



LAND REGISTRATION AUTHORITY REGISTRY OF DEEDS

CITIZEN'S CHARTER

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

ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION Issuance of Annotation on Certificate of Title

CLASSIFICATION	TYPE OF TRANSACTION	WHO MAY AVAIL
Highly Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1 Original Copy of Owner's Duplicate Copy of Title	Registered Owner
2 Original Copy of Cancellation/Release of Real Estate Mortgage Contract	Mortgagee
3 Original Copy of Secretary's Certificate or Board Resolution (if Corporation)	Mortgagee
4 Photocopy of the Presenter's valid Identification Card (ID)	Client

CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING 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
2 Submit all requirements to the Registration Information Officer (RIO) together with the filled-up RAF for checking if all documentary requirements are complete. <i>The Client shall wait for his/her queueing number to be called.</i>	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	30 minutes per transaction (depends on the number of titles submitted)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)
3 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: - Presenter's name, address, contact number, valid ID presented; - Transaction type including the consideration value; - Title Reference (type and number); - Notarial Information; and - 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	45 minutes from actual receipt of the personnel (depends on the number of title to be entered) Additional 15 minutes per time	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Personnel)
4 The Client shall carefully review and sign the Title Preview Notice ("TPN"). <i>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</i>	Entry Personnel shall provide the printed AFPO and TPN to the Client.	None	10 minutes	
5 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 number of the Client and accept the payment from the Client and issue an Official Receipt.	Entry Fee Php 30.00 + (10% of Consideration Value) + IT Service Fee per Deed/document PHP 344.93 + For New Annotation Php 30.00 + For each subsequent Certificate of Title Php 30.00 + For each Annotation carried over Php 30.00 + IT Service for each subsequent Certificate of Title Php 150.00 + IT Service for each Annotation carried over Php 150.00 + (1% of reg. fee or Php 10 whichever is higher) + For every additional page Php 30.00	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)
6 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 of the release of transaction, and indicate the same in the the AFPO which shall be presented during the release of the transaction. - For manually issued 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 of manual or e title by the Records Officer.	None	5 minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)
	For manually issued titles, the assigned employee shall: - Retrieve the original copy of the Certificate of Title from its volume/page; - Attach the original copy of the Certificate of Title to each transaction; - Record the transaction and subject titles; - Forward each transaction to the Records Officer for verification of owner's duplicate copy submitted by the Client. For eTitles, record the transaction and forward the same to the Encoder.	None	3 working days (for Manual Titles)	GEMMA T. BULANDI RODEL C. ROSAL (Vault Keeper)
	For manually issued 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 at the back of all pages of titles before forwarding the transaction to the Encoder.	None	2 working days	GEMMA T. BULANADI (Records Officer)
	The Encoder shall encode the appropriate annotations on the subject title. The Encoder shall also proofread the encoded data before forwarding the transaction to the next module.	None	1 working day	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)
	-For manually issued titles, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file, validating the findings of the Records Officer. -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. -The Examiner shall Certify that he/she examined the documents and recommend the approval or denial of the transaction.	None	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 legal requirements of the transaction, shall decide whether to approve or deny the transaction or elevate the matter en consulta to the administrator a. 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. a. 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 all the main documents for the approved transaction. a. In Case of denial, the examiner will sign the Denial Letter and forward the same to the approver, The Approver shall sign the Notice of Denial for the denied transaction.	None	2 working days	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)
7 The Client shall return to the Registry of Deeds on the specified date of release of transaction. <i>The Client shall wait for his/her queueing number to be called.</i> Client shall present the AFPO, Official Receipt (OR), and valid proof of identification to the Releasing Personnel. <i>For Authorized Representative, a Special Power of Attorney shall be presented by the Client.</i> The Client shall carefully review the annotation before signing the Acknowledgement Receipt.	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; and - Release the Owner's Duplicate Copy with Annotation to the Client.	None	20 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerks)
Total:		Php 794.93* + (10% of Consideration Value) + (1% of reg. fee or Php 10 whichever is higher)	19 working days and 2 hours Subject to extension as applicable under RA11032	



ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Issuance of Annotation on Certificate of Title

CLASSIFICATION	TYPE OF TRANSACTION	WHO MAY AVAIL		
Highly Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1 Original Copy of Owner's Duplicate Copy of Title 2 Original Copy of Real Estate Mortgage Contract 3 Original Copy of Documentary Stamp Return (BIR Form No. 2000) 4 Original Copy of Documentary Stamp Tax (Metered/Stamp/Electronic) 5 Original Copy of Realty Tax Clearance (Land and Building, if any) 6 Certified Copy of Tax Declaration (Land and Building, if any) 7 Original Copy of Secretary's Certificate or Board Resolution (if Corporation) 8 Photocopy of the Presenter's valid Identification Card (ID) 		Registered Owner Mortgagor or Mortgagee Bureau of Internal Revenue (BIR) Banks City or Municipal/ Provincial Treasurer's Office City or Municipal/ Provincial Assessor's Office Mortgagor or Mortgagee, as the case may be Client		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING 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
2 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: <ul style="list-style-type: none"> – 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	45 minutes from actual receipt of the personnel (depends on the number of titles submitted)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)
3 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: <ul style="list-style-type: none"> – Presenter's name, address, contact number, valid ID presented; – Transaction type including the consideration value; – Title Reference (type and number); – Notarial Information; and – 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	45 minutes from actual receipt of the personnel (depends on the number of titles to be entered)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Personnel)
4 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 printed AFPO and TPN to the Client.	None	10 minutes	
5 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 number of the Client and accept the payment from the Client and issue an Official Receipt.	Entry Fee Php 30.00 + (10% of Consideration Value) + IT Service Fee per Deed/document PHP 344.93 + New Annotation Php 30.00 + For each subsequent Certificate of Title Php 30.00 + For each Annotation carried over Php 30.00 + IT Service for each subsequent Certificate of Title Php 150.00 + IT Service for each Annotation carried over Php 150.00 + (1% of reg. fee or Php 10 whichever is higher) + For every additional page Php 30.00	5 minutes from the time the Cashier call the Client	BENJIE P. BAUTISTA (Acting Cashier)
6 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 of the release of the transaction, and indicate the same in the AFPO which shall be presented during the release of the transaction. 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.	None	5 minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)
	For manual titles, the Vault Keeper shall: <ul style="list-style-type: none"> – Retrieve the original copy of the Certificate of Title from its volume/page; – Attach the original copy of the Certificate of Title to each transaction; – Record the transaction and subject titles; – Forward each transaction to the Records Officer for verification of Owner's Duplicate Copy submitted by the Client. For eTitles, record the transaction and forward the same to the Encoder. 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 transaction to the Encoder.	None	3 working days (for Manual Titles)	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)
	The Encoder shall encode the appropriate annotations on the subject title. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	1 working 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. The Examiner shall recommend the approval or denial of the transaction.	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 legal requirements of the transaction, shall decide whether to approve or deny the transaction. – 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. – 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 all the main documents for the approved transaction. – The Approver shall sign the Notice of Denial for the denied transaction.	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, Official Receipt (OR), and valid proof of identification to the Releasing Personnel. For Authorized Representative, a Special Power of Attorney shall be presented by the Client. The Client shall carefully review the annotation before signing the Acknowledgement Receipt.	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; <ul style="list-style-type: none"> – Retrieve the documents and titles from the files; – Print the Acknowledgement Receipt; and – Release the Owner's Duplicate Copy with Annotation to the Client. 	None	10 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerk)
Total:		Php 794.93* +(10% of Consideration Value) + (1% of reg. fee or Php 10 whichever is higher)	18 working days, 2 hours and 8 minutes Subject to extension as applicable under RAT1032	



Public Relations & Information Section

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

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

 Email:
pris@lra.gov.ph

 Walk-in:
One-Stop-Shop (LRA-CO)

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

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

CLASSIFICATION	TYPE OF TRANSACTION	WHO MAY AVAIL		
Highly Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Photocopy of the Presenter's valid Identification Card Filled-up Information Request Form 		Client		
		Registry of Deeds, LRA One-Stop Shop, LRA Kiosk		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the Information Request Form (IRF) completely and legibly.	Provide Information Request Form (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.	<p>The Entry Personnel shall call the queueing number of the Client and shall receive the IRF.</p> <p>The Entry Personnel shall check the existence of the subject title in the database.</p> <p>The Entry Personnel shall inform the Client that the Certificate of Title subject of request for Certified True Copy is not yet in the database. Hence, Conversion on Demand (COD) process shall be done once the request is entered, and Issuance and IT Service Fees are paid.</p> <p>The Entry Personnel shall enter the transaction in the CCV 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; – Title number of the requested Certificate of Title; – Number of copies to be requested.</p> <p>The Entry Personnel shall generate the fees and print a copy of the Assessment Form and Payment Order (AFPO).</p> <p>The Entry Personnel shall advise the Clients to pay the required fees for the request to be processed and inform them that they will be notified as soon as the requested certified true copy is ready for release.</p>	None	15 minutes from actual receipt 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.	Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an official receipt.	<p>For the first two (2) pages: Php 36.00 +</p> <p>For each subsequent page(s): PHP 6.00+</p> <p>IT Service Fee for the first two (2) pages: PHP 143.72 +</p> <p>IT Service Fee for each subsequent page(s): PHP 28.74 +</p> <p>IT Service Fee for network transmission: PHP 400.00 +</p> <p>LRA Fee: PHP 30.00 +</p> <p>IT Service Fee: PHP 52.00</p>	10 minutes	BENJIE P. BAUTISTA (Acting Cashier)
	Request for certified true copy of title will be forwarded to the Vault Section for retrieval of title/s	None	6 working days	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)
	<p>COD Process</p> <ul style="list-style-type: none"> The Certificate of Title subject of request for Certified True Copy shall be scanned and uploaded and the image shall be sent to COD Helpdesk. Database shall be updated so that the Certificate of Title subject of request for certified true copy shall be saved thereon. 	None	10 working days	RD/IMC
	Once the image of the subject title is already on the database, the Records Officer (RO) shall approve the request for certified true copy.	None	1 working day	GEMMA T. BULANADI (Records Officer)
	<p>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.</p> <p>The Printing Personnel shall submit the printed CTC of title/s to the Releasing Personnel</p>	None	2 working days (depends on the 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 queueing number to be called. Client shall present the AFPO, Official Receipt (OR), and valid proof of identification to the Releasing Personnel.	<p>The Releasing Personnel shall contact the Client through telephone or SMS, whichever is available to inform that the request is ready for release.</p> <p>After proper identification, the Releasing Personnel shall release to the Client the requested certified true copy of title who will sign the Acknowledgement Slip generated by the system;</p>	None	15 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerks)
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.		<p>Total: Php 661.72 +</p> <p>PHP 6.00 (For each subsequent page(s) (pg 3+))</p> <p>+ PHP 28.74 IT Service Fee for each subsequent page(s) (pg 3+)</p>	19 working days and 50 minutes Subject to extension as applicable under RA11032	





FOR FEEDBACK & SUGGESTION



SCAN ME



REGISTRATION OF CHATTEL MORTGAGE

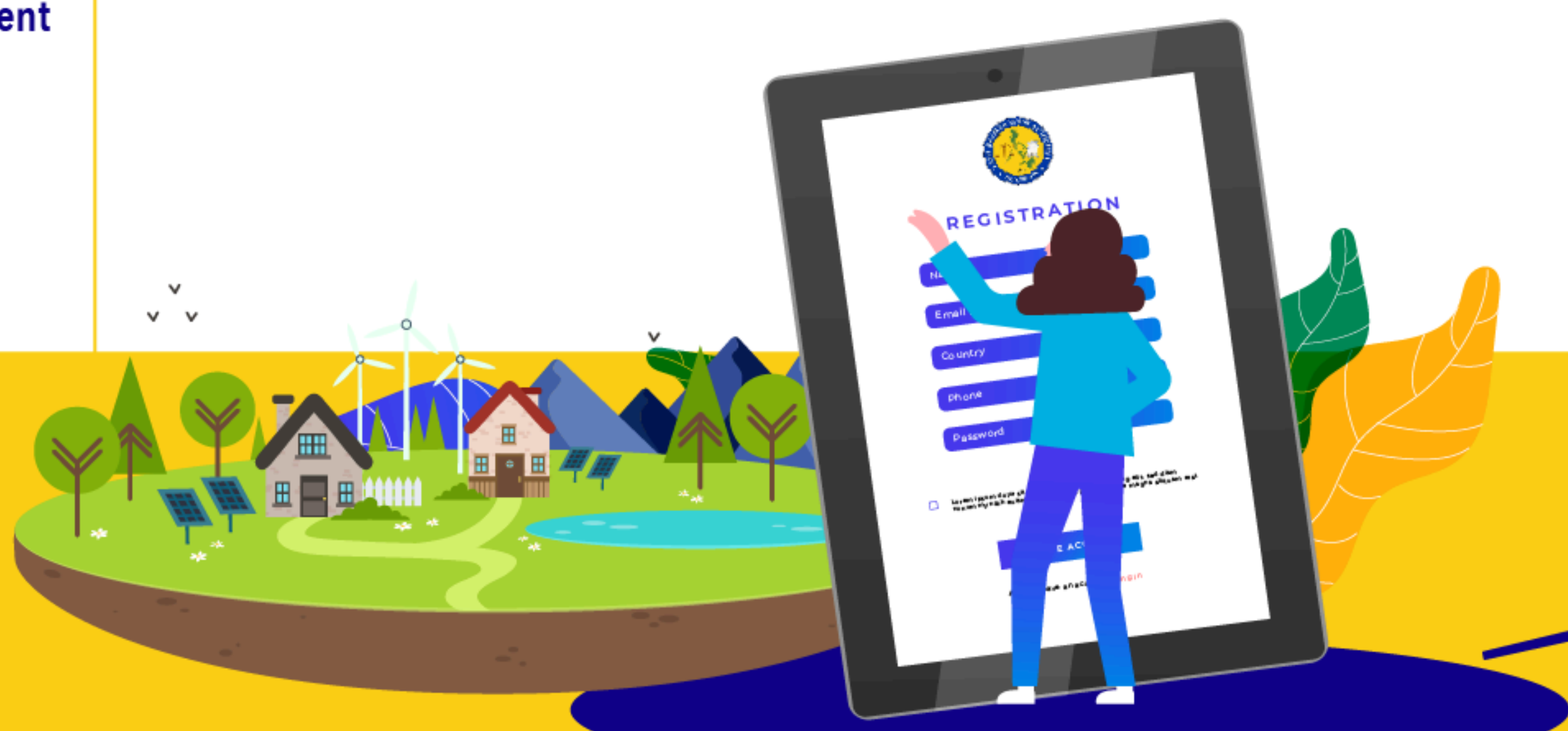
CLASSIFICATION	TYPE OF TRANSACTION	WHO MAY AVAIL
Highly Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1 Original Copy of Deed of Chattel Mortgage with Assignment with Affidavit of Good Faith	Mortgagor or Mortgagee
2 Photocopy of Articles of Incorporation and By-Laws (if Corporation)	Mortgagor
3 Original or Certified True Copy of Secretary's Certificate or Board Resolution (if Corporation) of DTI Certificate of Registration for Single Proprietorship	Mortgagor or Mortgagee, as the case may be
4 Original Copy of Documentary Stamp Tax Return with Official Receipts (BIR Form No. 2000 or Metered/ Stamped/ Electronic)	Bureau of Internal Revenue (BIR) / Banks
5 Photocopy of the Presenter's valid Identification Card (ID)	Client

CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING 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 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 Entry Personnel shall call the queueing number of the Client and check the completeness of the requirements submitted for registration: After confirming that the Client has all the necessary documents for the transaction, the transaction shall be entered in the Chattel Mortgage (CM) Electronic Primary Entry Book. Information to be encoded are the following: – Presenter's name, address, contact number, valid ID presented; – Transaction type including the consideration value; and – Name of parties who executed the document. In case of lacking requirements, the Client shall be informed and the documents shall be returned by the Entry Personnel. Prepare RIO Assessment Form, if necessary, to determine the Registration Fees to be paid. The Entry Personnel shall then generate the fees and print a copy of the AFPO. The Entry Personnel shall stamp the date of release of the transaction on the AFPO.	None	35 minutes from actual receipt of the personnel per transaction	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.	Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an Official Receipt.	Entry Fee IT Service Fee per Deed/ Document (10% of the consideration value) (1% of reg. fee or Php 10.00 whichever is higher)	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)
	The Encoder shall encode the general information of the deed such as: – Names and addresses of the Mortgagor/s and Mortgagee/s and their representative; – If any, the consideration value and notarial information; – The details of the mortgaged unit and the appropriate annotations. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	3 working days	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)
	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; Evaluate and determine the registrability of the documents submitted for registration; The Examiner shall check and proofread all the encoded data, and ensure the accuracy of the same; The Examiner shall recommend the approval or denial of the transaction.	None	2 working days	BENJIE P. BAUTISTA ALEXANDER P. CASIÑO 9Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)
	The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction. The system shall generate a Chattel Mortgage Inscription (CMI) number once approved. The Approver shall indicate the generated CMI number on the main document subject of registration. – If denied, the Approver shall estate in reason/ground for denial. The Approver shall send the transaction to the Uploading module.	None	1 working day	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	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, Official Receipt (OR), and valid proof of identification (Government issued ID) 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;	None	10 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerk)

Total: Php 374.93 + (10% of the consideration value) + (1% of reg. fee or Php 10 whichever is higher)

8 working days and 55 minutes
Subject to extension as applicable under RA11032



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 Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1 Original or Certified Copy of Court Order/Decision	Court
2 Original Copy of Finality	Court
3 Original Copy of Realty Tax Clearance (Land and Building, if any)	City or Municipal/Provincial Treasurer's Office
4 Photocopy of the Presenter's valid Identification Card	Client

CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING 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
2 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 number of the Client, and: <ul style="list-style-type: none"> - 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	10 minutes from actual receipt of the personnel per transaction	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)
3 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) to generate EPEB Number. Information to be encoded are the following: <ul style="list-style-type: none"> - Presenter's name, address, contact number, valid ID presented; - Transaction type; - Title Reference (type and number); - Name of parties (Executed by/in favor of). 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	10 minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Personnel)
4 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 printed AFPO and TPN to the Client.	None	5 minutes	
5 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 number of the Client and accept the payment from the Client and issue an Official Receipt.	Entry Fee Php 30.00 + IT Service Fee per Deed/Document Php 344.93 + Fixed Fee/Registration Fee Php 60.00 + For each Certificate of Title issued (Owner's Duplicate) Php 60.00 + IT Service Fee per title Php 215.58 + For new Annotation Php 30.00 + For each subsequent Certificate of Title Php 30.00 + For each Annotation carried over Php 30.00 + IT Service Fee for each subsequent Certificate Title Php 150.00 + IT Service Fee for each Annotation carried over Php 150.00 + Legal Research Fund Php 10.00 + Fee for every additional page Php 30.00	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)
6 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.	The Scheduler shall advise the Client of the release of the transaction, and indicate the same in the AFPO which shall be presented during the release of the transaction. For manually issued 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 of manual or eTitle recording of transaction.	None	5 minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)
	For manual titles, the Vault Keeper shall: <ul style="list-style-type: none"> - Retrieve the original copy of the Certificate of Title from its volume/page; - Attach the original copy of the Certificate of Title to each transaction; - Record the transaction and subject titles; - Forward each transaction to the Records Officer for verification. - For eTitles, record the transaction and forward the same to the Encoder. 	None	2 working days (for Manual Titles)	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)
	The Encoder shall encode the general information of the subject title, the owner's information and the appropriate annotations. For manual titles, the Encoder shall 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. The Encoder shall also proofread the encoded data before forwarding to the next module.	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 Certificate of Finality from the issuing Court.	None	2 working days (depends on the availability of the Clerk of Court)	GEMMA T. BULANADI (Court Verifier)
	Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements; <ul style="list-style-type: none"> - 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. - The Examiner shall recommend the approval or denial of the transaction. 	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 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 shall indicate the New Generated Title Number on the main document subject of the registration. <ul style="list-style-type: none"> - If denied, the Approver shall state in reason(s)/ground 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. <ul style="list-style-type: none"> - All submitted documentary requirements are scanned, uploaded, and converted for digital storage. 	None	2 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; <ul style="list-style-type: none"> - Print the Memorandum of Encumbrance (MOE) of the subject title - Print the Title <ul style="list-style-type: none"> - 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	2 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)	GEMMA T. BULANADI (Printing Clerk)
	The Approver shall sign the printed Memorandum of Encumbrance (MOE) and the New Generated Title (NGT) <ul style="list-style-type: none"> - The Approver shall sign the Notice of Denial for the denied transaction. 	None	1 working day	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)
7 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 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 the Acknowledgement Receipt	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 <ul style="list-style-type: none"> - 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	10 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerk)
Total:		PHP 1110.51 + PHP 30.00 (Fee for additional page)	19 working days and 50 minutes Subject to extension as applicable under RA11032	



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			
CHECKLIST REQUIREMENTS		WHERE TO SECURE			
<ol style="list-style-type: none"> 1 Photocopy of the Presenter's valid Identification Card 2 Filled-up Information Request Form 		Client Registry of Deeds, LRA One-Stop Shop, LRA Kiosk			
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE	
Fill out the Information Request Form (IRF) completely and legibly.	Provide Information Request Form (IRF) to the Client.	None	5 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 queuing number to be called.	The Entry Personnel shall call the queuing number of the Client and shall receive the IRF. Entry Personnel shall enter the transaction in the CCV Electronic Primary Entry Book (EPEB) which shall generate EPEB Number. Information to be encoded are the following: <ul style="list-style-type: none"> - Presenter's name, address, contact number, valid ID presented; - Title number of the requested Certificate of Title; and - Number of copies to be requested. The Entry Personnel shall generate the fees and print a copy of the Assessment Form and Payment Order (AFPO). The Entry Personnel shall stamp the date of release of the transaction on the AFPO.	None	15 minutes from actual receipt of the personnel per transaction	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Entry Personnel)	
Client shall wait for his/her queuing number to be called and pay the amount reflected on the AFPO to the Cashier.	Cashier shall call the queuing number of the Client and accept the payment from the Client and issue an Official Receipt.	For the first two (2) pages - Php 36.00 + For each subsequent page(s) - PHP 6.00 + IT Service Fee for the first two (2) pages - IT Service Fee for each subsequent page(s) - IT Service Fee for network transmission - PHP 400.00 + LRA Fee - PHP 30.00 + IT Service Fee - PHP 52.00	Php 36.00 + PHP 6.00 + PHP 143.72 + PHP 28.74 + PHP 400.00 + PHP 30.00 + PHP 52.00	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)
	Records Officer (RO) shall approve the request for Certified True Copy.	None	1 working day	GEMMA T. BULANADI (Records Officer)	
	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.	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 client shall wait for his/her queuing number to be called. Client shall present the AFPO, OR, and valid proof of identification to the 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.	The Releasing Personnel shall call the queuing 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.	None	10 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerk)	
Total:		Php 696.46	3 working days and 35 minutes subject to extension as applicable under RA11032		



CITIZENS CHARTER



SCAN ME



SUBSEQUENT REGISTRATION

Issuance of Certificate of Title in Subsequent Registration

CLASSIFICATION	TYPE OF TRANSACTION	WHO MAY AVAIL			
Highly Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All			
CHECKLIST REQUIREMENTS		WHERE TO SECURE			
<ol style="list-style-type: none"> Original Copy of Owner's Duplicate Copy of Title Original Copy of Deed of Absolute Sale with BIR-eCAR printed/stamped Original Copy of BIR Certificate Authorizing Registration (CAR) Original Copy of Realty Tax Clearance (Land and Building, if any) Certified Copy of Tax Declaration (Land and Building, if any) Original Copy or Certified Copy of Transfer Tax Receipt/Clearance Original Copy of Affidavit of Publication 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 Photocopy of the Presenter's valid Identification Card 	<p>Registered Owner</p> <p>Seller and Buyer</p> <p>Bureau of Internal Revenue (BIR)</p> <p>City or Municipal/Provincial Treasurer's Office</p> <p>City or Municipal/Provincial Assessors Office</p> <p>City or Municipal/ Provincial Treasurer's Office</p> <p>Newspaper Publication</p> <p>Buyer</p> <p>Client</p>				
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING 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	
2 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 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; 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	1 hour per transaction (depends on the number of titles submitted)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)	
3 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; - 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 LEONIDA P. SORIANO (Entry Personnel)	
4 The Client shall carefully review and sign the Title Preview Notice (TPN). <i>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</i>	Entry Personnel shall provide the printed AFPO and TPN to the Client.	None	10 minutes		
5 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 number of the Client and accept the payment from the Client and issue an Official Receipt.	Entry Fee (On Assessed Value) + IT Service Fee per Deed/Document For each Certificate of Title issued (Owner's Duplicate) For each additional parcel IT Service Fee per title For new annotation For each subsequent Certificate of Title For each annotation carried over For BIR CAR Annotation IT Service Fee for each subsequent Certificate of Title IT Service Fee for each annotation carried ver (1% of reg. fee or Php 10.00 whichever is higher) + Fee for additional page	Php 30.00 + PHP 344.93 PHP 60.00 PHP 30.00 + PHP 215.58 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 150.00 + PHP 150.00 + PHP 30.00	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)
6 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.	The Scheduler shall advise the Client of the release of the transaction, and indicate the same in the AFPO which shall be presented during the release of the transaction. 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.	None	5 minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)	
7	For manual titles, the Vault Keeper shall: - Retrieve the original copy of the Certificate of Title from its volume/ page; - Attach the original copy of the Certificate of Title to each transaction; - Record the transaction and subject titles; - Forward each transaction to the Records Officer for verification of Owner's Duplicate Copy submitted by the for eTitles, record the transaction and forward the same to the Encoder.	None	2 working days (for Manual Titles)	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)	
8	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 transaction to the Encoder.	None	2 working days	GEMMA T. BULANADI (Records Officer)	
9	The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title; For manual titles, the Encoder shall: - Data correct the description/s of the lot; - 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. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	3 working days	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)	
10	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. The Examiner shall recommend the approval or denial of the transaction.	None	3 working days	BENJIE P. BAUTISTA ALEXANDER P. CASIÑO (Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)	
11	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)	
12	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	2 working days	JESUS M. GUMABON (Uploading Clerk)	
13	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)	
14	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 day	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
15 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. For Authorized Representative, a Special Power of Attorney shall be presented by the Client. The Client shall carefully review the New Generated Title (NGT) and sign the Acknowledgement Receipt.	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	10 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerks)	
Total:		19 working days, 2 hours and 35 minutes Subject to extension as applicable under RA11032			



SUBSEQUENT REGISTRATION (MULTI-STAGE PROCESSING)

Issuance of Certificate of Title in Subsequent Registration

CLASSIFICATION	TYPE OF TRANSACTION	WHO MAY AVAIL
Highly Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All
CHECKLIST REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> Original Copy of Owner's Duplicate Copy of Title Original Copy of Deed of Absolute Sale with BIR-eCAR printed/stamped Original Copy of BIR Certificate Authorizing Registration (CAR) Original Copy of Realty Tax Clearance (Land and Building, if any) Certified Copy of Tax Declaration (Land and Building, if any) Original Copy or Certified Copy of Transfer Tax Receipt/Clearance Original Copy of Secretary's Certificate or Board Resolution (if necessary) Photocopy of Articles of Incorporation and By-Laws (if necessary) 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 Original Copy of Special Power of Attorney - if Buyer is represented by his/her Attorney-in-Fact Original Copy of Management Certificate - for subsequent sale of Condominium units Photocopy of the Presenter's valid Identification Card 		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 Buyer Administrator of the Condominium Building/Project Client

CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING 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	
2 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 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	45 minutes per transaction from actual receipt of the personnel per transaction (depends on the number of titles to be entered)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)	
3 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) to 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; - Title Reference (type and number); - Notarial information; and - 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	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 Personnel)	
4 The Client shall carefully review and sign the Title Preview Notice (TPN). <i>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</i>	Entry Personnel shall provide the 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 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.	Entry Fee (Higher of Consideration Value & Assessed Value) + IT Service Fee per Deed/Document For each Certificate of Title issued (Owner's Duplicate) For each additional parcel IT Service Fee per title For new annotation For each subsequent Certificate of Title For each annotation carried over For BIR CAR annotation IT Service Fee for each subsequent Certificate of Title IT Service Fee for each annotation carried over (1% of reg. fee or Php 10.00 whichever is higher) + Fee for additional page	Php 30.00 + PHP 344.93 + PHP 60.00 + PHP 30.00 + PHP 215.58 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 30.00 + PHP 150.00 + PHP 150.00 + PHP 30.00	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.	The Scheduler shall advise the Client of the release of the transaction, and indicate the same in the AFPO which shall be presented during the release of the transaction. 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.	None	5 minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)	
	For manual titles, the Vault Keeper shall: - Retrieve the original copy of the Certificate of Title from its volume/page; - Attach the original copy of the Certificate of Title to each transaction; - Record the transaction and subject titles; - Forward each transaction to the Records Officer for verification of Owner's Duplicate Copy submitted by the Client. For eTitles, record the transaction and forward the same to the Encoder.	None	2 working days	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)	
	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 transaction to the Encoder.	None	2 working days	GEMMA T. BULANADI (Records Officer)	
	The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title; For manual titles, the Encoder shall: - Data correct the description/s of the lot; - 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. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	3 working days	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. - The Examiner shall recommend the approval or denial of the transaction.	None	3 working days	BENJIE P. BAUTISTA ALEXANDER P. CASIÑO (Land Registration Examiners) LEONIDA P. SORIANO (Asst. Land Registration Examiner)	
	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	2 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 day	ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)	
5 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. For Authorized Representative, a Special Power of attorney shall be presented by the Client. The Client shall carefully review the New Generated Title (NGT) and sign the Acknowledgement Receipt.	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. Release the NGT to the Client.	None	10 minutes	JESUS M. GUMABON GEMMA T. BULANADI (Releasing clerks)	
Total:			19 working days, 2 hours and 5 minutes		
			Subject to extension as applicable under RA11032		





▲ SCAN THE QR CODE

SUBSEQUENT REGISTRATION

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

OFFICE OR DIVISION: REGISTRIES OF DEEDS

CLASSIFICATION	TYPE OF TRANSACTION	WHO MAY AVAIL
Highly Technical	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	All

CHECKLIST REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> Original Copy of Owner's Duplicate Copy of Title Original Copy of BIR Certificate Authorizing Registration (CAR) Original Copy of Realty Tax Clearance (Land and Building, if any) Certified Copy of Tax Declaration (Land and Building, if any) Original Copy or Certified Copy of Transfer Tax Receipt/Clearance Original Copy of Affidavit of Publication 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 Photocopy of the Presenter's valid Identification Card Heir's Bond (For Personal Property) 	<p>Registered Owner</p> <p>Bureau of Internal Revenue (BIR)</p> <p>City or Municipal/Provincial Treasurer's Office</p> <p>City or Municipal/Provincial Assessors Office</p> <p>City or Municipal/ Provincial Treasurer's Office</p> <p>Newspaper Publication</p> <p>Buyer</p> <p>Client</p> <p>Client</p>

CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING 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
2. 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.	<ul style="list-style-type: none"> -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 folder/documents. 	None	1 hour (depends on the number of title to be entered)	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (RIO)
3. If documents are complete, the client shall wait for his/her queueing number to be called.	<p>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:</p> <ul style="list-style-type: none"> - 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 LEONIDA P. SORIANO (Entry Personnel)
4. The Client shall carefully review and sign the Title Preview Notice ("TPN"). <i>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</i>	Entry Personnel shall provide the printed AFPO and TPN to the client.	None	10 minutes	
5. Client shall wait for his/her queueing number to be called and pay the amount reflected in the 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.	<p>Entry Fee (On Assessed Value) + PHP 30.00 +</p> <p>IT Service Fee per Deed/Document PHP 344.93</p> <p>For each Certificate of Title issued (Owner's Duplicate) PHP 60.00</p> <p>For each additional parcel PHP 30.00 +</p> <p>IT Service Fee per title PHP 215.58 +</p> <p>For new annotation PHP 30.00 +</p> <p>For each subsequent Certificate of Title PHP 30.00 +</p> <p>For each annotation carried over PHP 30.00 +</p> <p>For BIR CAR Annotation PHP 30.00 +</p> <p>IT Service Fee for each subsequent Certificate of Title PHP 150.00 +</p> <p>IT Service Fee for each annotation carried ver PHP 150.00 +</p> <p>(1% of reg. fee or Php 10.00 whichever is higher) +</p> <p>Fee for additional page PHP 30.00</p>	5 minutes	BENJIE P. BAUTISTA (Acting Cashier)
6. 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.	The Scheduler shall advise the Client of the release of the transaction, and indicate the same in the AFPO which shall be presented during the release of the transaction. 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.	None	5 Minutes	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Assigned Scheduler)
	For manual titles, the Vault Keeper shall: Retrieve the original copy of the Certificate of Title from its volume/ page; Attach the original copy of the Certificate of Title to each transaction; Record the transaction and subject titles; Forward each transaction to the Records Officer for verification of Owner's Duplicate Copy submitted by the For eTitles, record the transaction and forward the same to the Encoder.	None	2 working days (for Manual Titles)	GEMMA T. BULANADI RODEL C. ROSAL (Vault Keeper)
	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 transaction to the Encoder.	None	2 working days	GEMMA T. BULANADI (Records Officer)
	The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title; For manual titles, the Encoder shall: Data correct the description/s of the lot; 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. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	3 working days	RACQUEL M. NATIVIDAD LEONIDA P. SORIANO (Encoder)



SUBSEQUENT REGISTRATION

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

CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
	<p>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;</p> <p>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.</p>	None	3 working days	<p>BENJIE P. BAUTISTA ALEXANDER P. CASIÑO (Land Registration Examiner) LEONIDA P. SORIANO (Asst. Land Registration Examiner)</p>
	<p>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.</p>	None	3 working days	<p>ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)</p>
	<p>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.</p>	None	3 working days	<p>JESUS M. GUMABON (Uploading Clerk)</p>
	<p>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.</p>	None	3 working days	<p>GEMMA T. BULANADI (Printing Clerk)</p>
	<p>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.</p>	None	1 working days	<p>ATTY. BRENDA LYN S. AFALLA (Acting Registrar of Deeds)</p>
<p>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. For Authorized Representative, a Special Power of Attorney shall be presented by the Client. The Client shall carefully review the New Generated Title (NGT) and sign the Acknowledgement Receipt.</p>	<p>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.</p>	None	1 working days	<p>JESUS M. GUMABON GEMMA T. BULANADI (Releasing Clerks)</p>
		Total:	19 working days, 2 hours and 35 minutes Subject to extension as applicable under RA11032	

FOR MORE INFORMATION



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Public Relations & Information Section

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

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

Email:
pris@lra.gov.ph