

For Authorized Representative, a Special Power of

The Client shall carefully review the annotation

before signing the Acknowledgement Receipt.

Attorney shall be presented by the

Personnel.

# CITIZEN'S CHARTER

8:00 AM - 5:00 PM MONDAY TO FRIDAY NO NOON BREAK

#### ANNOTATION ON CERTIFICATE OF TITLE IN SURSEQUENT REGISTRATION

	INOTATION	ON CERTIFICA					GISTRATION Certificate of Title	
CLASSIFICATIO	ON	TYPE OF TRANSACTION				WHO MAY AVAIL		
Highly Technica	a l	G2G – Govern	nment to Citizen nment to Governme nment to Business	nt			All	
CHECKLIS	ST REQUIREMENTS				WHE	RE TO SECURE		
Original Copy of Owner's I		e				istered Owner		
Original Copy of Cancellat	<del></del>					Mortgagee		
3 Original Copy of Secretary			_			Mortgagee		
4 Photocopy of the Presente		_	<u>'</u>		Client			
CLIENT STEPS		AGENCY ACTION		FEES	PRC	CESSING TIME	PERSON RESPONSIBLE	
Prepare all the requirements. Secure and fill out application/Registration Application Form (RAF)	Provide RAF to the Client.			None		5 minutes	Client	
Submit all requirements to the Registration Information Officer (RIO) together with the filled-up RAF for checking if all documentary requirements are complete.  The Client shall wait for his/her queueing number to be called.	<ul> <li>Verify from the system who</li> <li>Prepare RIO Assessment Fo</li> <li>After confirming that the Clien</li> </ul>	the requirements submitted for register ther original copy of title/s are intact; orm, if necessary, to determine the Register that all the necessary documents for the the Entry Personnel. Otherwise, the Cl	and istration Fees to be paid. he transaction, the RIO shall	None	(depen	nutes per transaction ds on the number of ubmitted)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)	
If documents are complete, the Client shall wait for his/her queueing number to be called.	Information to be encoded are the formation and formation to be encoded are the formation and formation and formation and formation and formation are select the documents submitted and select the documents submitted and formation are select the documents submitted and formation are select the documents submitted and formation are selected.	ry Personnel shall call the queueing number of the Client and shall enter the transaction in the ic Primary Entry Book (EPEB) which shall generate EPEB Number.  tion to be encoded are the following: senter's name, address, contact number, valid ID presented; saction type including the consideration value; Reference (type and number);				ninutes from actual t of the personnel nds on the number of be entered) Additional 5 minutes per time	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Personnel)	
The Client shall carefully review and sign the Title Preview Notice ("TPN").  In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.	Entry Personnel shall provide t	he printed AFPO and TPN to the Client		None		10 minutes		
Client shall wait for his/her queueing number to be called and pay the amount reflected in the Assessment Form and Payment Order (AFPO) to the Cashier.	Cashier shall call the queueing the payment from the Client and	reing number of the Client and accept For each subsequent Ce			hp 30.00 + hp 30.00 + hp 30.00 + hp 150.00 + hp 150.00 +	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)	
Client shall go to the assigned Scheduler to get the date of release of transaction. Client shall return on the date of the release of transaction.	shall be presented during the release — For manually issued titles, the Sc of the original copy of the title and v	heduler shall forward the submitted documer erification of Owner's Duplicate Copy of manu	nts to the vault section for retrieval	None		5 minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned zzzScheduler)	
	For manually issued titles, the assigned  Retrieve the original copy of the Cert Attach the original copy of the Certifi Record the transaction and subject ti Forward each transcation to the Reco For eTitles, record the transaction and fo	tificate of Title from its volume/page; icate of Title to each transcation; tles; ords Officer for verification of owner's duplicate cop	y submitted by the Client.	None	<u> </u>	3 working days for Manual Titles)	GEMMA T. BULANDI RODEL C. ROSAL (Vault Keeper)	
		fficer shall validate the submitted Owner's Duplica of Deeds and affix his/her initial at the back of al				2 working days	GEMMA T. BULANADI (Records Officer)	
	The Encoder shall encode the appropriat The Encoder shall also proofread the enc	e annotations on the subject title. coded data before forwarding the transaction to the	e next module.	None		1 working day	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)	
	file, validating the findings of the Record -For eTitle, the Examiner shall examine the surface and determine the sufficiency of the paymer and determine that all valid and creation of the new annotation/s have -Evaluate and determine the registrability -The Examiner shall check and proofread accurate based on the documents surface.	he submitted Owner's Duplicate Copy of Title as agine the correctness of the document submitted with nt of registration and other LRA fees; active encumbrances of the subject title have been e been made; by of the documents submitted for registration; all the encoded data, and ensure that the output			2 working days	BENJIE P. BAUTISTA ALEXANDER B. CASIÑO (Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)		
	-The Approver, after considering all the le transaction or elevate the metter en con a. If denied, the Approver shall put in -The Approver will send the transaction t	reason(s) for denial.	whether to approve or deny the	None		3 working days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
	the approver.	e submitted documents and title/s if the main docu		None		3 working days	JESUS M. GUMABON (Uploading Clerk)	
	annotations; Print the annotation page of the subject a. For the denied transaction, a Notic			None		3 working days	GEMMA T. BULANADI (Printing Clerk)	
	transaction.	Memorandum of Encumbrance (MOE), and all the same to t	•	None		2 working days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
The Client shall return to the Registry of Deeds on the specified date of release of transaction.  The Client shall wait for his/her queueing number to be called.  Client shall present the AFPO, Offical Receipt (OR), and valid proof of identification to the Releasing	OR, and valid proof of identificed Retrieve the documents an Print the Acknowledgements	-	itative;	None		20 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerks)	

19 working days and 2 hours Subject to extension as Consideration applicable under RA11032 Value) + (1% of

Php 794.93\*

+(10% of

reg. fee or Php

10 whichever is

higher)

**Total:** 







### ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Issuance of Annotation on Certificate of Title									
CLASSIFICATION TYPE OF TRANSACTION						WHO MAY AVAIL			
Highly Technica	al	G2G -	2C – Government to Citizen 2G – Government to Government 2B – Government to Business					All	
CHECKL	ST REQUIREMENTS					WHER	E TO SECURE		
<ul><li>Original Copy of Owner's</li><li>Original Copy of Real Esta</li></ul>	te Mortgage Contract					Mortgag	stered Owner or or Mortgage	· <del></del>	
3 Original Copy of Docume	· _ · _ · _ · _ ·				Bureau of Internal Revenue (BIR)				
4 Original Copy of Docume	· _ · _ · _ · _ · _ ·		onic) 				Banks		
G Contifical Copy of Realty Ta	· — — ·— -						Provincial Treas	- <del></del>	
Certified Copy of Tax Decl Original Copy of Secretary	· <del></del>						Provincial Asses		
(if Corporation)					Mortgag — —	gor or Mort	gagee, as the c	ase may be	
8 Photocopy of the Present	er's valid Identification	n Card (ID)					Client		
CLIENT STEPS		AGENCY ACTIO	ON		FEES	PROCE	SSING TIME	PERSON RESPONSIBLE	
Prepare all the requirements. Secure and fill out application /Registration Application Form (RAF)	Provide RAF to the Client.	ovide RAF to the Client.				5	minutes	Clietn	
Submit all the requirements to the Registration Information Officer (RIO) together with the filled-up RAF for checking if all documentary requirements are complete.	RIO shall call the queueing number of the Client, and:  - Check the completeness of the requirements submitted for registration;  - Verify from the system whether original copy of title/s are intact; and  - Prepare RIO Assessment Form, if necessary, to determine the Registration Fees to be paid.  After confirming that the Client has all the necessary documents for the transaction, the RIO shall then forward the documents to the Entry Personnel. Otherwise, the Client shall be informed of the lacking requirements and return the documents				None	of the	from actual receipt ne personnel on the number of s submitted)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)	
If documents are complete, the Client shall wait for his/her queueing number to be called.	the Client shall  The Entry Personnel shall call the queueing number of the Client and shall enter the transaction in the Electronic Primary Entry				None	of the	from actual receipt ne personnel on the number of to be entered)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO	
The Client shall carefully review and sign the Title Preview Notice ("TPN").								(Entry Personnel)	
In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.	Entry Personnel shall provide the printed AFPO and TPN to the Client.  d to immediately inform the Entry				None	10	0 minutes		
Client shall wait for his/her queuing number to be called and pay the amount reflected on the Assessment Form and Payment Order (AFPO) to the Cashier.	Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an Official Receipt.  To each subsequent of the Client and issue an Official For each Annotation IT Service for each subsequent of the Client and issue an Official For each Annotation IT Service for each Annotation (1% of reg. fee or Php 10 which			For each subsequent Ce For each Annotati for each subsequent Ce Service for each Annotati g. fee or Php 10 whicher	Deed/document Physical Physica	HP 344.93 + hp 30.00 + hp 30.00 + hp 150.00 + hp 150.00 +	5 minutes from the time the Cashier call the Client	BENJIE P. BAUTISTA (Acting Cashier)	
Client shall go to the assigned Scheduler to get the date of release of transaction. Client shall return on the date of the release of transaction.	The Scheduler shall advise the Client shall be presented during the release For manual titles, the Scheduler sha original copy of the title and verificate	e of the transaction. Il forward the submitted docume	ents to the vault se	ction for retrieval of the	None	5	minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)	
	For manual titles, the Vault Keeper shall:  - Retrieve the original copy of the Certification  - Attach the original copy of the Certification  - Record the transaction and subject title  - Forward each transcation to the Record  For eTitles, record the transaction and forw  For manual titles, the Records Officer shall original on file with the Registry of Deeds	ite of Title to each transcation; es; is Officer for verification of Owner's Di ard the same to the Encoder. I validate the submitted Owner's Du	plicate Copy of Title by	y comparing the same to the	None		orking days or Manual Titles)	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)	
	The Encoder shall encode the appropriate The Encoder shall also proofread the enco	•	ext module.		None	1 w	vorking day	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)	
	For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements; Determine the sufficiency of the payment of registration and other LRA fees; Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made; Evaluate and determine the registrability of the documents submitted for registration; The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title to be generated is accurate based on the documents submitted.			ile in the database. o legal requirements; ver to the new title, and the	None	3 w	vorking days	BENJIE P. BAUTISTA ALEXANDER P. CASIÑO (Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)	
	The Approver, after considering all the leg transaction.  — If denied, the Approver shall put in rea The Approver will send the transaction to	ason(s) for denial.	hall decide whether to	approve or deny the	None	3 w	orking days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
	The Uploading Personnel shall check the street the Approver. All submitted documentary requirements	are scanned, uploaded, and converte	ed for digital storage.	J	None	3 w	orking days	JESUS M. GUMABON (Uploading Clerk)	
	The Printing Personnel shall check and annotations; Print the annotation page of the subject to — For the denied transaction, a Notice of The Printing Personnel shall submit the p	tle. Denial shall be printed.		•	None	3 w	orking days	GEMMA T. BULANADI (Printing Clerk)	
	The Approver shall sign the printed Metransaction.  — The Approver shall sign the Notice of	emorandum of Encumbrance (MOE)		'	None	2 w	orking days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
The Client shall return to the Registry of Deeds on the specified date of release of transaction.  The Client shall wait for his/her queueing number to be called.  Client shall present the AFPO, Offical Receipt (OR), and valid proof of identification to the Releasing Personnel	The Releasing Personnel shall OR, and valid proof of identific Retrieve the documents an Print the Acknowledgement Release the Owner's Duplic	ation, and SPA, if Authorized d titles from the files;	d Representative;		None	10	0 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerk)	
Releasing Personnel.  For Authorized Representative, a Special				Total:	Php 794.93* +(10% of	18 workii	ng days, 2 hour	s and 8	



Power of Attorney shall be presented by the

The Client shall carefully review the

signing

the

before

Acknowledgement Receipt.

Client.

annotation

+(10% of minutes Consideration Subject to extension as Value) + (1% of applicable under RA11032 reg. fee or Php

10 whichever is

higher)





CLASSIFICATION

Acknowledgement Receipt.







WHO MAY AVAIL

# ISSUANCE OF CERTIFICATION, CERTIFIED TRUE COPIES, AND VERIFICATION (CCV) OF DOCUMENTS ON FILE (MULTI-STAGE PROCESSING)

**TYPE OF TRANSACTION** 

Issuance of Certified True Copy of Title (Title Not Yet in Database)

Highly Technica	al	G2G – Govern	ment to Citizen ment to Governme ment to Business	ent	All			
CHECKL	IST REQUIREMENTS				WHE	RE TO SECURE		
Photocopy of the Present	er's valid Identificatio	n Card				Client		
2 Filled-up Information Red	quest Form			Registry of	f Deeds, I	LRA One-Stop Sh	op, LRA Kiosk	
CLIENT STEPS		AGENCY ACTION		FEES	PROC	CESSING TIME	PERSON RESPONSIBLE	
Fill out the Information Request Form (IRF) completely and legibly.	Provide Information Request F	orm (IRF) to the Client.		None		10 minutes	Client	
Submit the duly filled-up application / Information Request Form (IRF) and all the requirements to the Entry Personnel.  The Client shall wait for his/her queueing number to be called.	The Entry Personnel shall call to the Entry Personnel shall information for Certified True Copy is not yet in the Entry Personnel shall enter which shall generate EPEB number of the request of the request of the request of the request of the Entry Personnel shall generate EPEB number of the request of the request of the Entry Personnel shall generate EPEB.  The Entry Personnel shall generate EPEB.  The Entry Personnel shall generate EPEB.	None		ninutes from actual of the personnel per transaction	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)			
Client shall wait for his/her queueing number to be called and pay the amount reflected on the Assessment Form and Payment Order (AFPO) to the Cashier.	is ready for release.	number of the Client and accept the	For the firs	equent page(s) Ph	IP 6.00+ IP 143.72 + IP 28.74 + IP 400.00 + IP 30.00 +	10 minutes	BENJIE P. BAUTISTA (Acting Cashier)	
	Request for certified true copy	of title will be forwarded to the Vault Se	ection for retrieval of title/s	None		6 working days	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)	
	and the image shall be ser	d so that the Certificate of Title subject	-	None	1	0 working days	RD/IMC	
	Once the image of the subject approve the request for certific	ct title is already on the database, the ed true copy.	Records Officer (RO) shall	None		1 working day	GEMMA T. BULANADI (Records Officer)	
	serial of the CCV Form matches	The Printing Personnel shall print the requested title on a CCV Form and must ensure that the serial of the CCV Form matches in the system before printing.  The Printing Personnel shall submit the printed CTC of title/s to the Releasing Personnel				ing days (depends on e number of titles requested)	GEMMA T. BULANADI (Printing Clerk)	
Once informed, the Client shall return to the Registry of Deeds. The Client shall wait for his/her queuing number to be called.  Client shall present the AFPO, Official Receipt (OR), and valid proof of identification to the	to inform that the request is re  After proper identification, th  certified true copy of title who	None		15 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerks)			
Releasing Personnel.  For Authorized Representative, a Special Power of Attorney shall be presented by the Client.  The Client shall carefully review the Certified True Copy of Title and sign the Acknowledgement Receipt.			Total:	Php 661.72 + PHP 6.00 (For each subsequent page(s) (pg 3+)	Subject	king days and 50 to extension as ble under RA11032	minutes	

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PHP 28.74

**IT Service** 

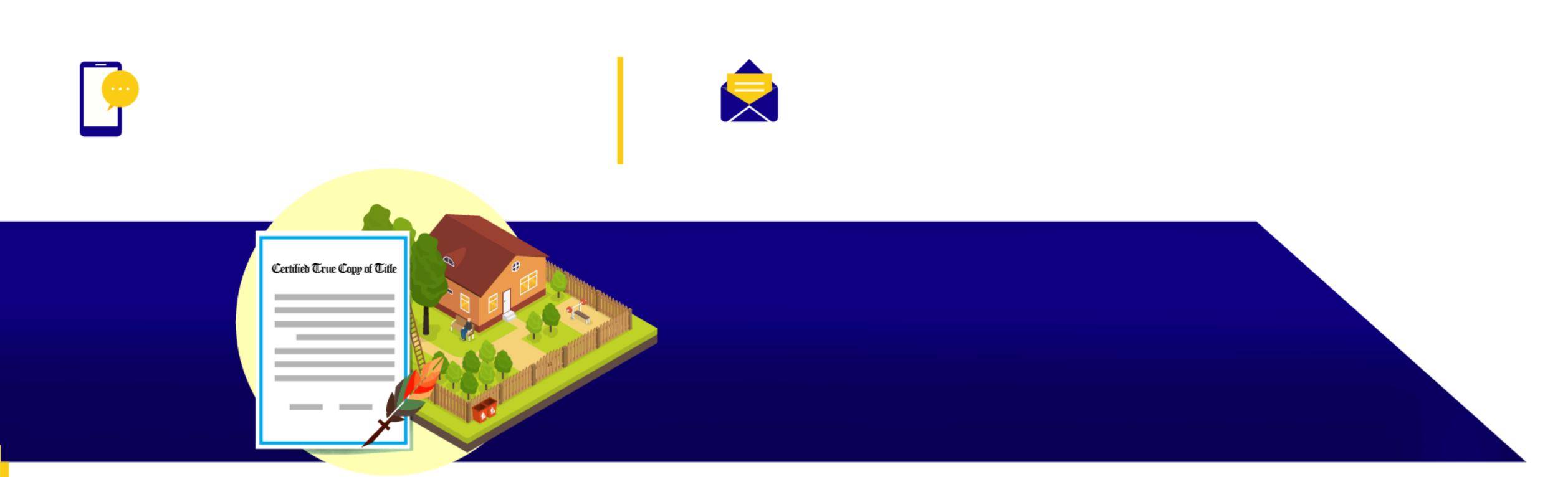
Fee for

each

subsequent

page(s) (pg

3+)





## REGISTRATION OF CHATTEL MORTGAGE

Power of Attorney shall be presented by the

The Client shall sign the Acknowledgement

Client.

Receipt.

		TYPE OF TRANSACTION			WHO MAY AVAII			
TYPE OF TRANSACTION  Highly Technical  G2C – Government to Citizen  G2G – Government to Government  G2B – Government to Business						WHC	All	
CHECKLI	IST REQUIREMENTS				WHERE	TO SECURE		
Original Copy of Deed of O Affidavit of Good Faith	Chattel Mortgage with	n Assignment with			Mortgago	r or Mortgage	ee	
2 Photocopy of Articles of Ir	- —· — — —				Mc	ortgagor		
Original or Certified True Resolution (if Corporation Proprietorship				Мс		Mortgagee, a e may be	as the	
Original Copy of Docume (BIR Form No. 2000 or Me		•	5	Bure		rnal Revenue Banks	(BIR) /	
<b>5</b> Photocopy of the Present	er's valid Identification	n Card (ID)			(	Client		
CLIENT STEPS		AGENCY ACTION		FEES	PROCES	SING TIME	PERSON RESPONSIBLE	
Prepare all the requirements. Secure and fill out application / Registration Application Form (RAF)		Provide RAF to the Client.			5 r	ninutes	Client	
Submit all the requirements to the Entry Personnel together with the filled-up RAF for checking if all documentary requirements are complete.  The Client shall wait for his/her queueing number to be called.	the requirements submitted for After confirming that the Clientransaction shall be entered in Information to be encoded are — Presenter's name, address, co— Transaction type including the — Name of parties who executed In case of lacking requirements by the Entry Personnel.  Prepare RIO Assessment Form, The Entry Personnel shall then	ent has all the necessary docume the Chattel Mortgage (CM) Electronic the following: contact number, valid ID presented; he consideration value; and	None	receipt of th	es from actual ne personnel per nsaction	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Personnel for Chattel Mortgage ("CM") Transaction)		
Client shall wait for his/her queueing number to be called and pay the amount reflected on the Assessment Form and Payment Order (AFPO) to the Cashier. Client shall return on the date of the release of transaction.		eueing number of the Client and accept Client and issue an Offical Receipt.  (10% of the considered (1% of reg. fee or Php 10.00 which			PHP 30.00 + PHP 344.93 +	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)	
	<ul> <li>Names and addresses of the</li> <li>If any, the consideration value</li> <li>The details of the mortgaged</li> </ul>	eneral information of the deed such Mortgagor/s and Mortgagee/s and t ue and notarial information; d unit and the appropriate annotatio d the encoded data before forwardin	None	3 woı	king days	RACQUEL M. NATIVDAD LEONIDA P. SORIANO (Encoder)		
	respect to legal requirements; Determine the sufficiency of the Evaluate and determine the reg The Examiner shall check and same;	and determine the correctness of the document submitted with			2 woı	king days	BENJIE P. BAUTISTA ALEXANDER P. CASIÑO 9Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)	
	to approve or deny the transact The system shall generate a C Approver shall indicate the gen  – If denied, the Approver shal	all the legal requirements of the transion. Chattel Mortgage Inscription (CMI) erated CMI number on the main doo l estate in reason/ground for denial. nsaction to the Uploading module.	None	1 working day		ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)		
	and title bears the signature of	rsonnel shall check the submitted documents and title/s if the main documents			2 working days		JESUS M. GUMABON (Uploading Clerk)	
The Client shall return to the Registry of Deeds on the specified date of release of transaction.  The Client shall wait for his/her queueing number to be called.  Client shall present the AFPO, Officail	and valid proof of identificatio  – Retrieve the documents and	The Releasing Personnel shall call the queueing number of the Client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative.  Retrieve the documents and titles from the files; Print the Acknowledgement Receipt;			10	minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerk)	
Receipt (OR), and valid proof of identification (Government issued ID) to			Total:	Php 374.93	8 working	days and 55	minutes	
the Releasing Personnel.  For Authorized Representative, a Special Power of Attorney shall be presented by the				+ (10% of the considerati	Subject to	extension as under RA11032		

on value)

(1% of reg.

fee or Php

10

whichever

is higher)

## REGISTRATION OF NEW OWNER'S DUPLICATE CERTIFICATE OF TITLE

Issuance of Owner's New Duplicate Copy of a21

Certificate of Title

CLASSIFICATION TYPE OF TRANSACTION				WHO MAY AVAIL				
Highly Technica	al	G2C – G	overnment to Citizen		All			
			Sovernment to Governme Sovernment to Business	ent				
CHECKLI	IST REQUIREMENTS	020		WHERE TO SECURE				
Original or Certified Copy of Court Order/Decision     Court								
2 Original Copy of Finality						Court		
3 Original Copy of Realty Ta	. <u> </u>			City or M	1unicipal/Pr	ovincial Treasu	urer's Office	
4 Photocopy of the Present	er's valid Identification				Client			
CLIENT STEPS		AGENCY ACTIO	N	FEES	PROCES	SSING TIME	PERSON RESPONSIBLE	
Prepare all the requirements. Secure and fill out application / Registration Application Form (RAF)	Provide RAF to the Client.			None	5 1	minutes	Client	
Submit all the requirements to the Registration Information Officer (RIO) together with the filled-up RAF for checking if all documentray requirement are complete.	RIO shall call the queueing nun  - Check the completeness of  - Verify from the system whe  - Prepare RIO Assessment For  After confirming that the Client	None	10 minutes from actual receipt of the personnel per transaction  RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)					
The Client shall wait for his/her queueing number to be called.	lacking requirements and retur	-	e, the Client shall be informed of the					
If documents are complete, the Client shall wait for his/her queueing number to be called.	in the Electronic Primary Entry Information to be encoded are - Presenter's name, address, - Transaction type; - Title Reference (type and note) - Name of parties (Executed Select the documents submitted)	Transaction type; Title Reference (type and number); Name of parties (Executed by/in favor of). elect the documents submitted and additional documents as necessary. he Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title				minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Personnel)	
The Client shall carefully review and sign the Title Preview Notice (TPN). In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.	Entry Personnel shall provide t	he printed AFPO and TPN to th	None	5 1	ninutes			
Client shall wait for his/her queueing number to be called and pay the amount reflected on the Assessment Form and Payment Order (AFPO) to the Cashier.	Cashier shall call the queueing accept the payment from the Receipt.		Entry Fee er Deed/Document ee/Registration Fee Owner's Duplicate) Service Fee per title for new Annotation to Certificate of Title station carried over ent Certificate Title station carried over egal Research Fund ery additional page	Php 60.00 + Php 60.00 + Php 215.58 + Php 30.00 + Php 30.00 + Php 30.00 + Php 150.00 + Php 150.00 + Php 150.00 +	5 minutes	BENJIE P. BAUTISTA (Acting Cashie)r		
Client shall go to the assigned Scheduler to		the Client of the release of the transaction, and indicate the same in the AFPO which shall					RACQUEL M. NATIVIDAD	
get the date of release of the transaction. Client shall return on the date of the	be presented during the release of the For manually issued titles, the Schedul	e release of the transaction. les, the Scheduler shall forward the submitted documents to the vault section for retrieval of			5 1	minutes	LEONIDA P. SORIANO (Assigned Scheduler)	
release of the transaction.	For manual titles, the Vault Keeper shall  Retrieve the original copy of the Co  Attach the original copy of the Co  Record the transaction and subject	title; and Verifi cation of Owner's duplicate copy of manual or e Titlle recording of transaction.  ult Keeper shall: al copy of the Certificate of Title from its volume/page; copy of the Certificate of Title to each transcation;			2 working days (for Manual Titles)		GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)	
			wner's information and the appropriate					
	annotations.  For manual titles, the Encoder shall end For eTitle, the Encoder shall transfer all the Encoder shall transfer all the Encoder shall also proofread the	code in the New Annotation Tab all carr valid/active annotations to the new titl	ried over encumbrances. le to be used.	None	4 working days (depends on the number of Technical Description/s of Lot/s to be encoded and the number of annotations to be carried over)		RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)	
	Verification of Court Order and Certifica	ate of Finality from the issuing Court.		None	2 working days (depends on the availability of the Clerk of Court)		GEMMA T. BULANADI (Court Verifier)	
	requirements;  - Determine the sufficiency of the particle and determine that all values and the creation of the particle and determine the register.  - Evaluate and determine the register.  - The Examiner shall check and progenerated is accurate based on the	payment of registration and other LRA alid and active encumbrances of the su new annotation/s have been made; strability of the documents submitted f pofread all the encoded data, and ensu	ubject title have been carried over to the for registration; ure that the output or the new title to be	None	3 working days		BENJIE P. BAUTISTA ALEXANDER P. CASIÑO (Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)	
	The Approver, after considering all the I	legal requirements of the transaction, s ate a New Title Number once approve locument subject of the registration. e in reason(s)/ground for denial.	shall decide whether to approve or deny ed. The Approver shall indicate the New	None	3 wo	king days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
	signature of the Approver.	he submitted documents and title/s if irements are scanned, uploaded, and o	the main documents and title bears the converted for digital storage.	None	2 wo	rking days	JESUS M. GUMABON (Uploading Clerk)	
	the annotations;  - Print the Memorandum of Encun  - Print the Title  - For the denied transaction,  - The Printing Personnel shall subr	nbrance (MOE) of the subject title , a Notice of Denial shall be printed.	printed from Technical Description to all  Denial to the Examiner and Approver for	None	(depends on the Description/s of I the number of ar	rking days e number of Technical ot/s to be encoded and notations to be carried over)	GEMMA T. BULANADI (Printing Clerk)	
	signature.  The Approver shall sign the printed Me  The Approver shall sign the Notice	emorandum of Encumbrance (MOE) ar e of Denial for the denied transaction.		None	1 w	orking day	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
The Client shall return to the Registry of Deeds on the specified date of release of the transaction.  The Client shall wait for his/her queueing number to be called.  Client shall present the AFPO, Official Receipt (OR), and valid proof of identification to the	The Releasing Personnel shall call valid proof of identification, and S  Retrieve the documents and t  Print the Acknowledgement R  Show the NGT to the Client for Release the NGT to the Client.	SPA, if Authorized Representative itles from the files; Receipt; r review; and	ient and ask for the AFPO, OR, and	None	10	minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerk)	
Releasing Personnel. For Authorized Representative, a Special Power of Attorney shall be presented by the Client. The Client shall carefully review the NGT and sign			Total:	PHP 1110.51 + PHP 30.00 (Fee for additional page)	Subject to	<b>g days and 50</b> extension as under RA11032	minutes	

the Acknowledgement Receipt







# ISSUANCE OF CERTIFICATION, CERTIFIED TRUE COPIES, AND VERIFICATION (CCV) OF DOCUMENTS ON FILE

Issuance of Certified True Copy of Title (Already in Database)

CLASSIFICATION		TYPE OF TRANSACTION			WHO MAY AVAIL			
Simple		G2C – Government to Citizen G2G – Government to Government G2B – Government to Business				All		
CHECKL	IST REQUIREMENTS				WHERE TO SECURE			
Photocopy of the Present					Client			
2 Filled-up Information Rec				Registry of	Deeds, LRA One-Stop Sh	nop, LRA Kiosk		
CLIENT STEPS		AGENCY ACTION		FEES	PROCESSING TIME	PERSON RESPONSIBLE		
Fill out the Information Request Form (IRF) completely and legibly.	Provide Information Request F	le Information Request Form (IRF) to the Client.			5 minutes	Client		
	The Entry Personnel shall call t	the queueing number of the Client	t and shall receive the IRF.					
Submit the duly filled-up application/	Entry Personnel shall enter the	e transaction in the CCV Electronic P						
Information Request Form (IRF) and all the requirements to the Entry Personnel.  The Client shall wait for his/her queuing number to be called.	<ul> <li>Presenter's name, address,</li> <li>Title number of the request</li> </ul>	shall generate EPEB Number.  Information to be encoded are the following:  Presenter's name, address, contact number, valid ID presented;  Title number of the requested Certificate of Title; and  Number of copies to be requested.			15 minutes from actual receipt of the personnel per transaction	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO		
	Order (AFPO).	erate the fees and print a copy of the				(Entry Personnel)		
Client shall wait for his/her queueing number to be called and pay the amount reflected on the AFPO to the Cashier.	Cashier shall call the queueing the payment from the Client an	g number of the Client and accept and issue an Official Receipt.	For each subsequent IT Service Fee for IT Service Fee for each IT Service Fee for each subsequent IT Service Fee for network transmissions.	(2) pages - Php 36.00 ent page(s) - PHP 6.00 er the first two (2) pages each subsequent page(semission - PHP 400.00 er LRA Fee - PHP 30.00 er Service Fee - PHP 52.0	0 + PHP 6.00 + es - PHP 143.72 + e(s) PHP 28.74 + 0 + PHP 400.00 + 0 + PHP 30.00 +	BENJIE P. BAUTISTA (Acting Cashier)		
	Records Officer (RO) shall appr	rove the request for Certified True Co	Copy.	None	1 working day	GEMMA T. BULANADI (Records Officer)		
	serial of the CCV Form matches	print the requested title on a CCV I s in the system before printing. ubmit the printed CTC of title/s to th		None	2 working days	GEMMA T. BULANADI (Printing Clerk)		
The Client shall return to the Registry of Deeds on the specified date of release of the transaction.	The field and in great and in a second and in	l call the queueing number of the C on, and SPA, if Authorized Represen						
The client shall wait for his/her queueing number to be called.	Retrieve the documents and tit	tles from the files.						
Client shall present the AFPO, OR, and valid proof of identification to the Releasing Personnel.		ment Receipt.		None	10 minutes	JESUS M. GUMABON GEMMA T. BULANADI		
For Authorized Representative, a Special Power of Attorney shall be presented by the Client.						(Releasing Clerk)		
The Client shall carefully review the Certified True Copy of Title and sign the Acknowledgement Receipt.								
			Total:	Php 696.46	3 working days and 35	minutes		

Total:

Php 696.46

3 working days and 35 minutes

subject to extension as applicable under RA11032







SC AN ME



Cashier shall call the queueing number of the Client and accept

The Scheduler shall advise the Client of the release of the transaction, and indicate the same in the AFPO which

For manual titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the

Forward each transcation to the Records Officer for verification of Owner's Duplicate Copy submitted by the

For manual titles, the Records Officer shall validate the submitted Owner's Duplicate Copy of Title by comparing

the same to the original on file with the Registry of Deeds and affix his/her initial before forwarding the

The Encoder shall encode the general information of the subject title, the appropriate annotations and the details

Review and determine that all valid and active encumbrances of the subject title have been carried over to the new

The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title to be

The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or

deny the transaction. The system will generate a New Title Number once approved. The Approver indicates the New

The Uploading Personnel shall check the submitted documents and title/s if the main documents and title bears

The Printing Personnel shall check and proofread all the data of the title to be printed from Technical Description

The Printing Personnel shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for

The Approver shall sign the printed Memorandum of Encumbrance (MOE), and the New Generated Title (NGT).

The Releasing Personnel shall call the queueing number of the Client and ask for the AFPO, OR, and valid proof

All submitted documentary requirements are scanned, uploaded, and converted for digital storage.

Ensure that the title subject of cancellation is marked CANCELLED, if the transaction is approved.

original copy of the title and verification of Owner's Duplicate Copy by the Records Officer.

Retrieve the original copy of the Certificate of Title from its volume/ page;

Attach the original copy of the Certificate of Title to each transcation;

For eTitles, record the transaction and forward the same to the Encoder.

Encode in the New Annotation Tab all carried over encumbrances.

Determine the sufficiency of the payment of registration and other LRA fees;

The Examiner shall recommend the approval or denial of the transaction.

Generated Title Number on the main document subject of the registration.

Print the New Generated Title (NGT), bearing the new generated title number;

- For the denied transaction, a Notice of Denial shall be printed.

The Approver shall sign the Notice of Denial for the denied transaction.

of identification, and SPA, if Authorized Representative.

Retrieve the documents and titles from the files.

Print the Acknowledgement Receipt;

Release the NGT to the Client.

Show the NGT to the Client for review; and

title, and the creation of the new annotation/s have been made;

generated is accurate based on the documents submitted.

If denied, the Approver shall put in reason(s) for denial.

The Approver will send the transaction to the Uploading module.

For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.

For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against

For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against

The Encoder shall also proofread the encoded data before forwarding to the next module.

Evaluate all the documents and determine the correctness of the document submitted

Evaluate and determine the registrability of the documents submitted for registration;

the payment from the Client and issue an Official Receipt.

shall be presented during the release of the transaction.

For manual titles, the Vault Keeper shall:

For manual titles, the Encoder shall:

Data correct the description/s of the lot;

transaction to the Encoder.

of the new Title;

the original on file.

the file in the database.

with respect to legal requirements;

the signature of the Approver.

Print the annotation page of the subject title.

to all the annotations.

signature.

Record the transaction and subject titles;

SUBSEQUENT Issuance of Certific			t Registrat	ion					
CLASSIFICATION	ON	TYPE OF TRANSACTION				WHO MAY AVAIL			
Highly Technical G2C – Governme G2G – Governme G2B – Governme				ent to Government					
CHECKLI	ST REQUIREMENTS					WHER	E TO SECURE		
Original Copy of Owner's	Duplicate Copy of Title	e				Regis	stered Owner		
2 Original Copy of Deed of	Absolute Sale with BIF	R-eCAR printed/stan	nped			Selle	er and Buyer		
Original Copy of BIR Certi	ficate Authorizing Reg	gistration (CAR)			B	ureau of Int	ternal Revenue	(BIR)	
Original Copy of Realty Ta	x Clearance (Land and	d Building, if any)			City or N	/unicipal/P	rovincial Treasu	urer's Office	
G Certified Copy of Tax Decl	aration (Land and Bui	lding, if any)			City or I	Municipal/F	Provincial Asses	ssors Office	
<ul><li>Original Copy or Certified</li><li>Original Copy of Affidavit</li></ul>	·	Receipt/Clearance			City or M	<u> </u>	Provincial Treasoper Publication	·	
Affidavit/s - in case there a on the Deed of Sale such spouse, age of minors and	as citizenships of buy			Buyer					
Photocopy of the Present	er's valid Identification	n Card		Client					
CLIENT STEPS		AGENCY ACTION			FEES	PROCE	SSING TIME	PERSON RESPONSIBLE	
Prepare all the requirements. Secure and fill out application/Registration Application Form (RAF)	Provide RAF to the Client.				None	5	minutes	Client	
Submit all the requirements to the Registration Information Officer (RIO) together with the filled-up RAF for checking if all documentary requirements are complete.  The Client shall wait for his/her queueing number to be called.	Check the completeness of the requirement of the value of the requirement of the requirem	ements submitted for registration; nal copy of title/s are intact; essary, to determine the Registration Il the necessary documents for the tr e Entry Personnel. Otherwise, the	ransaction, the RIO shall	the lacking	None	1 hour (depends o titles submi	on the number of	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)	
If documents are complete, the Client shall wait for his/her queueing number to be called.	The Entry Personnel shall call the queueing number of the Client and enter the transaction in the Electronic Primary Entry Book (EPEB) which shall generate EPEB Number.  Information to be encoded are the following:  Presenter's name, address, contact number, valid ID presented;  Transaction type including the consideration value:				None	number of title to be entered)		RACQUEL M. NATIVIDAD LEONIDA P. SORIANO	
The Client shall carefully review and sign the Title Preview Notice (TPN).  In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.	Entry Personnel shall provide the pri			None 10 minutes			(Entry Personnel)		
			IT Ser For each Certificate of Title	vice Fee per D e issued (Owr For each ad	sessed Value) + Deed/Document	Php 30.00 +  PHP 344.93 PHP 60.00 PHP 30.00 +			

IT Service Fee per title

For BIR CAR Annotation

Fee for additional page

None

**Total:** 

For each subsequent Certificate of Title

IT Service Fee for each subsequent Certificate of Title

(1% of reg. fee or Php 10.00 whichever is higher) +

IT Service Fee for each annotation carried ver

For each annotation carried over

For new annotation

PHP 215.58 +

PHP 30.00 +

PHP 30.00 +

PHP 30.00 +

PHP 30.00 +

PHP 150.00 +

PHP 150.00 +

PHP 30.00

5 minutes

5 minutes

2 working days (for Manual

Titles)

2 working days

3 working days

3 working days

3 working days

2 working days

3 working days

1 working day

10 minutes

Subject to extension as

applicable under RA11032

minutes

19 working days, 2 hours and 35

**BENJIE P. BAUTISTA** 

(Acting Cashier)

**RACQUEL M. NATIVIDAD** 

**LEONIDA P. SORIANO** 

(Assigned Scheduler)

**GEMMA T. BULANADI** 

**RODEL C. ROSAL** 

(Vault Keeper)

**GEMMA T. BULANADI** 

(Records Officer)

RACQUEL M. NATIVIDAD

**LEONIDA P. SORIANO** 

(Encoder)

**BENJIE P. BAUTISTA** 

**ALEXANDER P. CASIÑO** 

(Land Registration Examiner)

**LEONIDA P. SORIANO** 

(Asst. Land Registration Examiner)

ATTY. BRENDA LYN S. AFALLA

(Acting Registrar of Deeds)

**JESUS M. GUMABON** 

(Uploading Clerk)

**GEMMA T. BULANADI** 

(Printing Clerk)

**ATTY. BRENDA LYN S. AFALLA** 

(Acting Registrar of Deeds)

**JESUS M. GUMABON** 

**GEMMA T. BULANADI** 

(Releasing Clerks)

# Client shall wait for his/her queueing number to be called and pay the amount

reflected on the Assessment Form and

Client shall go to the assigned Scheduler to get

the date of release of the transaction. Client shall

return on the date of the release of the

The Client shall return to the Registry of Deeds on

The Client shall wait for his/her queueing number

Client shall present the AFPO, OR, and valid proof of

For Authorized Representative, a Special Power of

The Client shall carefully review the New Generated

Title (NGT) and sign the Acknowledgement Receipt.

identification to the Releasing Personnel.

Attorney shall be presented by the Client.

the specified date of release of the transaction.

to be called.

transaction.

Payment Order (AFPO) to the Cashier.

	SUBSEQUENT ssuance of Certifi		_		PROC	ESSI	NG)		
	CLASSIFICATION			E OF TRANSACTION			WHO	MAY AVAIL	
	Highly Technical  G2C – Government to Citizen  G2G – Government to Govern  G2B – Government to Busine				ent			All	
	CHECKLI	ST REQUIREMENTS				WHER	E TO SECURE		
<ul> <li>Original Copy of Owner's Duplicate Copy of Title</li> <li>Original Copy of Deed of Absolute Sale with BIR-eCAR printed/stamped</li> <li>Original Copy of BIR Certificate Authorizing Registration (CAR)</li> <li>Original Copy of Realty Tax Clearance (Land and Building, if any)</li> <li>Certified Copy of Tax Declaration (Land and Building, if any)</li> <li>Original Copy or Certified Copy of Transfer Tax Receipt/Clearance</li> <li>Original Copy of Secretary's Certificate or Board Resolution (if necessary)</li> <li>Photocopy of Articles of Incorporation and By-Laws (if necessary)</li> <li>Affidavit/s - in case there are essential elements which are not indicated on the Deed of Sale such as citizenships of buyer/s and spouse, name of spouse, age of minors and the like</li> <li>Original Copy of Special Power of Attorney - if Buyer is represented by</li> </ul>				sary)ted	Registered Owner Seller and Buyer Bureau of Internal Revenue (BIR) City or Municipal/Provincial Treasurer's Office City or Municipal/Provincial Assessor's Office City or Municipal/ Provincial Treasurer's Office Seller or Buyer Seller or Buyer Buyer				
_	his/her Attorney-in-Fact			<u> </u>			Buyer		
<b>U</b>	Original Copy of Management Certificate - for subsequent sale of Condominium units				Administrator of the Condominium Building/Project				
P	Photocopy of the Present	ter's valid Identification Card				•	Client		
	CLIENT STEPS		AGENCY ACTION			PROCE	SSING TIME	PERSON RESPONSIBLE	
fill	are all the requirements. Secure and out application /Registration cation Form (RAF)		Provide RAF to the Client.			5	minutes	Client	
Regist togeth all do	RIO shall call the queueing number of the Client, and: Check the completeness of the requirements submitted for registration; Check the completeness of the requirements submitted for registration; Verify from the system whether original copy of title/s are intact; and Prepare RIO Assessment Form, if necessary, to determine the Registration Fees to be paid.  After confirming that the Client has all the necessary documents for the transaction, the RIO shall then forward the documents to the Entry Personnel. Otherwise, the Client shall be informed of the lacking requirements and return the documents.			None	actual receip per transacti	per transaction from ot of the personnel on (depends on the titles to be entered)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)		
	cuments are complete, the Client shall for his/her queueing number to be	Primary Entry Book (EPEB) to general Information to be encoded are the formation to be encoded are the formation type including the control of Transaction type including the control of Title Reference (type and number Notarial information; and Name of parties who executed the Select the documents submitted and	ollowing: act number, valid ID presented; onsideration value; er);	None	45 minutes from actual receipt of the personnel per transaction (depends on the number of titles to be entered)		RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Dorsonnol)		
In case immed	Client shall carefully review and sign the Preview Notice (TPN).  The of erroneous data, the Client shall need to diately inform the Entry Personnel for the sary corrections.		ne printed AFPO and TPN to the C		None	10	0 minutes	(Entry Personnel)	
Clien numl reflec	t shall wait for his/her queueing ber to be called and pay the amount cted on the Assessment Form and nent Order (AFPO) to the Cashier.	Cashier shall call the queueing and accept the payment from Official Receipt.	g number of the Client	Para di Cara d			5 minutes	BENJIE P. BAUTISTA (Acting Cashier)	

The Scheduler shall advise the Client of the release of the transaction, and indicate the same in the AFPO which

Fee for additional page PHP 30.00 None For manual titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the original copy of the title and verification of Owner's Duplicate Copy by the Records Officer. Retrieve the original copy of the Certificate of Title from its volume/page; Attach the original copy of the Certificate of Title to each transcation; Record the transaction and subject titles; None

5 minutes 2 working days

2 working days

3 working days

3 working days

3 working days

2 working days

3 working days

1 working day

10 minutes

Subject to extension as

applicable under RA11032

minutes

19 working days, 2 hours and 5

RACCQUEL M. NATIVIDAD **LEONIDA P. SORIANO** (Assigned Scheduler) **GEMMA T. BULANADI RODEL C. ROSAL** (Vault Keeper)

**GEMMA T. BULANADI** 

(Records Officer)

RACQUEL M. NATIVIDAD

**LEONIDA P. SORIANO** 

(Encoder)

**BENJIE P. BAUTISTA** 

**ALEXANDER P. CASIÑO** 

(Land Registration Examiners)

**LEONIDA P. SORIANO** 

(Asst. Land Registration Examiner)

**ATTY. BRENDA LYN S. AFALLA** 

(Acting Registrar of Deeds)

**JESUS M. GUMABON** 

(Uploading Clerk)

**GEMMA T. BULANADI** 

(Printing Clerk)

ATTY, BRENDA LYN S. AFALLA

(Acting Registrar of Deeds)

**JESUS M. GUMABON** 

**GEMMA T. BULANADI** 

(Releasing clerks)

For manual titles, the Records Officer shall validate the submitted Owner's Duplicate Copy of Title by comparing transaction to the Encoder. of the new Title; For manual titles, the Encoder shall: Data correct the description/s of the lot;

For eTitles, record the transaction and forward the same to the Encoder.

shall be presented during the release of the transaction.

For manual titles, the Vault Keeper shall:

submitted by the Client.

the original on file.

file in the database.

requirements;

the signature of the Approver.

signature.

Client shall go to the assigned Scheduler to get

the date of release of the transaction. Client

shall return on the date of the release of the

The Client shall return to the Registry of Deeds on

The Client shall wait for his/her queueing number

Client shall present the AFPO, OR, and valid proof

For Authorized Representative, a Special Power of

The Client shall carefully review the New

Generated Title (NGT) and sign the

of identification to the Releasing Personnel.

attorney shall be presented by the Client.

Acknowledgement Receipt.

the specified date of release of the transaction.

to be called.

transaction.

the same to the original on file with the Registry of Deeds and affix his/her initial before forwarding the The Encoder shall encode the general information of the subject title, the appropriate annotations and the details Encode in the New Annotation Tab all carried over encumbrances. For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.

Evaluate all the documents and determine the correctness of the document submitted with respect to legal

The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title to

Forward each transcation to the Records Officer for verification of Owner's Duplicate Copy

None

None

None

None

None

None

None

None

Total:

deny the transaction. The system will generate a New Title Number once approved. The Approver indicates the New Generated Title Number on the main document subject of the registration. If denied, the Approver shall put in reason(s) for denial.

The Encoder shall also proofread the encoded data before forwarding to the next module.

Determine the sufficiency of the payment of registration and other LRA fees;

The Examiner shall recommend the approval or denial of the transaction.

be generated is accurate based on the documents submitted.

For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against

Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;

For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the

Evaluate and determine the registrability of the documents submitted for registration;

The Approver will send the transaction to the Uploading module.

The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or

The Uploading Personnel shall check the submitted documents and title/s if the main documents and title bears

The Printing Personnel shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for

The Approver shall sign the printed Memorandum of Encumbrance (MOE), and the New Generated Title (NGT).

All submitted documentary requirements are scanned, uploaded, and converted for digital storage. The Printing Personnel shall check and proofread all the data of the title to be printed from Technical Description to all the annotations; Print the annotation page of the subject title.

Ensure that the title subject of cancellation is marked CANCELLED, if the transaction is approved.

The Releasing Personnel shall call the queueing number of the Client and ask for the AFPO, OR,

Print the New Generated Title (NGT), bearing the new generated title number;

For the denied transaction, a Notice of Denial shall be printed.

The Approver shall sign the Notice of Denial for the denied transaction.

and valid proof of identification, and SPA, if Authorized Representative.

Retrieve the documents and titles from the files.

Print the Acknowledgement Receipt.

Show the NGT to the Client for review.

Release the NGT to the Client.



**CLASSIFICATION** 

## SUBSEQUENT REGISTRATION

Issuance of Certificate of Title in Subsequent Registration (Extra-Judical Settlement Registered Land with Property)



**SCAN THE QR CODE** 

WHO MAY AVAIL

#### OFFICE OR DIVISION: REGISTRIES OF DEEDS

**TYPE OF TRANSACTION** 

Highly Technica	al	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business				All			
CHECKLI	CHECKLIST REQUIREMENTS				WHERE TO SECURE				
Original Copy of Owner's		e		Registered Owner					
2 Original Copy of BIR Certificate Authorizing Registration (CAR)				Bureau of Internal Revenue (BIR)					
Original Copy of Realty Ta	x Clearance (Land an	d Building, if any)		City or Municipal/Provincial Treasurer's Office					
Certified Copy of Tax Decl	aration (Land and Bu	ilding, if any)		City or N	Municipal/F	Provincial Asses	ssors Office		
Original Copy or Certified  Original Copy or Certified	·	Receipt/Clearance		City or M		Provincial Treas			
Original Copy of Affidavit  Output  O					Newspa	per Publication	<u> </u>		
O Affidavit/s - in case there a on the Deed of Sale such spouse, age of minors and	as citizenships of buy		<b> </b>			Buyer			
8 Photocopy of the Present	er's valid Identificatio	n Card				Client			
Heir's Bond (For Personal	Property)					Client			
CLIENT STEPS		AGENCY ACTIO	N	FEES	PROCE	SSING TIME	PERSON RESPONSIBLE		
1.Prepare all the requirements. Secure and fill out application / Registration Application Form ("RAF")	Provide RAF to the Client.			None	5	minutes	Client		
Submit all the requirements to the Registration Information Officer ("RIO") together with the filled-up RAF for checking if all documentary requirements are complete.  The Client shall wait for his/her queueing number to be called.	-Rio shall call the queueing hamber -Check the completeness of the requ -Verify from the system whether orig -Prepare RIO Assessment Form if neo -After confirming that the Client has	shall call the queueing number of the client, and ock the completeness of the requirements submitted for registration. If y from the system whether original copy of title/s are intact; and pare RIO Assessment Form if necessary, to determine the Registration Fees to be paid. For confirming that the Client has all the necessary documents for the transaction, the RIO shall then forward the aments to the Entry Personnel. Otherwise, the client shall be informed of the lacking requirements and return the			,	depends on the title to be entered)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)		
If documents are complete, the client shall wait for his/her queueing number to be called.	The Entry Personnel shall call the queueing number of the client and shall enter the transaction in the Electronic Primary Entry Book ("EPEB") which shall generate EPEB Number. Information to be encoded are the following: - Presenters Name, address, contact number, valid ID presented; - Transaction Type including the consideration value; - Title Reference (type and number); - Notarial Information; - Name of parties who executed the document Select the documents submitted and additional documents as necessary - The Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").			None	1 hour (depends on the number of title to be entered)		RACQUEL M. NATIVIDAD		
The Client shall carefully review and sign the Title Preview Notice ("TPN").  Entry Personnel shall provide the printed AFPO and TPN to			nd TPN to the client.		10	) minutes	LEONIDA P. SORIANO (Entry Personnel)		
In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.									
Client shall wait for his/her queueing number to be called and pay the amount reflected in the AFPO to the Cashier.	•	(On As IT Service Fee per I For each Certificate of Title issued (Ow ent from the Client and issue an official receipt.  IT Serv For For each subsequent Ce For each annotat For BIR IT Service Fee for each subsequent Ce IT Service Fee for each annotat (1% of reg. fee or Php 10.00 whiche			PHP 60.00 PHP 30.00 + PHP 215.58 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 150.00 +	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)		
Client shall go to the assigned Scheduler to get the date of release of the transaction. Client shall return on the date of the release of the transaction.	shall be presented during the releas	e of the transaction. Il forward the submitted documents t	I indicate the same in the AFPO which to the vault section for retrieval of the e Records Officer.	None	5 Minutes		RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)		
	Attach the original copy of the Record the transaction and sulforward each transcation to the	py of the Certificate of Title from its volume/ page; of the Certificate of Title to each transcation;		None	2 working days (for Manual Titles)		GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)		
		cer shall validate the submitted Owner's Duplicate Copy of Title by comparing with the Registry of Deeds and affix his/her initial before forwarding the		None	2 working days		GEMMA T. BULANADI (Records Officer)		
	of the new Title; For manual titles, the Encoder s Data correct the description/s Encode in the New Annotatio For eTitle, the Encoder shall transf			None	None 3 working days		RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)		



## SUBSEQUENT REGISTRATION

Issuance of Certificate of Title in Subsequent Registration (Extra-Judical Settlement Registered Land with Property)



CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
	For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file.  For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database.  Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;  Review and determine that all valid and active encumbrances of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;  Evaluate and determine the registrability of the documents submitted for registration;  The Examiner shall check and proofread all the encoded data, and ensure that the output or the new title to be generated is accurate based on the documents submitted.  The Examiner shall recommend the approval or denial of the transaction.		3 working days	BENJIE P. BAUTISTA ALEXANDER P. CASIÑO (Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)
	Determine the sufficiency of the payment of registration and other LRA fees;  The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction. The system will generate a New Title Number once approved. The Approver indicates the New Generated Title Number on the main document subject of the registration.  If denied, the Approver shall put in reason(s) for denial.  The Approver will send the transaction to the Uploading module.	None	3 working days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)
	The Uploading Personnel shall check the submitted documents and title/s if the main documents and title bears the signature of the Approver.  All submitted documentary requirements are scanned, uploaded, and converted for digital storage.	None	3 working days	JESUS M. GUMABON (Uploading Clerk)
	The Printing Personnel shall check and proofread all the data of the title to be printed from Technical Description to all the annotations.  Print the annotation page of the subject title.  Print the New Generated Title (NGT), bearing the new generated title number;  Ensure that the title subject of cancellation is marked CANCELLED, if the transaction is approved.  For the denied transaction, a Notice of Denial shall be printed.  The Printing Personnel shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.	None	3 working days	GEMMA T. BULANADI (Printing Clerk)
	The Approver shall sign the printed Memorandum of Encumbrance (MOE), and the New Generated Title (NGT). The Approver shall sign the Notice of Denial for the denied transaction.	None	1 working days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)
The Client shall return to the Registry of Deeds on the specified date of release of the transaction.  The Client shall wait for his/her queueing number to be called.  Client shall present the AFPO, OR, and valid proof of identification to the Releasing Personnel.	The Releasing Personnel shall call the queueing number of the Client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative. Retrieve the documents and titles from the files. Print the Acknowledgement Receipt; Show the NGT to the Client for review; and Release the NGT to the Client.	None	1 working days	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerks)
For Authorized Representative, a Special Power of Attorney shall be presented by the Client.		Total:	19 working d	days, 2 hours and 35

FOR MORE INFORMATION

Public Relations & Information Section



The Client shall carefully review the New

sign the

Generated Title (NGT) and

Acknowledgement Receipt.

SCAN THE QR CODE

Complaints & Suggestions: 0960-367-9737 0960-465-5340 (Smart)



Follow-ups & Inquiries: 0927-631-1949 (Globe)



minutes

Subject to extension as

applicable under RA11032

Email: pris@lra.gov.ph