situations contemplated in this circular, the same cannot be transferred back by the Receiving RD to the Source RD, except by order of the court.
- Sec. 1.11 Only validly-issued titles shall be converted into electronic machine-readable format and uploaded into the databases of LRA. To this end, titles which are subject of an order for transfer to the Receiving RD, but still subject of the conversion process shall be converted first in the Source RD before the same are physically transferred to the Receiving RD.

**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)
  - a. The LRA Administrator shall instruct the Director on Land Registration Operations Service ("LROS") to make a technical evaluation as to the location of the properties described in the titles to be transferred.
  - b. On the basis of the evaluation of the LROS Director, the LRA Administrator shall issue a Memorandum to the Source RD and Receiving RD instructing the Source RD to transfer the covered titles and for the Receiving RD to receive the titles.
  - c. In the same Memorandum, the LRA Administrator shall instruct the LRA Information and Communications Technology Division (the "ICTD") to lock the corresponding title images and records from the Source RD's Database and immediately electronically transfer the same to the Receiving RD's Database.
2. For Title Transfers initiated by the Source RD
  - a. The Records Officer of the Source RD shall segregate and make an inventory of the titles to be transmitted to the Receiving RD, and thereafter fill-out the Title Transfer Request ("TTR") Form, the format of which shall be provided by the LRA Central Office.
  - b. 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, in duplicate copy, to the LRA Central Office for approval. Copies of the titles to be transferred shall be attached to the copy of the TTR for the LRA Central Office.
  - c. The LRA Administrator shall instruct the LROS Director to make a technical evaluation as to the location of the properties described in the titles to be transferred.
  - d. On the basis of the evaluation of the LROS Director, the LRA Administrator shall issue a Memorandum instructing the LRA ICTD to lock the corresponding title images and records from the Source RD's Database and immediately electronically transfer the same to the Receiving RD's Database.
  - e. The copies of the TTR shall be returned to the Source RD after sign-off by the LRA Administrator.
  - f. The Source RD shall formally transmit the inventoried titles using the LRA Central Office-approved TTR to the Receiving RD, as provided in Section 2.2 herein.



- g. The Records Officer of the Receiving RD shall sign-off on the TTR to confirm receipt of the transmitted titles, which shall be attested by the Register of Deeds. One copy of the fully signed-off TTR shall be given back to the Source RD, and the other copy shall be kept in the Receiving RD. The Register of Deeds of the Receiving RD shall also ensure that the LRA Central Office is given a copy of such fully signed-off TTR.

3. For Title Transfers initiated by the Receiving RD

- a. The Records Officer of the Receiving RD shall fill-out and the Register of Deeds shall attest and sign the TTR, and provide the title details and the necessary justification as to the need to transfer the title. The TTR shall be made in duplicate copy, and shall be sent to the LRA Central Office for approval by the Administrator.
- b. The LRA Central Office shall review the request and may consult the RD having custody of the title subject of the transfer request. Additional justification may be required from the Receiving RD, as needed.
- c. The LRA Administrator shall instruct the LROS Director to make a technical evaluation as to the location of the properties described in the titles to be transferred.
- d. On the basis of the evaluation of the LROS Director, the LRA Administrator shall issue a Memorandum instructing the LRA ICTD to lock the corresponding title images and records from the Source RD's Database and immediately transfer the same to the Receiving RD's Database.
- e. The copies of the TTR shall be forwarded to the Source RD after approval by the LRA Administrator.
- f. The Source RD shall formally transmit the inventoried titles using the LRA Central Office-approved TTR to the Receiving RD, as provided in Section 2.2 herein.
- g. The Records Officer of the Receiving RD shall sign-off on the TTR to confirm receipt of the transmitted titles, which shall be attested by the Register of Deeds. One copy of the fully signed-off TTR shall be given back to the Source RD, and the other copy shall be kept in the Receiving RD. The Register of Deeds of the Receiving RD shall also ensure that the LRA Central Office is given a copy of such fully signed-off TTR.

Sec. 2.2 The procedure to be followed for implementing the transfer of titles, which are still stored physically in the Source RD, shall be as follows:

- 1. Upon receipt of an order/instructions to transfer a title to the Receiving RD, the Records Officer and the Register of Deeds of the Source RD shall jointly validate if the subject title is already in the Database of the Source RD, and that the electronic image of the title is updated and equivalent with the physical original title.

2. If the subject title is **in the Database** of the Source RD, the procedure shall be as follows:

a. If the electronic image of the title is updated and equivalent to the physical original title, the procedure below shall apply:

1) Using the LRA Central Office-approved TTR, the Records Officer and the Register of Deeds of the Source RD shall formally transmit the inventoried title, which shall be officially received by the Register of Deeds of the Receiving RD. For manually-issued titles, the stamp described in Section 1.6 (1) (a) shall be affixed and signed by the Register of Deeds of the Source RD prior to the transmittal of the title. The Source RD and the Receiving RD shall both keep a copy each of the TTR, for future reference.

2) Upon receipt, the Receiving RD shall sign on the TTR and indicate the new title number on each page of the transferred title, and, for manually-issued titles, sign on the stamp described in Section 1.6 (1) (a).

3) The Receiving RD shall file a Service Request through the LTCP Service Desk for the update of the electronic records of the transferred title to the new title number and the unlocking of the electronic records of the transferred title so that this shall be available for processing. A copy of the signed-off TTR shall be attached to the Service Request, along with relevant documents to evidence the title transfer.

4) The LRA ICTD shall be tasked to process the Service Request, through the implementation of a Special Instruction ("SI"), as provided in LRA Circular No. 52-2013, with subject: "Policy and Standards - Special Instruction". The stamp indicated in Section 1.6 (1) (b) shall be electronically-affixed during the implementation of the SI.

5) The LRA ICTD, through the LTCP Service Desk, shall advise the Receiving RD once the Service Request has been fulfilled, and the Receiving RD shall confirm its access to the electronic records of the transferred title.

b. If the electronic image of the title is not updated nor equivalent to the physical original title, the procedure shall be as follows:

1) The Source RD shall raise an incident with the LTCP Service Desk and request for the updating of the electronic records of the title to be transferred to the Receiving RD. The procedure set forth in Section V of LRA Circular No. 51-2013 with subject: "Policy and Standards - Request for System Update" shall be followed for this purpose.

2) Once the electronic records of the title have been updated, the

procedure set forth on Section 2.2, Item 2 (a) above shall be followed.

3. If the subject title is **NOT in the Database** of the Source RD, the procedure shall be as follows:
  - a. The Records Officer of the Source RD shall make an inventory, which shall be attested by the Register of Deeds, and groom the title to be transmitted, and cause its scanning and encoding, consistent with the LTCP Data Conversion Procedures.
  - b. After the converted title has been uploaded into the Database of the Source RD, the procedure set forth on Section 2.2, Item 2 (a) above shall be followed.
4. In any of the above cases, if the physical vault copy of the subject title **cannot be found**, the Records Officer and the Register of Deeds of the Source RD shall immediately file a report with the Office of the Administrator to report this matter.

Sec. 2.3 The procedure to be followed for implementing the transfer of titles, which are already transmitted physically to the Receiving RD, prior to the effectivity of this Circular, but where the corresponding electronic records are yet to be transferred, shall be as follows:

1. The Receiving RD shall file a Service Request through the LTCP Service Desk for the transfer of the title's corresponding electronic records. A copy of the signed-off transmittal letter shall be attached to the Service Request, along with relevant documents to evidence the title transfer.
2. The Source RD and Receiving RD shall be advised once the Service Request has been fulfilled, and the Receiving RD shall confirm its access to the electronic records of the transferred title.

Sec. 2.4 Titles which are already transmitted physically to the Receiving RD but are still to be converted, shall be converted in the Receiving RD, after the corresponding new title numbers have been provided on each page of such transferred titles, which shall follow the title sequence used by the Receiving RD with respect to the manually-issued titles. Conversion of these titles shall be in line with the procedures provided in the Data Conversion Specifications of the LTCP.

### Article III

#### Miscellaneous

Sec. 3.1 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. H

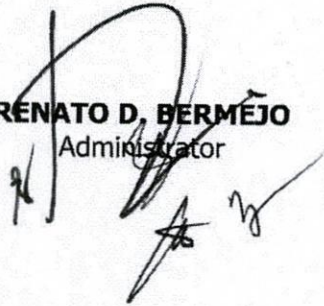
Sec. 3.2 All orders, guidelines, circulars, rules and regulations inconsistent herewith, are hereby repealed or amended accordingly. A Z

Sec. 3.3 This Circular shall take immediately after its publication in a newspaper of general circulation, and the filing of three (3) copies hereof with the University of the Philippines Law Center.

**SEP 25 2017**

Issued \_\_\_\_\_, 2017, Quezon City, Philippines.

**RENATO D. BERMÉJO**  
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.: 11 - 2018**

**SUBJECT: Addendum 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 ("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**, LRA issued LRA Circular No. 30-2017, dated September 27, 2017, with subject: "Updated Rules and Procedures for the Transfer of Titles between Registries of Deeds", to ensure that a title and its corresponding electronic image and records are properly transferred from a transmitting RD to a receiving RD;

**WHEREAS**, additional inputs were received from LRA's stakeholders and the various Registries of Deeds, and some sections of LRA Circular No. 30-2017 require revision based on these additional inputs;

**WHEREFORE**, the following sections of LRA Circular No. 30-2017 are hereby modified, as follows:

1. Section 1.1 is hereby revised to read as follows:

"Sec 1.1. The transfer of titles from the Source RD to the RD of newly created cities and/or provinces shall be implemented upon the approval of the LRA Administrator.

Transfer of titles from the Source RD to the Receiving RD pursuant to the provision of Section 7 of Presidential Decree ("PD") No. 1529 shall be implemented upon the approval of the Secretary of Justice, after due recommendation of the LRA Administrator."

2. Section 1.3 is hereby revised to read as follows:

"Sec. 1.3. Transfer of titles shall be applicable only for Registered Titles. Titles in the custody of the Source RD which are still to be registered, (i.e., titles not bearing the signature of the Registrar of Deeds and without Title Number) have to be registered first in the Source RD before they can be transferred to the Receiving RD.

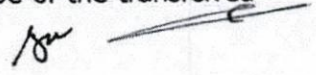
The transfer of titles shall involve both the physical vault copy of the title and its corresponding title image and electronic data in the database of the Source RD. If the physical vault copy is no longer extant, the title image and its corresponding electronic data shall be transferred from the database of the Source RD to the database of the Receiving RD, and these shall be tagged as "On Hold", and shall

not be available for transaction processing, until such time that its corresponding physical vault copy is available."

3. Section 1.8 is hereby revised to read as follows:

"Sec. 1.8 Transferred titles shall be assigned a new title number at the Receiving RD, as follows:

1. A separate series of title numbers shall be maintained and assigned for manually-issued Titles issued either by the Department of Agrarian Reform ("DAR") or by the Department of Environment and Natural Resources ("DENR") in relation to the Comprehensive Agrarian Reform Program (the "CARP Titles") and titles not issued under the Comprehensive Agrarian Reform Program (the "Non-CARP Titles").
2. If the transferred title is a manually-issued title, its new title number, which shall be assigned by the Receiving RD, shall follow its (the Receiving RD's) existing manual title number series, as provided below:
  - a. If the title to be transferred is a CARP Title, the title number shall follow the Receiving RD's existing manual title number series for CARP titles based on the title type [i.e., Original Certificate of Title ("OCT") or Transfer Certificate of Title ("TCT")]. If the receiving RD is new and does not have an existing manual title number series for its CARP Titles, then a new series shall be used, based on the title type (i.e., OCT or TCT), which shall follow a 6-digit numbering convention starting at "000001"; or,
  - b. If the title to be transferred is a Non-CARP Title, the title number shall follow the Receiving RD's existing manual title number series for Non-CARP Titles based on the [i.e., OCT, TCT, or Condominium Certificate of Title ("CCT")]. If the receiving RD is new and does not have an existing manual title number series for its Non-CARP Titles, then a new series shall be used, based on the title type (i.e., OCT, TCT, CCT), which shall follow a 6-digit numbering convention starting at "000001".
3. There shall be only one series of manually-issued title number, which shall cover all types of OCTs of Non-CARP Titles. If the Receiving RD uses a separate series for OCTs issued from Decrees and another series for OCTs from Patents, prior to the use of the LRA Computerized System, the higher of the last title number from each OCT series shall be considered as the last title number for all OCTs of this RD. This number shall be the starting point for the numbering of all new manually-issued OCTs, regardless of type, which are transferred to this Receiving RD.
4. If the transferred title is a System-generated title or "eTitle", its new title number shall follow the Receiving RD's existing eTitle number series, corresponding to the Title Type of the transferred



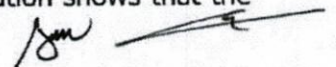
eTitle.

5. If the title to be transferred is a System-registered Patent, Decree or CARP Title and this title is not generated by the LRA Computerized System, the new Title Number to be assigned by the Receiving RD shall follow its (the Receiving RD's) existing eTitle number series."

4. Sec 2.1 is hereby revised to read as follows:

"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*)
  - a. The LRA Administrator shall issue a Memorandum to the Source RD and Receiving RD instructing the Source RD to transfer the covered titles and for the Receiving RD to receive the titles.
  - b. In the same Memorandum, the LRA Administrator shall instruct the LRA Information and Communications Technology Division (the "ICTD") to lock the corresponding title images and records from the Source RD's Database and immediately electronically transfer the same to the Receiving RD's Database.
  - c. For a Certificate of Title covering a property whose jurisdiction is not put into dispute, and which, by a reading of its technical description, falls clearly within the jurisdiction of the Receiving RD, it shall not be required that the same undergo technical evaluation by the Land Registration Operations Service ("LROS"). However, should there be a question on the jurisdiction of the property, the Register of Deeds of either the Source RD or the Receiving RD, shall file a written request for technical evaluation addressed to the LRA Administrator, who shall then instruct the LROS Director to make a technical evaluation as to the location of the properties described in the titles to be transferred.
  - d. In case the result of the technical evaluation of the LROS Director shows that the subject Certificate of Title covers a property within the jurisdiction of the Receiving RD, the said Certificate of Title shall be transferred to the Receiving RD.. However, no transaction shall be processed on the transferred Certificate of Title until after a petition for correction of entry to reflect the true jurisdiction has been filed by the LRA Administrator either thru the Registrar of Deeds or any interested party pursuant to Section 108 of PD No. 1529, and such petition has been granted by a competent court and the corresponding Court Decision has been annotated on the title.
  - e. In case the result of the technical evaluation shows that the



title covers a property outside of the jurisdiction of the Receiving RD, then the title shall not be transferred to the Receiving RD, and both the Source RD and the Receiving RD shall be duly notified.

2. For Title Transfers initiated by the Source RD

- a. The Records Officer of the Source RD shall segregate and make an inventory of the titles to be transmitted to the Receiving RD, and thereafter fill-out the Title Transfer Request ("TTR") Form, the format of which shall be provided by the LRA Central Office.
- b. 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, in duplicate copy, to the LRA Central Office for approval, in accordance with Section 1 of this Circular. The List of Titles to be transferred shall be attached to the copy of the TTR for the Central Office.
- c. The LRA Administrator shall instruct the LRA ICTD to lock the corresponding title images and records from the Source RD's Database and immediately electronically transfer the same to the Receiving RD's Database.
- d. The copies of the TTR shall be returned to the Source RD after sign-off by the LRA Administrator.
- e. The Source RD shall formally transmit the inventoried titles using the LRA Central Office-approved TTR to the Receiving RD, as provided in Section 2.2.
- f. The Records Officer of the Receiving RD shall sign-off on the TTR to confirm receipt of the transmitted titles, which shall be attested by the Register of Deeds. One copy of the fully signed-off TTR shall be given back to the Source RD, and the other copy shall be kept in the Receiving RD. The Register of Deeds of the Receiving RD shall also ensure that the LRA Central Office is given a copy of such fully signed-off TTR.
- g. For a Certificate of Title covering a property whose jurisdiction is not put into dispute, and which, by a reading of its technical description, falls clearly within the jurisdiction of the Receiving RD, it shall not be required that the same undergo technical evaluation by the LROS. However, should there be a question on the jurisdiction of the property, the Register of Deeds of either the Source RD or the Receiving RD, shall file a written request for technical evaluation addressed to the LRA Administrator, who shall then instruct the LROS Director to make a technical evaluation as to the location of the properties described in the titles to be transferred.
- h. In case the result of the technical evaluation of the LROS Director shows that the subject Certificate of Title covers a

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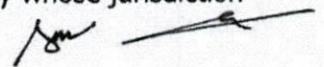


property outside the jurisdiction of the Source RD, the said Certificate of Title shall be transferred to the Receiving RD having jurisdiction over the property covered by said title.

- i. The LRA Administrator shall cause the filing of a petition in court, either thru the Register of Deeds or any interested party, for correction of entry, specifically the location of the property as indicated in the title, pursuant to Section 108 of PD No. 1529. No transaction shall be processed on the Certificate of Title until after the petition for correction of entry to reflect the true jurisdiction has been granted.
- j. The Decision granting the petition shall be registered/annotated on the subject Certificate of Title, and only then shall the said Certificate of Title be processed for any transaction.

3. For Title Transfers initiated by the Receiving RD

- a. The Records Officer of the Receiving RD shall fill-out and the Register of Deeds shall and sign the TTR, and provide the title details and the necessary justification as to the need to transfer the title. The TTR shall be made in duplicate copy, and shall be sent to the LRA Central Office for approval, in accordance with Section 1 of this Circular. The List of Titles to be transferred shall be attached to the copy of the TTR for the Central Office.
- b. The LRA Central Office shall review the request and may consult the RD having custody of the title subject of the transfer request. Additional justification may be required from the Receiving RD, as needed.
- c. The LRA Administrator shall instruct the LRA ICTD to lock the corresponding title images and records from the Source RD's Database and immediately electronically transfer the same to the Receiving RD's Database.
- d. The copies of the TTR shall be forwarded to the Source RD after sign-off by the LRA Administrator.
- e. The Source RD shall formally transmit the inventoried titles using the LRA Central Office-approved TTR to the Receiving RD, as provided in Section 2.2.
- f. The Records Officer of the Receiving RD shall sign-off on the TTR to confirm receipt of the transmitted titles, which shall be attested by the Register of Deeds. One copy of the fully signed-off TTR shall be given back to the Source RD, and the other copy shall be kept in the Receiving RD. The Register of Deeds of the Receiving RD shall also ensure that the LRA Central Office is given a copy of such fully signed-off TTR.
- g. For a Certificate of Title covering a property whose jurisdiction



is not put into dispute, and which, by a reading of its technical description, falls clearly within the jurisdiction of the Receiving RD, it shall not be required that the same undergo technical evaluation by the LROS. However, should there be a question on the jurisdiction of the property, the Register of Deeds of either the Source RD or the Receiving RD, shall file a written request for technical evaluation addressed to the LRA Administrator, who shall then instruct the LROS Director to make a technical evaluation as to the location of the properties described in the titles to be transferred.

- h. In case the result of the technical evaluation of the LROS Director shows that the subject Certificate of Title covers a property outside the jurisdiction of the Source RD, the said Certificate of Title shall be transferred to the Receiving RD having jurisdiction over the property covered by it.
- i. The LRA Administrator shall cause the filing of a petition in court, either thru the Register of Deeds or any interested party, for correction of entry, specifically the location of the property as indicated in the title, pursuant to Section 108 of PD No. 1529. No transaction shall be processed on the Certificate of Title until after the petition for correction of entry to reflect the true jurisdiction has been granted.
- j. The Decision granting the petition shall be registered/annotated on the subject Certificate of Title, and only then shall the said Certificate of Title be processed for any transaction.

5. Section 2.5 is hereby added to read, as follows:

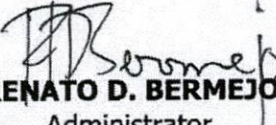
"Sec. 2.5 The Records Officer of the Receiving RD shall file the transferred manually-issued titles in volumes, at 200 titles per volume."

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, the filing of three (3) copies hereof with the University of the Philippines Law Center.

Issued JUN 29 2018, 2018, Quezon City, Philippines.

Approved:

  
**RENATO D. BERMEJO**  
Administrator