



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



**MEMORANDUM**

03 March 2023

**TO : ALL HEADS AND PERSONNEL OF THE REGISTRIES OF DEEDS**

**ATTY. RAYMOND G. RAMOS**

Chairperson, Registry of Deeds Operations Committee

**ENGR. SER JOHN C. PASTRANA**

Chief, Information and Communications Technology Division

**ERNESTO V. CAMARILLO**

Executive Vice President, Land Registration Systems, Inc.

**FROM : GERARDO PANGA SIRIOS**

Administrator

**SUBJECT : ESERBISYO PORTAL — DISSEMINATION OF PUBLICATION /  
PROMOTIONAL MATERIALS**

In relation to the second year implementation of the LRA eSerbisyo Portal (eSP), and to further increase awareness on the availability of this service, all heads and employees of the Registries of Deeds (RD) are hereby informed that a Raffle Promo for clients using the said Portal shall be conducted. Please refer to Annex A for its mechanics.

To further promote its use, the following shall be observed at the Registries of Deeds:

1. The Chairperson of the RD Operations Committee and Registers of Deeds/Heads of RDs, in coordination with the Information and Communications Technology Division and Land Registration Systems, Inc., (LARES), shall ensure that the publication/promotional materials are made available in the RDs nationwide.
2. All Heads of RDs shall:
  - a. Post the LRA approved publication/promotional materials provided by the Land Registration Systems, Inc. (LARES) in conspicuous places in their respective RD offices; and,
  - b. Distribute to clients the printout of the publication material (attached hereto as Annex A) by attaching it to receipts/documents such as, but not limited to, the Assessment Form and Payment Order.
3. The Chief of the Information and Communications Technology Division shall also ensure that the publication/promotional material is:
  - a. Posted in the LRA Website and official social media pages; and,
  - b. Included in the printed outputs of the PHILARIS-RD System, such as, but not limited to, the Assessment Form and Payment Order.

For immediate and strict compliance.

**CERTIFIED TRUE COPY:**

*3/8/2023*  
**ROBERTO T. TOMAS**

**Chief, Central Records Section**

ANNEX A



The banner features the Land Registration Authority (LRA) logo on the top left, which includes a map of the Philippines and the year 1903. The main title reads "eSerbisyo 2nd Anniversary Raffle Promo". On the right, there is a shield-shaped logo with the text "eSerbisyo" above it. In the center, two smartphones are shown: a black iPhone 14 Pro Max and a white iPhone 14 Pro Max. To the left of the phones is a circular graphic with the text "GRAND PRIZE" and "iPhone 14 Pro Max 1TB" below it. Below the grand prize graphic is a QR code. To the right of the phones, the text reads: "Request for your Certified True Copy via the eSerbisyo Portal and get a chance to win cash or the latest iPhone model!\*" Below the QR code, it says "SCAN THE QR CODE FOR THE FULL PROMO MECHANICS".

WHO CAN JOIN?

1. All clients who successfully pay for their Certified True Copy (CTC) of Land Title via [eserbisyo.lra.gov.ph](http://eserbisyo.lra.gov.ph) within the promo period are automatically qualified to join the raffle.
2. Upon successful payment of the client, they will receive a unique Request Identification Number (the same as eSerbisyo Transaction Reference Number). This shall be considered as their raffle ticket.

RAFFLE DRAW AND PRIZE

DRAW	NUMBER OF WINNERS	PRIZE
Consolation Prize	3	Php 3,000.00
Runner Up	3	Php 5,000.00
Grand Draw	1	iPhone Pro Max 1 TB

The raffle shall be conducted on the date provided, with the presence of representatives from Land Registration Authority.

\*Terms and conditions apply.

Promo period is from 01 January 2023 to 16 April 2023

## PROMO MECHANICS

1. Promo Period is from 01 January 2023 up to 16 April 2023, to be conducted nationwide.
2. One (1) successfully paid transaction is equivalent to one (1) raffle entry.  
For example: One (1) eSerbisyo Portal transaction number is equal to one (1) raffle entry, regardless of the number of CTC copies or titles requested per transaction.
3. There will be two (2) raffle draw dates, as follows:

EVENT	DRAW DATE	PROMO PERIOD	PRIZE
LRA Month Draw	28 February 2023	01 January 2023 to 15 February 2023	Consolation Prize
Grand Draw	28 April 2023	01 January 2023 to 16 April 2023	Runner Up Prizes and Grand Prize

4. A participant can only win once.
5. All LRA and LARES employees – executives, regular, direct-hired/agency-hired contractual, job order personnel, consultants are automatically disqualified from joining the raffle promo.
6. Taxes shall be paid by LARES.
7. Prizes are not transferable and non-convertible.

## PROCEDURE IN DETERMINATION OF WINNERS

1. For the draw, LARES shall extract the list of the successful transactions within the cut-off dates stated above.
2. Winners will be randomly generated via an electronic draw to be conducted at the LARES office located at the IMC Building, LRA Compound, East Avenue, NIA Road, Quezon City.
3. The draw shall be witnessed by representatives from LRA and LARES.

## DISQUALIFICATIONS

1. Clients who had requested for a refund or cancellation of their CTC request shall be disqualified from the raffle.
2. LRA and LARES reserve the right to disqualify the client upon evidence of fraud, forgery, manipulation of the details provided.

## CLAIMING AND NOTIFICATION

1. Winners shall be contacted and notified by LRA-Information Communication and Technology Department (ICTD) in cooperation with LARES within thirty (30) days from the date of the corresponding raffle draw via the email address and mobile number they had provided.
2. LARES reserves the right to disclose, publish and broadcast the names, photos, and other pertinent information of the winners as deemed appropriate under the Data Privacy Act for accountability and transparency purposes.
3. Winners from the Mega Manila Area shall claim their prize at the Land Registration System Inc. office located at Information Management Center Building, LRA Compound, East Avenue, NIA Road, Diliman, Quezon City. For those located outside Metro Manila, there will be specific arrangements for them to claim their prize at the nearest Registry of Deeds.
4. Upon claiming, the winner must present two (2) valid identification cards and the official text, or email from LARES.