



CITIZEN'S CHARTER HANDBOOK

2025 (1ST EDITION)

I. Mandate

The LRA exists for the sole purpose of implementing and protecting the Torrens system of land titling and registration, as well as registration of transactions involving personal properties. Through its Registry Offices, it constitutes as the central repository of all land records involving registered or titled lands as well as registered transactions involving unregistered or untitled lands.

It issues decrees of registration pursuant to final judgment of the courts in land registration proceedings and causes the issuance by a registrar of deeds the corresponding certificate of title.

It is tasked to issue all subsequent or transfer certificates of title. It keeps the title history or records of transactions involving titled or registered lands. It provides legal and technical assistance to the courts relative to land registration cases, and to other government agencies with respect to registration of administratively issued titles. It likewise extends assistance to DAR in the implementation of the Comprehensive Agrarian Reform Program (CARP).

II. Vision

A LAND REGISTRATION AUTHORITY (LRA) that is:

- An independent corporate body exercising quasi-judicial functions using automated systems and modern facilities;
- An effectively managed organization responsive to the needs of its clients and its personnel; and
- An entity conscious of its role to promote and attain the full trust and confidence of the public in the Torrens System and the titles, documents and other public records kept in its official custody.

III. Mission

The LRA is mandated to issue decrees of registration and certificates of titles and register documents, patents and other land transactions for the benefit of landowners, agrarian reform-beneficiaries and the registering public in general; to provide a secure, stable and trustworthy record of land ownership and registered interests therein so as to promote social and economic well-being and contribute to national development. To achieve this mission, the LRA is committed to effectively implement the laws and regulations relative to the registration of land titles and deeds; to maintain and foster greater public trust and confidence in the Torrens System through honest, prompt and efficient service, and to preserve and maintain the integrity of land records; to provide vital, accurate and timely land-related information as well as to provide convenient working conditions and adequate incentives to all LRA personnel.



IV. Service Pledge

We commit to:

- ☐ **Advocate for the adoption of effective government practices** for efficient government service delivery and prevention of graft and corruption;
- ☐ **Capacitate government agencies** to reengineer its systems and procedures to reduce processing time and regulatory burden for the transacting public;
- ☐ **Promote the implementation of simplified requirements and procedures** that will reduce red tape and expedite business and non-business related transactions in the government;
- ☐ **Provide assistance to the public** in filing and investigating complaints against government agencies and/or officials for non-compliance to R.A. 11032; and
- ☐ **Attend to all applicants or requesting parties who are within the premises of the office** prior to the end of official working hours and during lunch break



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Central Office Internal Services



1. ASSESSMENT OF OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR) FORMS

Ensures the proper validation of OPCR and timely endorsement of the same to the Performance Management Team (PMT) Chairman

Office or Division:	Planning and Management Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may Avail:	LRA Central Office (CO) /Registry of Deeds (RD)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplishment Reports		End-users		
2. Two (2) sets of Duly Accomplished OPCR's (Numerical and Percentage Rating)		End-users		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished OPCR's (Numerical and Percentage Rating)	1. Receive and log accomplishment reports and OPCR through the Document Management System (DMS)	None	5 minutes	Administrative Aide II
	2. Attach tracking sheet and forward to assigned validator		5 minutes	Administrative Aide II



	3. Validate received accomplishment reports and OPCR's based on pertinent guidelines		3 working days	Administrative Officer IV
	4. Notify concerned unit of corrections, if any			Administrative Officer IV
				Planning Officer II
				Administrative Officer II
				Administrative Officer II



				Planning Officer I
	5. Review accomplishment report and OPCR		2 working days	Division Chief/ Planning Officer V
	6. Prepare Validation Report of all reviewed OPCR's and endorse to PMT Chairman			Administrative Aide II
	7. Once approved by the Head of Agency, forward the certified copy of OPCR via helpdesk/office of the concerned unit		2 working days	Administrative Aide II
TOTAL:		None	7 working days and 10 minutes	

Note: *Excluding the period for the signature of PMT Chairman, Head of the Agency, feedback from units on corrections and mailing service

2. CERTIFICATION OF SERIAL NUMBER FOR THE ISSUED TITLE

Office or Division:	Property and Supply Section
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government



Who may avail:		Transacting Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)				
Photocopy of Title				
Government ID		BIR, Philpost, DFA, PSA, SSS, GSIS, Pag-IBIG		
LRA-Official Receipt		LRA One Stop Shop		
Stub		Property and Supply Section		
CLIENT STEPS	AGENCY ACTION	FEES T O BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with a photocopy of title and government issued I.D	1. PSS-Judicial Unit examines request and other documentary requirements	None	2 minutes	Administrative Aide IV, and/or Administrative Aide VI, Property and Supply Section
	2. Issue stub for payment to LRA-Cashier	None	2 minutes	Administrative Aide IV, and/or Administrative Aide VI, Property and Supply Section



2. Receive stab and pay the required fees at the OSS	3. OSS-Cashier receives payment and issue official receipt	Certificati on fee – Php30.00	5 minutes	Cashier I, OSS
	4. Check the official receipt; and copy the OR number and amount paid in the space provided in the certification 4.1 Check record on file as basis for the issuance of certificate 4.2 Print certificate and attach official receipt then affix initial/ signature 4.3 Signature of the Chief, PSS 4.4 Release Certification	None	1 hour	Chief, Property and Supply Section



3. CHECKING AND REVIEWING OF VOUCHERS AND PAYROLLS

Ensures the compliance of vouchers and payrolls with the agency’s Accounting Division and Commission on Audit (COA) rules and regulations.

Office or Division:	Planning and Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may Avail:	LRA, Registry of Deeds, and LRA-CARP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vouchers and Payrolls		Accounting Division and LRA-CARP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward vouchers and payroll	1. Receive and record vouchers and payrolls through Document Management System (DMS) of LRA and LRA-CARP from the Accounting Division	None	25 minutes	Data Controller
	2. Distribute the vouchers and payrolls to the assigned reviewers		5 minutes	Data Controller



	document/s or signature/s, the reviewer calls the attention of the concerned employee/officials through SMS/Call, to comply with the requirement/s			Administrative Officer IV
	4. Evaluate compliance of the submitted vouchers and payrolls with the agency's Accounting Division and COA rules and regulations			Administrative Officer IV Administrative Officer IV
	5. Final review and affix signature on the compliant vouchers and payrolls	None		Chief, Management Section / Administrative Officer V
	6. Record vouchers and payrolls through DMS and release to the Budget Section		1 hour and 30 minutes	Data Controller
TOTAL:		None	7 hours	

4. ISSUANCE OF CERTIFICATION AND SERVICE RECORD

Office or Division:	Human Resource Development Division (HRDD)
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Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may Avail:	Data owner(s)/Courts/Ombudsman/Civil Service Commission/Department of Justice	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal		
1. Letter request (1 original & 1 photocopy)		Data owner(s)
2. One (1) valid Government Issued Identification Card (1 Original & 1 photocopy)		Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec
Representative		
1. Letter request (1 original & 1 photocopy)		Principal(s)/requestor(s)
2. Duly signed Authorization /Notarized Special Power of Attorney (1 original & 1 photocopy)		Principal(s)/requestor(s)
3. One (1) valid Government Issued Identification Card (1 Original & 1 photocopy)		Principal(s)/requestor(s): Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec
4. One (1) valid Government Issued Identification Card (1 Original & 1 photocopy)		Authorized representative/Presenter: Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec
Courts/Ombudsman/Civil Service Commission/Department of Justice		
1. Subpoena Duces Tecum/Letter request		Requesting agency/Court



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the Human Resource Development Division	1. Verify request (Validity/Purpose)	Php30.00 per doc (For non-employees)	3 minutes	<i>Administrative and Support Staff (COS) Human Resource Development Division</i>
	2. Issue payment request to Cashier	None (For employees/ Former employees (G2G Request)	3 minutes	<i>Records Officer I Human Resource Development Division</i>
2. Proceed to Cashier for payment	3. Process payment		3 minutes	<i>Assigned Cashier One-Stop-Shop</i>
3. Present receipt of payment to HRDD	4. Process request: <input type="checkbox"/> For Active Files <input type="checkbox"/> For Inactive Files		4 hours 1 working day	<i>Administrative Officer V - Human Resource Development Division</i>
	5. Sign certification		1 hour	<i>Acting Chief, Human Resource Development Officer</i>
	6. Forward for releasing		3 minutes	<i>Administrative and Support Staff (COS) Human Resource Development Division</i>



	7. Release document requested		3 minutes	<i>Administrative and Support Staff (COS) Human Resource Development Division</i>
TOTAL:		Php30.00	<u>For active files:</u> 5 hours and 12 minutes <u>For inactive files:</u> 1 working day, 5 hours, and 12 minutes	

5. ISSUANCE OF CERTIFIED COPY OF OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR) FORMS

Ensures the proper issuance of Certified Copy of OPCR to the requesting individual or office.

Office or Division:	Planning and Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may Avail:	LRA Central Office (CO) /Registry of Deeds (RD)/ Other Government Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter Request		Requesting Office/Individual (through courier/e-mail)



Duly Accomplished Request Form		Requesting Office/Individual (Walk-in)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or Request Form to the Planning and Management Division	1. Receive and log the letter-request or request form through Document Management System (DMS) and endorse the request to the assigned validator/s.	None	1 working day	Administrative Aide IV
	2. Assigned validator/s prepares the copy of the OPCR and place his/her initials on every page, and forward the same to the Administrative Aide for stamping of "Certified True Copy".			Administrative Officer IV Administrative Officer IV Planning Officer II Administrative Officer II Administrative Officer II Planning Officer I
	3. Administrative Aide stamps "Certified True Copy" on every			Administrative Aide IV



	<p>page of the OPCR and:</p> <p>a.) If the request is through courier or email, the Administrative Aide prepares transmittal letter for signature of the Planning Chief.</p> <p>b.) If the request is from walk-in client/s please refer to step no. 5.b.</p>			
	<p>4. Planning Chief signs the transmittal letter and endorses the same to the Administrative Aide for releasing.</p>			<p><i>Division Chief/ Planning Officer V</i></p>
	<p>5. a.) For request through courier/email: Administrative Aide logs the Certified True Copy of OPCR through DMS and forwards the same to the Central Records Section for mailing.</p> <p>b.) For walk-in client/s: Administrative Aide log the document through DMS and release the Certified True Copy of OPCR to the client.</p>			<p><i>Administrative Aide IV</i></p>



TOTAL:	None	1 working day	
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6. ISSUANCE OF OBLIGATION REQUEST AND STATUS (ORS)

ORS is issued once an obligation is incurred. Obligation refers to a commitment, which binds the agency to the immediate or eventual payment of a sum of money chargeable against allotments received in pursuit of its functions, programs, activities, and projects

Office or Division:	Budget Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C-Government to Citizen, G2B-Government to Business			
Who may Avail:	Internal Client : LRA Permanent Personnel: External Client: Contract of Service Personnel, Government Institution, Service Provider, and Supplier			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Main Document (MD) such as Disbursement Voucher (DV)/Payroll/Contract/Purchase Order (PO)/Work Order (WO)/Job Order (JO)			From concerned office/personnel	
Supporting Documents (SDs) per LRA Memorandum dated 17 October 2023 in compliance with COA Circular No. 2023-004 dated 14 June 2023, Prescribing the Updated Documentary Requirements for Common Government Transactions, Amending COA Circular No. 2012-001.			From concerned office/personnel	
Supporting Documents (SDs) pursuant to COA Circular No. 2012-001 for MOOE transactions			From concerned office/personnel	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



			(minimum of 8 claims or transactions)	
1. Submit the Main Document (MD) and Supporting Documents (SDs) to Human Resource Development Division (HRDD) for Personnel Services (PS) and General Services Division (GSD) for MOOE and Capital Outlay (CO)	1.1. The Budget Section receives the hard copy of the MD & SDs as well as its corresponding Document Management System Tracking Number from HRDD/GSD	None	30 minutes	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>
	11.2. Prepare the Obligation Request and Status (ORS) based on the details from the MD & SDs. Check fund availability per Program, Activity and Project (PAP), determine the Object of Expenditures to be used, then encode/input the verified data thru the e-Budget System	None	2 hours & 30 minutes	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>



	1.3. Review the correctness of the encoded details in the ORS via e-Budget System and forward the same to the Budget Division for approval	None	2 hours & 30 minutes	<i>Chief, Budget Section</i> <i>or</i> <i>Authorized Representative</i>
	.1.4. Approve the reviewed ORS via e-Budget	None	2 hours	<i>Head, Budget Unit/ Authorized Representative</i>
	1.5. Print three (3) copies of the approved ORS in the e-Budget System and attach it to the corresponding MD & SDs	None	30 minutes	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>
	1.6. Initial on Box B of the ORS (all pages)	None	30 minutes	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i>



				<i>Budget Officer II</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i> <i>Chief, Budget Section</i>
	1.7. Encode the details of the ORS to the monitoring log sheet via Microsoft Excel and print the same for receiving purposes	None	1 hour	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>
2. HRDD/GSD receive ORS along with the MD and SDs and sign in the Receiving Hard Copy	2.1. Forward the three (3) copies of ORS together with the MD and SDs to HRDD/GSD for	None	30 minutes	For PS: <i>Budget Officer I</i>



	the signing of Box A of the ORS			<i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>
	(Please refer to GSD/HRDD process)			
3. Return the ORS, MD and SDs upon signing of Box A of the ORS	3.1. Receive the duly signed ORS, MD and SDs and sign the receiving hard copy of HRDD/GSD Verify the completeness of the forwarded DMS Send the said documents to signatory of Box B of the ORS	None	1 hour	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>
	3.2. Sign the certification in Box B of the ORS	None	30 minutes	<i>Head, Budget Unit/Authorized</i>



				<i>Representative</i>
	3.3. Secure one (1) copy of ORS for filing/reference and reattach the remaining copies to the MD and SDs Scan the detached ORS for attachment to DMS	None	2 hours & 30 minutes	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>
	3.4. For DV / Payroll, forward ORS and SDs with its corresponding DMS to Disbursement Section for the processing of claim For PO/JO/WO or Contract, forward ORS and SDs with its corresponding DMS to Accounting Division for processing thereof (Please refer to Disbursement		2 hours	For PS: <i>Budget Officer I</i> <i>Adm. Asst. III</i> For MOOE & CO: <i>Budget Officer I</i> <i>Adm. Asst. II</i>



	Section / Accounting Division process)			
TOTAL:		None	2 working days	

7. PROVISION OF OFFICE EQUIPMENT

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	All LRA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issuance Slip (RIS) or Letter Request (1 original copy)		Property and Supply Section (PSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or RIS	1. PSS-Equipment Unit examines request	None	2 minutes	Administrative Aide III and/or Administrative Aide IV, Property and Supply Section



	<p>2. a. If available: Equipment Unit-in-charge shall indorse the request to the Chief, PSS for approval</p> <p>b .If not available: Equipment Unit-in-charge shall consolidate not available office equipment at the time of request and shall be included in the preparation of the PSS WFP/APP</p> <p>c. If badly needed: The PSS shall make an emergency purchase subject to the usual accounting and auditing procedures and applicable procurement rules</p>	None	5 minutes	<i>Administrative Aide III and/or Administrative Aide IV, Property and Supply Section</i>
	<p>3. PSS-Equipment Unit shall prepare the Inventory Custodian Slip (ICS) for Semi-Expendable (SE) equipment or Property Acknowledge Receipt (PAR) for Property, Plant and Equipment (PPE) for all approved request</p>	None	5 minutes	<i>Chief, Property and Supply Section</i>



	4. If approved PSS-Equipment Unit issues/ dispatches requested office equipment		5 minutes	<i>Administrative Aide III, and/or Administrative Aide IV, Property and Supply Section</i>
TOTAL:		None	17 minutes	

8. PROCESSING OF APPLICATION (CENTRAL/REGIONAL OFFICE)

Office or Division:	Human Resource Development Division (HRDD)		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government		
Who may Avail:	All (Applicants)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Letter		Applicant	
2. Personal Data Sheet (CSC Form 212, revised 2017) – (3 original copies)		Download @ www.csc.gov.ph	
3. Transcript of Records (1 Original/1 Certified True Copy)		School attended	
4. Civil Service Eligibility/Equivalent eligibility under RA 1080 (Updated		Civil Service Commission (CSC)/Philippine Regulation Commission (PRC)	

PRC ID/Board Rating) – (1 Authenticated/1 Certified copy)	
5. Certificate of Trainings Attended, if any (1 photocopy)	LRA Land Registration Monitoring Division (LRMD)
6. National Bureau of Investigation (NBI) Clearance (1 original copy)	National Bureau of Investigation (NBI)
Additional requirements for Lawyers/Presidential Appointees	
7. Certificate of Membership to the Bar (1 certified true copy)	Supreme Court of the Philippines
8. Bar Rating (1 certified true copy)	Supreme Court of the Philippines
9. Clearances (For applicants with former government experience) – (1 original copy) <ul style="list-style-type: none"> <input type="checkbox"/> Ombudsman Clearance <input type="checkbox"/> Sandiganbayan <input type="checkbox"/> Civil Service Commission <input type="checkbox"/> National Bureau of Investigation Clearance 	Office of the Ombudsman Sandiganbayan Civil Service Commission National Bureau of Investigation
10. Certification that he/she possesses all the qualification and none of the disqualification (3 original copies)	Applicant
11. For applicants with pending Administrative/Criminal Cases: Signed Case Brief/Executive Summary/Decision (1 original or 1 certified copy)	Applicant/Courts (RTC/MTC/MCTC/CA/SC)
12. Statement of Assets, Liabilities and Networth (SALN)	LRA Human Resource Development Division (HRDD) for employees of LRA or download @ www.csc.gov.ph
13. Neuro-Psychiatric Examination (1 original – sealed)	Government affiliated hospitals



Additional requirements for Promotion/Transfer:				
14. Individual Performance and Commitment Report (IPCR)/ Office Performance and Commitment Report (OPCR) for the last two (2) semesters immediately preceding application (1 original or 1 certified true copy)		LRA Human Resource Development Division/LRA Planning and Management Division (PAMD)/Former Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with attachments	1. Receive application	None	5 minutes	<i>Administrative and Support Staff (COS) Recruitment Unit-Human Resource Development Division</i>
For walk-in applicants:				
	1.1. If Qualified: <input type="checkbox"/> Initially screen applicant vis-à-vis Qualification Standards & Encode in the applicant's database If not qualified: <input type="checkbox"/> Inform applicant that he/she is not qualified	None	1 hour	(For SG 1-18) Administrative Aide IV (Clerk II) <i>-Recruitment Unit-Human Resource Development Division</i> (For SG 19-above) <i>Acting Chief, Recruitment Unit-Human Resource Development Division</i>
For mailed applications:				



	<p>1.2. If Qualified: <input type="checkbox"/> Encode in the applicant's database</p> <p>If not qualified: <input type="checkbox"/> Prepare a letter of regret for signature of the Chief HRDO</p>	None	1 working day	<p><i>Administrative Aide IV</i></p> <p><i>Technical Assistant I (COS)</i></p> <p><i>Administrative and Support Staff (COS)</i></p> <p><i>Technical Assistant I (COS)</i></p> <p><i>Administrative and Support Staff (COS)</i></p>
	2. Scheduled Written Examination (WE)	None	2 hours	<i>Administrative Aide IV, Recruitment Unit-Human Resource Development Division</i>
	3. Scheduled Behavioral Event Interview (BEI) – Panel Interview	None	30 minutes	HRMPS Board Central Office -Land Registration Authority
	4. Preparation draft Board Resolution	None	2 hours	<i>Administrative Aide IV, Recruitment Unit-Human Resource</i>



	5. Evaluate for finalization of draft Board Resolution	None	2 hours	<i>Acting Chief, Recruitment Unit-Human Resource Development Division</i>
	6. Finalize draft Board Resolution	None	1 hour	<i>Administrative Aide IV, Recruitment Unit- Human Resource Development Division</i>
	7. Signs & endorse Board Resolution to the other members of the Board	None	1 hour	<i>Supervising Admin. Officer/Acting Chief HRDD Human Resource Development Division</i>
TOTAL:		None	2 working days and 35 minutes	

9. PROCESS OF DEPLOYMENT OF JANITORIAL AND SECURITY SERVICES

Receives contract for Janitorial and Security Services for implementation.

Office or Division:	General Services Division
Classification:	Complex
Type of Transaction:	G2G - Government to Government



Who may Avail:		LRA Central Office and Registries of Deeds		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contract (Approved)		Land Registration Authority (LRA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwarded approved contract from BAC.	1. Receives the approved contract and forward the contract to the Chief of GSD.	None	10 minutes	Administrative Aide IV
	2. GSD conducts meeting with Service Providers to discuss deployment of people, guns / ammunition for guards and delivery of supplies and materials for janitorial personnel to different Registries of Deeds and in the Central Office.	None	2 working days and 30 minutes	Acting Chief of GSD GSD Assistant Chief
	3. GSD Chief coordinates with the Registries of Deeds for the deployment of security guards and janitorial personnel.	None	4 working days	Acting Chief of GSD
TOTAL:		None	6 working days and 40 minutes	

10. PROCESSING OF DISBURSEMENT VOUCHER

Receives claims for payment of services and reimbursement of expenditures and travelling.

Office or Division:	General Services Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business



	G2G - Government to Government			
Who may Avail:	Private Suppliers / Service Providers / LRA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Utility Bills		Service Provider thru the Register of Deeds		
Additional Requirements: Electric Bills – EMMF if Shared Bill Telephone Bills - Certification of Official Calls		LARES Head of Office Concerned		
Reimbursement of Expenses – Disbursement Voucher / Purchase Request / Original Receipts/ Summary of Expenses / Reimbursement of Travelling Expenses - Itinerary of Travel / Certificate of Travel Completed / Tickets / Certificate of Appearance / Official Receipts /		Claimants LRA Employees		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Service Provider transmits Statement of Account/ Utility Bill to the Registry of Deeds.	1. Receives Utility Bills and forward to in charge of preparation of Disbursement Voucher / Receives Disbursement Voucher for Reimbursement of Expenses.	None	5 minutes	Technical Assistant I
	2. Review of supporting documents and preparation of Disbursement Vouchers.	None	5 minutes	Administrative Aide IV Administrative Officer II Administrative Aide IV



	3. Forward Disbursement Voucher to Chief of GSD for review and signature.	None	3 minutes	<i>Administrative Aide IV</i>
	4. Review of Disbursement Voucher and signature of GSD Chief.	None	5 minutes	<i>GSD Assistant Chief</i>
	5. Transmit signed Disbursement Voucher with supporting documents to Budget Section for preparation of Obligation Request Status.	None	3 minutes	<i>Technical Assistant I</i>
	6. Preparation and processing of Obligation Request Status (Budget Section).	None		
	7. Receives Disbursement Voucher with Obligation Request Status from Budget Section for signature of GSD Chief.	None	5 minutes	<i>Technical Assistant I</i>
	8. GSD Chief signs Obligation Request Status for utility payments.	None	3 minutes	<i>Acting Chief of GSD</i>
	9. Transmit the signed Obligation Request Status together with the Disbursement	None	3 minutes	<i>Technical Assistant I</i>



	Voucher to Budget Division for processing			
TOTAL:		None	32 minutes	

11. PROVISION OF ACCOUNTABLE FORMS

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	LRA- Registrar of Deeds, Cashiers, and Accountable Officers from Ordinary Decree Section, and the Honorable Courts			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For “live” RDs: On-line request from Operation Support System (OSS) For “Manual RDs”, Ordinary Decree Section, and the Honorable Courts: Written request (1 original copy)		Operation Support System (OSS) Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For “LIVE” RDs: All Requests shall be made through the Operation Support System (OSS) For “Manual RDS”, Ordinary Decree Section,	1. PSS-Judicial Unit examines request and prints the RIS for approval of the PSS Chief	None	2 minutes	Administrative Aide IV, Property and Supply Section and/or Administrative Aide VI, Property and Supply Section



Reconstitution Division, and the Honorable Courts: Requisition through written request or RIS				
	2. PSS Chief evaluates the request and determines the availability of supplies from BSP	None	1 working day	Chief, Property and Supply Section
	3. If approved PSS-Judicial Unit issues/dispatches requested forms	None	3 minutes	Chief, Property and Supply Section
TOTAL:		None	1 working day and 5 minutes	

12. PROVISION OF COMMON-USE SUPPLIES

Issuance of Common-Use Supplies to the different Registries of Deeds and offices in the Central Office, this Authority.

Office or Division:	Property and Supply Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may Avail:	All LRA Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requisition and Issuance Slip (RIS) or Letter Request (1 original copy)	Property and Supply Section (PSS)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or RIS	1. PSS-Supply Unit examines request	None	2 minutes	<i>Administrative Aide III</i> <i>Administrative Aide III</i>
	2. The Chief shall approve the request for the issuance of available common-use supplies	None	2 minutes	<i>Chief, Property and Supply Section</i>
	3. PSS-Supply Unit shall prepare Inventory Custodian Slip (ICS) for tangible assets (e.g. calculator, cutter, scissor)	None	3 minutes	<i>Administrative Aide III</i> <i>Administrative Aide III</i>
	4. If approved PSS-Supply Unit issues/ dispatches requested office equipment	None	5 minutes	<i>Administrative Assistant III, Property and Supply Section</i>
TOTAL:		None	12 minutes	

13. ENCODING AND DISTRIBUTION OF INCOMING CORRESPONDENCE (REGISTERED MAIL)

Ensures accurate recording and timely dispatch of incoming correspondence.

Office or Division:	Central Records Section
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Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	LRA Officials & Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transmittal of delivered registered mails		Philpost		
Transmittal of recorded and dispatched incoming mails		Central Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the correspondence (registered mail)	1. Check received mails against the transmittal of Philpost (Officer of the Day)	None	1 hour	Land Registration Examiner I
	2. Sorting and distribution of correspondence (Officer of the Day)		1 hour	Records Officer I
	3. Detaching registry return card and stamp date of receipt		2 hours	Administrative Aide IV
	4. Opening of mails and stamping of date of receipt in every page		4 hours	Administrative Aide II
			1 working day	Technical Assistant I



	5. Scanning of all pages of the correspondence		2 working days	
	6. Encoding details and uploading of scanned copy of correspondence in the DMS 7. Printing and attaching of DMS barcode in the correspondence 8. Dispatch correspondence to concerned office		2 hours	<i>Technical Assistant I</i>
TOTAL:		None	4 working days and 4 hours	

Note: Processing time is subject to change depending on the following:

- * Volume of daily received registered mail
- * Number of pages per correspondence
- * Urgent correspondence are given priority

14. TERMINAL LEAVE PAY BENEFITS PROCESSING

Office or Division:	Human Resource Development Division (HRDD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government
Who may Avail:	Employees of LRA



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Terminal Leave Benefits claim:	
1. Letter of Intent (2 original copies)	Employee requesting
2. Duly accomplished application for leave form (CSC Form no. 6, s. 1998) – (3 original copies)	LRA Human Resource Development Division (HRDD) or download @ www.csc.gov.ph
3. Clearance from money, property, records & documents accountability signed by your immediate supervisor and Records Officer (3 original copies)	LRA Property and Supply Section/ Prepare Endorsement for signature of the Administrator
4. General Clearance (CSC Form no. 7, s. 2017) - (3 original copies)	LRA Human Resource Development Division (HRDD)
5. Statement of Assets, Liabilities, & Networth (SALN) as of date of retirement - (3 original copies)	Prepare Endorsement for signature of the Administrator (HRDD) or download @ www.csc.gov.ph
6. Affidavit of no pending administrative case/s - (3 original copies)	Employee requesting
7. Certification of no pending administrative case/s – (1 original copy & 2 certified photocopies)	LRA Land Registration Monitoring Division (LRMD)
8. Ombudsman Clearance (1 original copy)	Office of the Ombudsman
9. Department of Budget (DBM Form Annex A) – List of Actual Retirees to be Paid (4 Original copies)	LRA Budget Division / LRA Human Resource Development Division (HRDD)
10. Voucher (4 original copy)	LRA Human Resource Development Division (HRDD)

11. Endorsement to the Office of the Deputy Administrator for Administration (1 original copy)	LRA Human Resource Development Division (HRDD)
For GSIS Claim :	
1. Duly accomplished GSIS Retirement Application (Form no. 06302017-RET)- (2 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
1. Service Records (1 original copy)	LRA Human Resource Development Division (HRDD)
For GSIS Claim (Died in service) :	
If Claimant is the spouse:	
1. Duly accomplished application form for Funeral Benefit (GSIS Form: 03182014a-AFB)- (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
2. Death Certificate of member with the surviving spouse (1 original copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)
3. Affidavit of Surviving Heirs/Surviving Spouse/Guardian of Minor/Dependent Children (GSIS Form no. 06242017-ASLH)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
4. Marriage Contract of Member with the surviving spouse (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph
5. Birth Certificate of the spouse, If the spouse is not a GSIS member (1 original copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)
If the claimant is other than the spouse:	
1. Duly accomplished application form for Funeral Benefit (GSIS Form: 03182014a-AFB)- (1 original copy)	Government Service Insurance System (GSIS)/downloadable @ www.gsis.gov.ph

2. Death Certificate of member with the surviving spouse (1 original copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)
3. Birth Certificate of the claimant, If the claimant is not a GSIS member (1 original copy), OR	Local Civil Registrar / Philippine Statistics Authority (PSA)
4. Two (2) valid Government issued Identification Cards (Originals & 1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec
5. Death Certificate of legal spouse of the member who died, if married (1 original copy), OR	Local Civil Registrar / Philippine Statistics Authority (PSA)
6. Notarized Waiver in favor of the claimant (3 original copies), AND	Surviving spouse of the member – if still alive
7. Two (2) valid Government issued Identification Cards (Originals & 1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec
8. Official receipts of funeral expenses issued in the name of the claimant (original copies)	Funeral Home
For PAG-IBIG Claim:	
1. Duly accomplished Pag-Ibig Application for Provident Benefits (APB) claim (Form no. HQP-PFF-040) – (2 original copy)	PAG-IBIG Fund / downloadable @ www.pagibigfund.gov.ph
2. Two (2) valid Identification Card (Original and 1 photocopy)	Office ID (if still employed)/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, Comelec
3. Birth Certificate (1 authenticated copy)	Philippine Statistics Authority (PSA)
4. Marriage contract, if applicable (1 authenticated copy)	Local Civil Registrar / Philippine Statistics Authority (PSA)



5. Service Records (1 original copy)		LRA Human Resource Development Division (HRDD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent with complete attachment of required documentations	1. Receive letter of intent with attachment	None	3 minutes	Technical Assistant I Human Resource Development Division
	2. Forward document to personnel in charge		3 minutes	Technical Assistant I Human Resource Development Division
	3. Attach Service Records, Leave Credits computation, DBM Annex A Form, Memorandum to Cashier, Endorsement & voucher	None	1 working day	Personnel in Charge per Region: In Charge for CO In Charge for CAR, R1 & 2) In Charge for R-3 & 8 In Charge for R4A &B In Charge for R-9, 11, 12, 13, & BARMM



				In Charge for R-7 & 5 In Charge for R-10 In Charge for R-6 <i>In Charge for NCR & COS – Service & Records Unit, Human Resource Development Division</i>
	4. Prepare separate certified copies for DBM		30 minutes	<i>Administrative Aide IV (Clerk II) - Human Resource Development Division</i>
	5. Forward to Chief HRDO for initial /signature		3 minutes	<i>Administrative Aide IV (Clerk II) - Human Resource Development Division</i>
	6. Initial/Sign documents and endorse to Disbursement Section		1 hour	<i>Acting Chief, Human Resource Development Division</i>
	7. Forward documents required for GSIS & Pag-ibig to Liaison Office		3 minutes	<i>Technical Assistant I Human Resource Development Division</i>



	8. Hand carry document to GSIS & Pag-ibig		2 working days	Liaison Officer in charge for GSIS: <i>Administrative Aide IV,</i> <i>Land Registration Examiner I</i> Liaison Officer in charge for Pag-ibig: <i>Administrative Aide IV, HRDD</i>
TOTAL:		None	3 working days and 45 minutes	

15. TRAVEL AUTHORITY REQUEST (ABROAD)

Office or Division:	Human Resource Development Division (HRDD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government



Who may Avail:		Employees of LRA		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter to DOJ for signature of the Administrator (1 original copy)		LRA Human Resource Development Division		
2. Letter requesting authority to travel (2 original copies)		Requesting employee		
3. Application for leave form (CSC Form no. 6, s. 1998) – (3 original copies)		LRA Human Resource Development Division (HRDD) or download @ www.csc.gov.ph		
4. Affidavit stating that travel expenses are for personal expense of the requesting party (1 original copy)		Employee requesting		
5. Certification of no pending administrative case (1 original copy)		LRA Land Registration Monitoring Division (LRMD)		
6. Income Tax Return (ITR) (1 original copy)		LRA Accounting Division		
7. Periodical Individual Employee Attendance Report (PIEAR) month prior to request (1 certified photocopy)		LRA Human Resource Development Division (HRDD)		
8. Appointment/Oath of Office, for new hires (1 certified copy)		LRA Human Resource Development Division (HRDD)		
9. Request recommendation for alternate personnel in his/her absence – for Register of Deeds & Cashier employees only (1 original copy)		Requesting employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for authority to travel with complete attachment	1. Receive request	None	5 minutes	<i>Technical Assistant I</i>



				<i>Human Resource Development Division</i>
	2. Forward request to personnel in charge for Leave Balance		5 minutes	<i>Technical Assistant I Human Resource Development Division</i>
	3. Fill in Leave Balance on the Leave Application & Preparation Endorsement for signature of the Administrator		1 hour and 30 minutes	Personnel in Charge per Region: In Charge for Co In Charge for CAR, R1 & 2 In Charge for R-3 & 8 In Charge for R-9, 11,12, 13 & BARMM In Charge for R-7 & 5 In Charge for R-6 In Charge for NCR & COS - Service & Records Unit, Human Resource Development Division



	4. Review & Signs/initial Leave Application Form & Endorsement		1 hour	<i>Acting Chief, Human Resource Development Division</i>
	5. Endorse to the Office of the Director II, Administrative Service		15 minutes	<i>Acting Chief, Human Resource Development Division</i>
	6. Hand carry signed Endorsement to DOJ		2 working days	Assigned Liaison Officer for DOJ: <i>Administrative Aide IV</i> <i>Land Registration Examiner I, Human Resource Development Division</i>
TOTAL:		None	2 working days, 2 hours, and 55 minutes	



**Central Office
External Service**



1. AMENDMENT OF TECHNICAL DESCRIPTION (SECTION 108 OF PRESIDENTIAL DECREE 1529)

This procedure intends to provide a uniform system of controls to ensure that all requirements of Section 108 Presidential Decree 1529 and other related laws are strictly complied and maintained and the Amendment of Technical Description be released timely and report to court is error free.

Office or Division:	Cadastral Decree Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by Clerk of Courts				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Petition			Court	
2. Certified copy of Title			Registry of Deeds	
3. Technical Description certified by DENR			} DENR Regional Offices	
4. Lot Data Computation (1 Original and 2 Photocopy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No client steps required. All documents are submitted to the Clerk of Courts.	1. The Cadastral Decree Section clerk receives and checks documents submitted by the Clerk of Court Division.	None	1 working day	Cartographer I
	2. Scanning and uploading of additional documents.	None	3 working days	Cartographer I
	3. Recording and forwarding of documents to Land	None	1 working day	Cartographer I



	Projection Section for plotting.			
	4. After plotting, the clerk will distribute documents to the assigned examiner.	None	1 working day	<i>Cartographer I</i>
	5. For examination and verification of the Report to Court. If there are discrepancies, prepares letter to DENR-LMS Regional Offices for verification. (proceed to E-JAT with compliance)	None	3 working days	Examiners with assigned ending number are as follows: E-JAT no. 1 <i>Examiner I</i> E-JAT no. 2 <i>Examiner I</i> E-JAT no. 3 <i>Cartographer II</i> E-JAT no. 4 <i>Examiner I</i> E-JAT no. 5 <i>Examiner I</i> E-JAT no. 6 <i>Examiner I</i> E-JAT no. 7 <i>Examiner I</i> E-JAT no. 8 <i>Examiner I</i> E-JAT no. 9 <i>Examiner I</i>

				E-JAT no. 0 <i>Examiner I</i>
	6. Printing of prepared Report.	None	1 working day	<i>Cartographer I</i>
	7. Checking the prepared Report.	None	3 working days	<i>Chief, Cadastral Decree Section</i>
	8. Review and approval of the Report.	None	3 working days	<i>Chief, Cadastral Decree Section</i>
	8.1 Review and sign letter addressed to DENR-LMS or Manifestation to Court.	None	1 working day	<i>Chief, Cadastral Decree Section</i>
	9. Printing of final Report and for signature of Examiner, Asst. Chief, Chief.	None	1 working day	<i>Cartographer I</i>
	9.1 The clerk will send the letter to the Records Section for registered mailing or forward to the Original Registration Division.	None	1 working day	<i>Cartographer I</i>
	10. Forward Report to Department on Registration Examiner.	None	1 working day	<i>Cartographer I</i>
	TOTAL:	None	20 working days	

E-JAT WITH COMPLIANCE				
	1. Received compliance form Records Section.	None	1 working day	<i>Cartographer I</i>
	2. Upon receipt of compliance from DENR, for scanning and uploading of additional documents.	None	3 working days	<i>Cartographer I</i>
	2.1. For recording and forwarding of compliance to the Land Projection Section for re-plotting.	None	1 working day	<i>Cartographer I</i>
	2.2 Forward compliance to the examiner after re-plotting.	None	1 working day	<i>Cartographer I</i>
	3. For re-examination and preparation of Indorsement.	None	5 working days	Assigned Examiner
	4. Printing of prepared Report.	None	1 working day	<i>Cartographer I</i>
	5. Checking the prepared Report.	None	3 working days	Chief, Cadastral Decree Section
	6. Review and approval of the Report.	None	3 working days	<i>Chief, Cadastral Decree Section</i>
	7. Printing of final Report and for signature of Examiner, Asst. Chief, Chief.	None	1 working day	<i>Cartographer I</i>



	8. Forward Report to Department on Registration Examiner.	None	1 working day	<i>Cartographer I</i>
	TOTAL:	None	20 working days	

Notes:

Processing time is subject to changes depending on the following:

- 1. Volume of transactions.
- 2. Waiting for compliance from other government agencies concerned.
- 3. Availability of the examiners and signatories when they are assigned to do other official tasks.
- 4. Philaris System issues.

Assignment of transaction to examiner:

e.g. Epeb – E-JAT-2020000001 – shall be assigned to Ma. Teresa M. Gime

2. APPLICATION FOR ISSUANCE OF DECREE OF REGISTRATION IN ORDINARY LAND REGISTRATION (MANUAL/E-ORD PROCESS)

The requirements and procedures being followed when the Folder of Documents (Expediente) was assigned to the Decree Section.

Office or Division:	Ordinary Decree Section (Room 316)	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
Who may avail:	Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Decision/Judgment		Clerks of Court-Regional Trial Court/Municipal Trial Court/Municipal Trial Court in Cities
Order for Issuance of Decree w/ Certification by the Clerk of Court		Clerks of Court-Regional Trial Court/Municipal Trial Court/Municipal Trial Court in Cities
Decision of the Court of Appeals		Information Section, Court of Appeals
Supreme Court Decision (in case of appeal)		Judgment Division, Supreme Court



LRA Report(After the case has been plotted & examined		Docket Division-Vault (Room 107)	
Supplementary Report/Final/Report/Manifestation		Docket Division-Vault (Room 107)	
Order or Resolution of the Court approving recommendation in LRA Report/Supplementary Report/Final Report		Clerks of Court-Regional Trial Court/Municipal Trial Court/Municipal Trial Court in Cities	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PERSON RESPONSIBLE
1. Applicants- to verify if plan ok by Plan Examination Section	1. Receives the Folder of Documents(Expediente) from Plan Examination Section or Docket Vault Section, records the case in the record book, index card & assign the Folder of Documents(Expediente) to its respective examiner, using the ending number of the Folder Documents (Expediente)/LRA Record Number.	None	Admin. Staff ADA IV
	2. Examiner examines and evaluates the completeness of the records/documents. If the records are complete, the Examiner prepares a draft of the decree. (For every folder or Expediente)	None	LR Examiner I LR Examiner I LR Examiner I LR Examiner I
	3. Assistant Chief ODS, reviews and checks the completeness of documents and the prepared draft of decree.	None	Acting Chief, ODS

	4. Approves draft of Decree with Folder of Documents (Expediente)	None	<i>Acting Chief, ODS</i>
	5. Typist types draft of Decree and Title. (For every title, regardless of how many corners)	None	<i>Admin. Staff - Typist</i>
	6. Proof reading of typed Title/Decree and preparation of Indorsement and Certification	None	<i>LR Examiner I</i> <i>LR Examiner I</i> <i>LR Examiner I</i> <i>LR Examiner I</i>
	7. Assistant Chief reviews/ proofread Title/Decree, Indorsement and Certification	None	<i>Acting Chief, ODS</i>
	8. Approves and Signs Title/Decree with Folder of Documents (Expediente) including Indorsement and Certification	None	<i>Acting Chief, ODS</i>
	9. Recording of title/decree with Folder of Documents (Expediente) and forwarding to Original Registration Division for approval and signature.	None	<i>ADA IV</i> <i>Admin. Staff</i>
TOTAL:		None	



3. APPROVAL OF SUBDIVISION PLAN (PSD, PCS & PCS)

This procedure intends to provide a uniform system of controls to ensure that all requirements of subdivision and consolidation plans for approval and other related laws are strictly complied and maintained.

Office or Division:	Receiving & Releasing Section, Subdivision and Consolidation Division			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified copy of title			Registry of Deeds	
2. Complete survey returns (prepared plan, lot data computation, fieldnotes cover)			Geodetic Engineer or authorized representative	
3. Cadastral map/Previous approved Plan			DENR Regional Offices	
4. Authorization letter if not to be submitted by Geodetic engineer itself			Geodetic Engineer	
5. Other supporting documents as required (SPA, Partition Agreement, Deed of Sale, Secretary’s Certificate, ETC			Geodetic Engineer or authorized representative, owner/s, corporation, etc	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit survey returns for approval * Make sure to secure the assessment form and payment order	1. Checks the completeness of the submitted survey returns. 1.1 Issue the assessment form and payment order	NONE	1 working day	Examiner I ADA IV
2. Pay the Required Fees * Make sure to secure the Official Receipt that will be	2. Accept the payment based on the assessment form and order of payment	12.00/ lot, 1.20/cor, 10.00/ survey envelope, 60.00 print,	1 working day	Cashier



issued upon payment	2.1 issue Official Receipt	& 241.45 IT Fee Additional if needed: 30.00 cancellation		
	3. Scan all survey returns and all supporting documents submitted (system) 3.1 upload all scanned documents (System) 3.2 Encode all lot data computation using local coordinates. (system) 3.3 Recording on entry book (manual) 3.4 forward to Plan Examination Section (SCD)	NONE	5 working days	<i>Examiner I</i> <i>ADA IV</i> <i>ADA IV</i> <i>LRE I</i> <i>Admin Staff</i>
PROCEDURE AT PLAN EXAMINATION SECTION (SUBDIVISION & CONSOLIDATION DIVISION)				
FORWARDED TO DIRECTOR, LAND REGISTRATION OPERATION SERVICE (LROS)				
	4. After approval of the Deputy Administrator, receive and record all approved plan signed by the Administrator 4.1 print approved plan. 4.2 forward to examiner (Plan	NONE	1 working day	<i>Examiner I</i> <i>ADA IV</i>



	Examination section SCD)			
PROCEDURE AT PLAN EXAMINATION SECTION (SUBDIVISION & CONSOLIDATION DIVISION)				
3. payment of sepia film 3.1 withdraw sepia copy of approved plan and the corresponding technical description	5. printing of the technical description and printing the approved plan on sepia film 5.1 releasing of approved plan.	200 / approved plan	1 working day	<i>Admin Asst. III</i> <i>ADA IV</i>
	TOTAL:	12.00/ lot, 1.20/ corner, 10.00 survey envelop, 60.00 print & 241.45 IT fee	9 working days	

NOTE: Requirements assumed to be complete

Processing time per transaction is subject to changes depending on the following:

1. System downtime/slowdown/error
2. When the subject plan has many resulting lots, many corners or many consolidated lots
3. Volume of transactions
4. Misrouting of documents and/or loss of documents.
5. When examiner and section chiefs are assigned to do other official tasks and business such as but not limited to committee activities, meetings, verification surveys and attending court hearings as ordered by the court.

NOTE: FEES TO BE PAID depends on the number of lots, corners plus 200.00 for sepia copy of plan.

4. APPROVAL OF SUBDIVISION PLAN (PSD, PCS & PCS)

This procedure intends to provide a uniform system of controls to ensure that all requirements of subdivision and consolidation plans for approval and other related laws are strictly complied and maintained.



Office or Division:	Plan Examination Section, Subdivision and Consolidation Division			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified copy of title			Registry of Deeds	
2. Complete survey returns (prepared plan, lot data computation, field notes cover)			Geodetic Engineer or authorized representative	
3. Cadastral map/Previous approved Plan			DENR Regional Offices	
4. Authorization letter if not to be submitted by Geodetic engineer itself			Geodetic Engineer	
5. Other supporting documents as required (SPA, Partition Agreement, Deed of Sale, Secretary's Certificate, ETC			Geodetic Engineer or authorized representative, owner/s, corporation, etc	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If no additional requirements and/or compliance, no client step required is for this stage. However, the client has the option to follow up the status of the application in this office.	1. Verifies and examines submitted survey returns (manual)	NONE	15 working days	Examiner II
	1.2 Encode on system. (system)			Examiner I
	1.3 verifies projection of subject lot (System)			Examiner I
	1.4 verifies record no., mode of titling, on available records on file			Examiner I
	1.5 verifies supporting documents if applicable such as but not limited to secretary's certificate, deed of			Examiner I



	<p>of sale, extrajudicial settlement of estate, affidavit</p> <p>1.6 record and updates available records book</p> <p>1.7 (if needed) prepares pending letter to Geodetic Engineer for compliance of additional requirements</p> <p>1.8 affix signature and forward to Final Examiner</p>			<p><i>Administrative Aide VI</i></p> <p><i>Examiner I</i></p> <p><i>Examiner I</i></p> <p><i>Examiner I</i></p> <p><i>Engineer II</i></p> <p><i>Examiner I</i></p> <p><i>Examiner I</i></p>
<p>2. Pay the Required Fees</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Re-verify survey returns and all documents submitted</p> <p>2.1 affix signature and forward to Chief, SCD</p>	NONE	3 working days	<p><i>Engr III</i></p> <p><i>Engr III</i></p> <p><i>Acting Chief, Plan Examination Section</i></p>
PROCEDURE AT DIVISION CHIEF, SUBDIVISION & CONSOLIDATION DIVISION (SCD)				
FORWARDED TO DIRECTOR, LAND REGISTRATION OPERATION SERVICE (LROS)				
FORWARDED TO OFFICE OF THE DEPUTY ADMINISTRATOR				
	<p>3. Verifies the correctness of the generated technical description on the</p>	NONE	2 working days	<p><i>Examiner II</i></p>



	system against the approved plan			Examiner I
	3.1 recommends for printing of technical description			Examiner I
				Examiner I
				Examiner I
				Examiner I
				Administrative Aide VI
				Examiner I
				Examiner I
				Examiner I
				Engineer II
				Examiner I
				Examiner I
	TOTAL:	None	20 working days	



5. APPROVAL OF SUBDIVISION PLAN (PSD, PCS & PCS)

This procedure intends to provide a uniform system of controls to ensure that all requirements of subdivision and consolidation plans for approval and other related laws are strictly complied and maintained.

Office or Division:	Division Chief, Subdivision and Consolidation Division			
Classification:	Complex Transactions			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified copy of title			Registry of Deeds	
2. Complete survey returns (prepared plan, lot data computation, field notes cover)			Geodetic Engineer or authorized representative	
3. Cadastral map/Previous approved Plan			DENR Regional Offices	
4. Authorization letter if not to be submitted by Geodetic engineer itself			Geodetic Engineer	
5. Other supporting documents as required (SPA, Partition Agreement, Deed of Sale, Secretary's certificate, ETC			Geodetic Engineer or authorized representative, owner/s, corporation, etc	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up the status of the application in this office.	1. Receives and record the subdivision plan for approval	None	1 hour	Cartographer I
	2. Final verification and affixes signature for recommendation to Director, Department on Registration	None	4 working days	Chief, Subdivision & Consolidation Division



	3. Receives and record the subdivision plan and forwards to Director or Examiner (for compliance/additional requirements)	None	1 hour	Administrative Aide VI
	TOTAL:	NONE	4 working days and 2 hours	

NOTE: Requirements assumed to be complete

Processing time per transaction is subject to changes depending on the following:

- 6. System downtime/slowdown/error
- 7. When the subject plan has many resulting lots, many corners or many consolidated lots
- 8. Volume of transactions
- 9. Misrouting of documents and/or loss of documents.
- 10. When examiner and section chiefs are assigned to do other official tasks and business such as but not limited to committee activities, meetings, verification surveys and attending court hearings as ordered by the court.

6. CERTIFICATE OF NON-AVAILABILITY OF DECREE

Issuance of Non-Availability of Decree of Ordinary Cases or Cadastral Cases

Office or Division:	Vault Section, Docket Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certified copy of Lot Status Certification issued by Cadastral Decree Section (1 Original copy and 1 Photocopy, within 6 months from date of issuance)			Window 11, OSS	
Certified copy of Decree Status issued by Ordinary Decree Section (1 Original copy and 1 Photocopy, within 6 months from date of issuance)			Ordinary Decree Section, Room. 316	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill up and submit Request Form	1. Receives and checks details of request form together with the required documents. 1.1 Encodes and issues bill of payment	NONE	2 minutes	<i>Administrative Aide III</i> <i>Administrative Aide IV</i> <i>Administrative Aide IV</i> <i>Administrative Aide IV</i> <i>Administrative Aide IV</i>
2. Pay the certification Fee at the Cashier (OSS).	2. Receives payment from the requesting party and issues official receipt.	LRA Fee P33.00 + IT Service Fee P143.72 + 12% VAT P17.25 Total P190.97	3 minutes	<i>Cashier at One Stop Shop (OSS)</i>
3. Submits official receipt (Room 107)	3. Receives and checks details of official receipt 3.1 Encodes certification in the system	None	12 minutes	<i>Administrative Aide IV</i> <i>Administrative Aide IV</i> <i>Administrative Aide IV</i> <i>Administrative Aide IV</i>



	3.2 Checks and approves encoded certification in the system			Section Chief
	3.3 Prints and signs certification as verified			Administrative Aide IV
				Administrative Aide IV
	3.4 Signs Certification			Section Chief
4. Receive the certification	4. Releases certification	None	2 minutes	
	TOTAL:	P190.97	19 minutes	

7. CERTIFICATION OF STATUS OF PLAN APPROVED BY LRA

Ensure to issue accurate Certification of Status of Plan Approved by LRA

Office or Division:	Subdivision and Consolidation Division: Vault Section
Classification:	Complex transaction



Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished request form of approved plan		LRA One-Stop-Shop		
Duly accomplished assessment form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request form for Certification of Status of Approved Plan	1. Received request form and supporting documents. 1.1 Check the requested Plan in the system including the supporting documents.	None	1 working day	Technical Assistant I Technical Assistant I Administrative Aide IV
	2. Entry request Certification of Status of Approved Plan a. Print assessment form			Technical Assistant I Technical Assistant I Administrative Aide IV



2. Submit the assessment form to the cashier for payment of fees	3.Received assessment form including the required fee of the requested document	Php190.97		Cashier
3. After payment, submit the OR and assessment form to the entry clerk for recording	4. Record the OR number in the assessment form	None		<i>Technical Assistant I</i> <i>Technical Assistant I</i> <i>Administrative Aide IV</i>
	5. Research the Status of Approved Plan Requested 5.1 Status of Approved Plan from Vault (Room 211 & 210) 5.2 Status of Approved Plan and Lot Description from Vault (Room 107) 5.3 Encoding Certification Document	None	4 working days	<i>Examiner I & Admin. Aide VI</i>
	6. Verifies & Proofs read the Certification	None	1 working day	<i>Engineer III</i>



	Encoded and Send for Printing			
	7. Print the approved Certified True Copy of Technical Description	None		<i>Technical Assistant I</i>
	8. Affixing Signature by the verifying staff 8.1 Affixing signature of the approver	None		<i>Examiner I & Engineer III</i>
	9. Scanning & uploading of Approved Certified True Copy of Technical Description	None	1 working day	<i>Examiner I</i>
4. Received OR, requested Certified Copy of Technical Description and Electronic Copy of Approved Plan	10. Issues Certified True Copy of Technical Description, O.R. & the submitted Electronic Copy of approved Plan 10.1 Requires transacting public to sign in the log sheet	None		<i>Technical Assistant I</i> <i>Technical Assistant I</i> <i>Administrative Aide IV</i>
TOTAL:		Php190.97	6 working days	

8. CERTIFICATION/CERTIFIED TRUE COPY VERIFICATION (CCV) CASES WITH CADASTRAL RECORDS

This procedure intends to provide a uniform system of controls to activities from preparation to timely release of certification and to ensure the status of certification is error free.

Office or Division:	Cadastral Decree Section
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Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by One Stop Shop – Windows 10 & 11				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Original Official Receipt			Presenter	
For representative claiming the certification				
1. Secure authorization letter from the presenter			Requesting Party	
2. Photocopy of one (1) Government ID of the presenter and representative			Requesting Party	
3. Original Official Receipt				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit request form.	1. Prepare the assessment form and receive an official receipt together with the request form.	NONE	1 working day	Cartographer I
2. Pay the certification fee.	2. Received payment from the client and issued an official receipt.	LRA Fee P30.00 + IT Service Fee P143.72 + 12% VAT P17.25 Total P190.97		Cashier at One Stop Shop – Window 5
	3. Distribute documents to the assigned examiner.	None	1 working day	Administrative Aide IV



	4. For examination and verification of Cadastral lot status.	None	3 working days	Examiners with assigned ending number in E-CCV- are the following: E-CCV no. 1 <i>Examiner I</i> E-CCV no. 2 <i>Examiner I</i> E-CCV no. 3 <i>Examiner I</i> E-CCV no. 4 <i>Examiner I</i> E-CCV no. 5 <i>Examiner I</i> E-CCV no. 6 <i>Examiner I</i> E-CCV no. 7 <i>Examiner I</i> E-CCV no. 8 <i>Examiner I</i> E-CCV no. 9 <i>Examiner I</i> E-CCV no. 0 <i>Examiner I</i>
	5. Review and approval of prepared certification	None	3 working days	<i>Chief, Cadastral Decree Section</i>



				<i>Administrative Officer v</i> <i>Examiner II</i>
	6. Print approved certification for signature of the examiners.	None	1 working day	<i>Administrative Staff</i>
	7. For signature of printed certification.	None	1 working day	<i>Chief, Cadastral Decree Section</i> <i>Administrative Officer V</i> <i>Examiner II</i>
3. Receive certification	8. Releasing of printed certification to the client.	NONE	1 working day	<i>Cartographer I</i>
	TOTAL:	P190.97	11 working days	

Note:

Processing time is subject to changes depending on the following:

- 1. Volume of transactions.
- 2. Waiting for compliance from other government agencies concerned.
- 3. Availability of the examiners and signatories when they are assigned to do other official tasks.
- 4. Philaris system issues.
- 5. Eleven (11) working days processing time per transaction

Assignment of transaction to examiner:
e.g. Epeb – CCV-2020-000001 – shall be assigned to the examiner for E-CCV no. 1



9. CERTIFICATION/CERTIFIED TRUE COPY VERIFICATION (CCV) SURVEY
WITHOUT CADASTRAL RECORD

This procedure intends to provide a uniform system of controls to activities from preparation to timely release of certification and to ensure the status of certification is error free.

Office or Division:	Cadastral Decree Section
Classification:	Highly Technical
Types of Transaction:	G2C – Government to Citizens
Who may avail:	ALL
Provided by One Stop Shop – Windows 10 & 11	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified copy of Technical Description / Lot Data Computation.	}
2. Blueprint / Certified True Photocopy of Cadastral Map with BL Cad Survey no. and BL Case no.	
3. Geographic Position and Plane Coordinates (GPPC)	
4. Secure Certificate of No Record from DENR Regional Offices if no record available.	
For representative claiming the certification	
1. Secure authorization letter from the presenter	}
2. Photocopy of one (1) Government ID of the presenter and representative	
3. Original Official Receipt	
	Requesting Party



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit request form.	1. Prepare the assessment form and received official receipt together with the request form.	None	1 working day	<i>Cartographer I</i>
2. Pay the certification fee.	2. Received payment from the client and issue an official receipt.	LRA Fee P30.00 +IT Service Fee P143.72 + 12% VAT P17.25 Total P190.97		<i>Cashier at One Stop Shop - Window 5</i>
	3. For scanning and uploading of the Technical Description and Cadastral Map.	NONE	3 working days	<i>Administrative Staff</i>
	3.1 For recording and forwarding of documents to the Land Projection Section for plotting.	None	1 working day	<i>Administrative Staff</i>
	3.2 For distribution of documents to the examiner after plotting.	None	1 working day	<i>Administrative Staff</i>
	3.3 For examination and verification of	None	5 working days	Examiners with assigned ending number in



	<p>Cadastral lot status.</p> <p>If there are discrepancies, prepares letter to DENR-LMS Regional Offices for verification.</p>		<p>E-CCV are the following:</p> <p>E-CCV no. 1 <i>Examiner I</i></p> <p>E-CCV no. 2 <i>Examiner I</i></p> <p>E-CCV no. 3 <i>Cartographer II</i></p> <p>E-CCV no. 4 <i>Examiner I</i></p> <p>E-CCV no. 5 <i>Examiner I</i></p> <p>E-CCV no. 6 <i>Examiner I</i></p> <p>E-CCV no. 7 <i>Examiner I</i></p> <p>E-CCV no. 8 <i>Examiner I</i></p> <p>E-CCV no. 9 <i>Examiner I</i></p> <p>E-CCV no. 0 <i>Examiner I</i></p>
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	<p>4. Review and approval of prepared certification.</p> <p>4.1 Review and sign letter addressed to DENR-LMS.</p> <p>4.2 The clerk will send the letter to Central Records Section for ordinary mailing</p>	<p>None</p>	<p>4 working days</p> <p>1 working day</p> <p>1 working day</p>	<p><i>Chief, Cadastral Decree Section</i></p> <p><i>Chief, Cadastral Decree Section</i></p> <p><i>Examiner II</i></p> <p><i>Examiner I</i></p>
	<p>5. Print approved certification for signature of the examiners.</p> <p>5.1 The clerk will send the letter to Records Section for registered mailing.</p>	<p>None</p> <p>None</p>	<p>1 working day</p> <p>1 working day</p>	<p><i>Administrative Staff</i></p> <p><i>Admin. Aide IV</i></p>
	<p>6. For signature of printed certification.</p>	<p>None</p>	<p>1 working day</p>	<p><i>Chief, Cadastral Decree Section</i></p>
<p>3. Receive certification.</p>	<p>7. Releasing of printed certification to the client.</p>	<p>None</p>	<p>1 working day</p>	<p><i>Cartographer I</i></p>
	<p>TOTAL:</p>	<p>P190.97</p>	<p>20 working days</p>	
<p>CCV-SURVEY WITH COMPLIANCE</p>				



	1. Received compliance from Records Section.	None	1 working day	<i>Administrative Staff</i>
	2. Upon receipt of compliance from DENR, for scanning and uploading of additional documents.	None	3 working days	<i>Administrative Staff</i>
	2.1 For recording and forwarding of compliance to Land Projection Section for re-plotting.	None	1 working day	<i>Administrative Staff</i>
	2.2 Forward compliance to examiner after re-plotting.	None	1 working day	<i>Administrative Staff</i>
	3. For re-examination and verification of Cadastral lot status.	None	5 working days	Assigned Examiner
	4. Review and approval of prepared certification.	None	4 working days	<i>Chief, Cadastral Decree Section</i>
	5. Print approved certification for signature of the examiners.	None	1 working day	<i>Administrative Staff</i>
	6. For signature of printed certification.	None	1 working day	<i>Chief, Cadastral Decree Section</i>
4. Receive certification.	7. Releasing of printed certification to the client.	None	1 working day	<i>Cartographer I</i>



	TOTAL:	None	18 working days	

Note:

Processing time is subject to changes depending on the following:

- 1. Volume of transactions.
- 2. Waiting for compliance from other government agencies concerned.
- 3. Availability of the examiners and signatories when they are assigned to do other official tasks.
- 4. Philaris system issues.
- 5. Twenty (20) working days processing time per transaction with no technical issues when plotted. Eighteen (18) working days processing time per transaction upon compliance of the additional documents.

Assignment of transaction to examiner:
e.g. Epeb – CCV-2020-000001 – shall be assigned to Ma. Teresa M. Gime.

**10. CERTIFICATION/CERTIFIED TRUE COPY VERIFICATION (CCV)
COMPREHENSIVE AGRARIAN REFORM PROGRAM – CARP**

This procedure intends to provide a uniform system of controls to activities from preparation to timely release of certification and to ensure the status of certification is error free.

Office or Department:	Cadastral Decree Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by LRA Comprehensive Agrarian Reform Program Division - LRA CARP				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Checklist of requirements are available and to be submitted to the Department of Agrarian – Bureau of Land Tenure and Improvement, Elliptical Road, Quezon City.			Department of Agrarian – Bureau of Land Tenure and Improvement, Elliptical Road, Quezon City.	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No client steps required. All documents must be submitted to Department of	1. Upon receipt of documents from CARP clerk, for examination, verification and	None	3 working days	CARP Examiner I



Agrarian – Bureau of Land Tenure and Improvement Section and to be forwarded by DAR-BLTI to LRA Central Office - CARP Division for processing.	preparation of certification. 1.2 If technical issues arise, examiners shall prepare a letter to DENR Regional Offices for additional requirements.			
PROCEDURE AT DENR REGIONAL OFFICES				
	2. Once documents are complied, for re-examination.	None	3 working days	<i>CARP Examiner I</i>
	3. Approval of evaluated prepared certification.	None	3 working days	<i>Chief, Cadastral Decree Section</i>
	4. Printing approved certification with signature of examiner.*	None	5 working days	<i>CARP Statistic Section Examiner I</i>
	5. Signed printed certification and forward the same to the releasing clerk.	None	3 working days	<i>CARP Examiner I</i> <i>Chief, Cadastral Decree Section</i>
2. Receive certification.	6. Released approved certification to clients.	None	3 working days	<i>Examiner I</i> <i>CARP - Statistic Section</i>



	TOTAL:	NONE	20 working days	
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- Note:**
Processing time is subject to changes depending on the following:
- 11. Volume of transactions.
 - 12. Waiting for compliance to other government agencies concerned.
 - 13. The availability of the examiners and signatories when they are assigned to do other official tasks.
 - 14. Philaris system issues.

11. COLLECTION OF PAYMENTS FROM PAYING PUBLIC

Receives Order of Payment, issuance of receipt, remittance of collection to the servicing bank, and preparation and submission of report.

Office or Division:	Cashiering Services Section (CSS)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may Avail:	Public Clients and Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		Processing Office		
2. Duplicate copy of Official Receipt		Cashiering Services Section		
3. Validated Deposit Slips		Government Servicing Bank		
4. Receiving Copy of List of Deposited Collections		Government Servicing Bank		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Order of Payment issued by the Processing Office.	1. Receives Order of Payment, encodes data and prints the Official Receipt (OR)	None	3 minutes	Collecting Officer



2. Pays the required fees and returns to the Processing Office.	2. Collects payment and releases the Official Receipt.	Fees specified in the Order of Payment	2 minutes	<i>Collecting Officer</i>
3. Compliance of COA Cir. No. 2015-007 dated October 22, 2015 Prescribing the Government Accounting Manual for the Use of All National Government Agencies	3. Records daily collections in the Cash Receipts Records (CRR).	None	4 hours	<i>Collecting Officer/Technical Assistant I</i>
	4. Reconciles the OR with the amount collected. Prepares the deposit slip and List of Deposited Collections.	None	2 hours	<i>Collecting Officer/Technical Assistant I</i>
	5. Deposits collections to the servicing bank.	None	1 hour	<i>Collecting Officer</i>
	6. Prepares/ encodes daily collections in the Report of Collections and Deposits based on the copy of OR and validated deposit slip.	None	2 hours	<i>Collecting Officer</i>



	7. Print monthly Report of Collections and Deposits (RCD).	None	30 minutes	<i>Technical Assistant I</i>
	8. Signed the RCD and forward to the Section Chief for signing the “NOTED” portion.	None	20 minutes	<i>Collecting Officer and Section Chief</i>
	9. Submission of the Report.	None	10 working days of the ensuing month	<i>Collecting Officer (Compliance with Government Accounting Manual)</i>
TOTAL:		None	10 working days, 6 hours & 7 minutes	

12. DISPATCHING OF OUTGOING CORRESPONDENCE

Ensures accurate recording and transmitting of outgoing correspondence.

Office or Division:	Central Records Section
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may Avail:	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Correspondence		Originator - concerned unit			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
1. Deliver the outgoing correspondence	1. Check and receive correspondence in logbook	None	30 minutes		<i>Records Officer I</i> <i>Administrative Aide IV</i>
	2. Receive the correspondence thru DMS 3. Encode the received correspondence in the CRMS 4. Print barcode 5. Forward the correspondence to the in charge in mailing	None	4 hours		<i>Technical Assistant I</i> <i>Administrative Aide II</i>
	6. Receive thru CRMS and sort correspondence by category	None	30 minutes		<i>Records Officer I</i> <i>Administrative Aide IV</i>
	7. Encode details in the CRMS	None	2 hours		<i>Records Officer I</i>



					<i>Administrative Aide IV</i>
	8. Print encoded data/ transmittal and registry return card	None	30 minutes		<i>Records Officer I</i> <i>Administrative Aide IV</i>
	9. Cut and attach registry return card in the mail envelope 9.1. Attach barcode in the registry return card and mail envelope 10. Deliver to Philpost	None	4 hours		<i>Records Officer I</i> <i>Administrative Aide IV</i>
TOTAL:		None	2 working days		

Note:
* For a daily average of 200 outgoing correspondence
* Daily delivery to Philpost at 3:30PM

13. INSCRIPTION OF TECHNICAL DESCRIPTION (SECTION 21 OF REPUBLIC ACT NO. 26)

This procedure intends to provide a uniform system of controls to ensure that all requirements of Section 21 Republic Act 26 and other related laws are strictly complied and maintained and the



Inscription of Technical Description be released timely and indorsement to Registry of Deeds is error free.

Office or Division:	Cadastral Decree Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	ALL			
Provided by One Stop Shop – Window 16				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request			Requesting Party	
2. Certified copy of title and trace back title (RT Title)			Registry of Deeds	
3. Prepared plan / re-surveyed plan (1 Sepia and 2 blue print copy)			}	
4. Technical Description certified by DENR				
5. Lot Data Computation (1 Original copy and 2 photocopy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submissi on of complete requirements to Cadastral Decree Section	1. Checks the completeness and correctness of documents for inscription. 1.1 Advise clients to have it received in Window 16 of One Stop Shop for proper documentation.	None	1 working day	<i>Cartographer II</i> <i>Chief, Cadastral Decree Section</i>
	2. For entry, scanning, uploading and assigning of E-AAT number generated	None	3 working days	<i>Cartographer I</i>



	in the system after receiving from Window 16 of One Stop Shop.			
	3. For recording and forwarding of documents to the Land Projection Section for plotting.	None	1 working day	<i>Cartographer I</i>
	4. After plotting, the clerk will distribute documents to the assigned examiner.	None	1 working day	<i>Cartographer I</i>
	5. For examination and verification of Indorsement. If there are discrepancies, prepares letter to DENR-LMS Regional Offices for verification.	None	3 working days	Examiners with assigned ending number are as follows: E-AAT no. 1 <i>Examiner I</i> E-AAT no. 2 <i>Examiner I</i> E-AAT no. 3 <i>Cartographer II</i> E-AAT no. 4 <i>Examiner I</i> E-AAT no. 5 <i>Examiner I</i> E-AAT no. 6 <i>Examiner I</i>



				<p>E-AAT no. 7 <i>Examiner I</i></p> <p>E-AAT no. 8 <i>Examiner I</i></p> <p>E-AAT no. 9 <i>Examiner I</i></p> <p>E-AAT no. 0 <i>Examiner I</i></p>
	6. Printing of prepared Indorsement.	None	1 working day	<i>Cartographer I</i>
	7. Checking of prepared Indorsement.	NONE	3 working days	<i>Chief, Cadastral Decree Section</i>
	<p>8. Review and approval of the Indorsement.</p> <p>8.1 Review and sign letter addressed to DENR-LMS.</p>	<p>None</p> <p>None</p>	<p>3 working days</p> <p>1 working day</p>	<i>Chief, Cadastral Decree Section</i>
	<p>9. Printing of final Indorsement and for signature of Examiner, Asst. Chief, Chief.</p> <p>9.1 The clerk will send the letter to the Records Section for registered mailing.</p>	<p>None</p> <p>None</p>	<p>1 working day</p> <p>1 working day</p>	<p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p>



	10. For transmittal of Indorsement to Department on Registration.	None	1 working day	<i>Cartographer I</i>
	TOTAL:	NONE	20 working days	
E-AAT WITH COMPLIANCE				
	1. Received compliance from Records Section.	None	1 working day	<i>Cartographer I</i>
	2. Upon receipt of compliance from DENR, for scanning and uploading of additional documents.	None	3 working days	<i>Cartographer I</i>
	2.1 For recording and forwarding of compliance to Land Projection Section for re-plotting.	None	1 working day	<i>Cartographer I</i>
	2.2 Forward compliance to examiner after re-plotting.	None	1 working day	<i>Cartographer I</i>
	3. For re-examination and preparation of Indorsement.	None	5 working days	Assigned Examiner
	4. Printing of prepared Indorsement.	None	1 working day	<i>Cartographer I</i>



	5. Checking of prepared Indorsement.	NONE	3 working days	Chief, Cadastral Decree Section
	6. Review and approval of the Indorsement.	None	3 working days	Chief, Cadastral Decree Section
	7. Printing of final Indorsement and for signature of Examiner, Asst. Chief, Chief.	None	1 working day	Cartographer I
	8. Forward Indorsement to Department on Registration Examiner.	None	1 working day	Cartographer I
	TOTAL:	NONE	20 working days	

Note:
Processing time is subject to changes depending on the following:

- 1. Volume of transactions.
- 2. Waiting for compliance from other government agencies concerned.
- 3. Availability of the examiners and signatories when they are assigned to do other official tasks.
- 4. Philaris System issues.

Assignment of transaction to examiner:
e.g. Epeb – E-AAT-2020000001 – shall be assigned to Ma. Teresa M. Gime

14. INDORSEMENT PREPARED UNDER INSCRIPTION OF TECHNICAL DESCRIPTION (SEC. 21 OF PD 1529) ELECTRONIC ADMINISTRATIVE AMENDMENT OF TECHNICAL DESCRIPTION (EAAT)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.



Office or Division:	Land Registration Operations Service			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by One Stop Shop – Window 16				
1. Letter request		Requesting party		
2. Certified copy of title and trace back title (RT Title)		Registry of Deeds		
3. Prepared plan / re-survey plan (1 Sepia copy and 2 blue print copy)		DENR Regional Offices		
4. Technical Description certified by DENR		DENR Regional Offices		
5. Lot Data Computation (1 original copy and 2 photocopies)		DENR Regional Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, the client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the Inscription of Technical Description(EAAT).	None	30 minutes	Cartographer I LRE I
	2 Final review and affixes signature to the prepared Indorsement.	None	3 working days	Director for Land Registration Operations Service



	3. Receive, record and photocopy (e.g. Indorsement, Letter request, Technical Description, true electronic copy of TCT and print copy or re-survey plan) and forward to Central Records Section for mailing.	None	30 minutes	Cartographer I LRE I
TOTAL:		None	4 working days	

Processing time is subject to changes depending on the following:

- 15. Misrouting of documents and/or loss of documents.
- 16. Volume of transactions.
- 17. Waiting for compliance to other government agencies concerned.
- 18. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
- 19. Delay in plotting of lot due to technical issues.

15. INDORSEMENT PREPARED UNDER INSCRIPTION OF TECHNICAL DESCRIPTION (SEC. 108 OF PD 1529) ELECTRONIC JUDICIAL AMENDMENT OF TECHNICAL DESCRIPTION (EJAT)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Registration Operations Service			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by Clerks of Court				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



No client step required for this stage. However, client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the Report and Manifestation (EJAT).	None	30 minutes	<i>Cartographer I</i> <i>LRE I</i>
	2 Final review and affixes signature to the prepared report and Manifestation.	None	3 working days	<i>Director for Land Registration Operations Service</i>
	3. Receive, record the Report/ Manifestation with transmittal and forward to Central Records Section for mailing.	None	30 minutes	<i>LRE I</i>
TOTAL:		None	3 working days and 1 hour	

- Processing time is subject to changes depending on the following:
- 20. Misrouting of documents and/or loss of documents.
 - 21. Volume of transactions.
 - 22. Waiting for compliance to other government agencies concerned.
 - 23. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
 - 24. Delay in plotting of lot due to technical issues.

16. ISSUANCE OF CADASTRAL DECREE / TITLE

This procedure intends to provide a uniform system of controls to ensure that all requirements of Presidential Decree no. 1529 and other related laws are strictly complied and maintained and the release of decree / title is on time and error free.

Office or Department:	Cadastral Decree Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	ALL



Provided by Docket Division				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Applicants can get copies of application form and requirements from LRA Docket Division or Courts .			LRA Docket Division and Courts	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.No client steps required. All documents must be submitted to courts and other government agencies involved in the issuance of decree / title.	1. The authenticated documents forwarded by Docket Division will be received by Cadastral Decree Section clerk to be distributed to the assigned examiners.	None	1 working day	<i>Admin. Aide IV</i>
	2. Cadastral Decree examiners will attach the documents to Expediente for recording in “Record Book of Cadastral Lots” and prepare the Technical Description draft if the documents are complete.	None	1 working day	Examiners with assigned region are as follows: Region no. 1 <i>Examiner I</i> Region no. 2 <i>Examiner I</i> Region no. 3 <i>Examiner I</i> Region no. 4 <i>Examiner I</i> Region no. 5 <i>Examiner I</i> Region no. 6 <i>Examiner I</i>



				Region no. 7 <i>Examiner I</i> Region no. 8 <i>Examiner I</i> Region no. 9, 10 & 13 <i>Examiner I</i> Region no. 11 <i>Examiner I</i> Region no. 12 <i>Examiner I</i> ARMM <i>Examiner I</i> CAR <i>Examiner I</i>
	3. If the documents are incomplete, Cadastral Decree examiners will prepare a letter to DENR Regional Offices and letter/report to Court.	None	Care of DENR	DENR-LMS Regional Offices DENR-CENRO RTC/MTC
	4. Once complied, Cadastral Decree examiners will forward the Technical	None	1 working day	<i>Cartographer II</i>



	<p>Description draft to Cadastral Decree Cartographer for entry of MTD number.</p> <p>4.1 Cartographer will forward the same back to examiners with MTD number to Cadastral Decree clerk for distribution.</p>			
	<p>5. The Cadastral Decree clerk will forward the Technical Description draft for plotting to the Land Projection Section.</p> <p>6. After plotting, the Cadastral Decree clerk will receive the documents for recording and forward the same to the examiners.</p>	<p>None</p> <p>None</p>	<p>1 working day</p> <p>1 working day</p>	<p><i>Cartographer I</i></p> <p>Examiners with assigned region:</p> <p>Region no. 1 <i>Examiner I</i></p> <p>Region no. 2 <i>Examiner I</i></p> <p>Region no. 3 <i>Examiner I</i></p> <p>Region no. 4 <i>Examiner I</i></p> <p>Region no. 5 <i>Examiner I</i></p> <p>Region no. 6 <i>Examiner I</i></p>



				Region no. 7 <i>Examiner I</i> Region no. 8 <i>Examiner I</i> Region no. 9,10 & 13 <i>Examiner I</i> Region no. 11 <i>Examiner I</i> Region no. 12 <i>Examiner I</i> ARMM <i>Examiner I</i> CAR <i>Examiner I</i>
	7. Cadastral Decree examiners will prepare the documents for editing and final checking.	None	3 working days	Examiners with assigned region: Region no. 1 <i>Examiner I</i> Region no. 2 <i>Examiner I</i> Region no. 3 <i>Examiner I</i>



				Region no. 4 <i>Examiner I</i>
				Region no. 5 <i>Examiner I</i>
				Region no. 6 <i>Examiner I</i>
				Region no. 7 <i>Examiner I</i>
				Region no. 8 <i>Examiner I</i>
				Region no. 9, 10 & 13 <i>Examiner I</i>
				Region no. 11 <i>Examiner I</i>
				Region no. 12 <i>Examiner I</i>
				ARMM <i>Examiner I</i>
				CAR <i>Examiner I</i>



	8. For final checking	None	3 working days	<i>Assistant Chief</i>
	9. For review and approval of the documents.	None	2 working days	<i>Chief, Cadastral Decree Section</i>
	10. For typing of decree/title	None	2 working days	<i>Administrative Staff</i>
	11. Proofreading of decree/title.	None	1 working day	<i>Examiner I</i>
	12. For review of typed decree.	None	2 working days	<i>Assistant Chief</i>
	13. For review and signature.	None	1 working day	<i>Chief, Cadastral Decree Section</i>
	14. Documents to be forwarded to Original Registration Division for approval	None	1 working day	<i>Administrative Staff</i>
	TOTAL:	NONE	20 working days	

Note:
Processing time is subject to changes depending on the following:

- 1. Volume of transactions.
- 2. Waiting for compliance to other government agencies concerned.
- 3. Availability of the examiners and signatories when they are assigned to do other official tasks.
- 4. PhiLARIS System issues (upon plotting).
- 5. From receiving of documents to Docket Division up to release of decree/title to Cadastral Decree Section.



17. ISSUANCE OF CERTIFICATION AND CERTIFIED TRUE COPY OF LRA
MEMORANDUM, CIRCULAR, AND RECORDS ON FILE

Promptly issues certification as to date of receipt of correspondence and certified true copy of Memorandum, Circulars, and records on file.

Office or Division:	Central Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form		Room 410, Central Records Section		
Government ID		BIR, Philpost, DFA, PSA, SSS, GSIS, PAG-IBIG)		
Documentary stamp		BIR		
Official receipt		Cashier - OSS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to window 16 (One-Stop-Shop) to inform the Receiving Officer of the request/concern	1. Receiving Officer informs the Officer of the Day (OD) of the request/concern	None	10 minutes	Administrative Officer IV
	2. The OD shall verify the requested record/correspondence in the system / record book.		30 minutes (old and new system)	Technical Assistant I (Monday)
				Administrative Aide IV (Tuesday)
				Records Officer I (Wednesday)



				<i>Technical Assistant I (Thursday)</i> <i>Land Reg. Examiner I (Friday)</i>
2. Pay the required fee at the Cashier located at One-Stop-Shop (OSS) showing the filled out request/billing form	3. Issue request/billing form	Certification fee - P30 Certified true copy P30 first page; PHP6 per succeeding page	10 minutes	<i>Administrative Officer IV</i>
3. Present the Official Receipt at window 16	4. Check the Official Receipt; and inform the OD of its number		10 minutes	<i>Administrative Officer IV</i>
4. Provide documentary stamp	5. Prepare the request. 5.1 For certification, attach documentary stamp and affix initial	None	15 minutes	<i>Technical Assistant I (Monday)</i> <i>Administrative Aide IV (Tuesday)</i> <i>Records Officer I (Wednesday)</i> <i>Technical Assistant I (Thursday)</i>



	5.2 For certified true copy of records on file attach and affix initial			<i>Land Reg. Examiner I (Friday)</i> <i>Technical Assistant I</i> <i>Records Officer I</i> <i>Administrative Aide II</i>
	6. Chief signs the certification/ certified true copy	None	5 minutes	<i>Chief, Central Records Section</i>
5. Receives the requested document	7. Release the certification / certified true copy	None	10 minutes	<i>Technical Assistant I (Monday)</i> <i>Administrative Aide IV (Tuesday)</i> <i>Records Officer I (Wednesday)</i> <i>Technical Assistant I (Thursday)</i>



				Land Reg. Examiner I (Friday)
TOTAL:		Certificati on fee - P30.00 Certified true copy P30 first page; P6 per succeedin g page	1 hour & 20 minutes (system encoded)	

Note: Processing time varies for old correspondence received and recorded manually

18. ISSUANCE OF CERTIFICATION/INDORSEMENT (National Commission on Indigenous Peoples)

This procedure intends to provide a uniform system of controls to ensure that all the requirements in the issuance of Certification are strictly complied and maintained. Certification of status for survey plans claimed by the ICC’s and IP’s as requested through the NCIP. Determine the land projection status of the isolated lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Original Registration Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	NCIP, ICC's, IP's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Provided by Plan Examination Section				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



No client step required for this stage. However, the client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the prepared Certification/Indorsement.	None	30 minutes	<i>Cartographer I</i> <i>Cartographer II</i>
	2. Review approves and affixes signature to the prepared Certification/Indorsement.	None	1 working day	<i>Acting Division Chief</i>
	3. Records, photocopy and releases Certification/Indorsement to authorized NCIP personnel	None	30 minutes	<i>Cartographer I</i> <i>Cartographer II</i>
TOTAL:		None	1 working day and 1 hour	

Processing time is subject to changes depending on the following:

- 25. Misrouting of documents and/or loss of documents.
- 26. Volume of transactions.
- 27. Waiting for compliance to other government agencies concerned.
- 28. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
- 29. Delay in plotting of lot due to technical issues

19. ISSUANCE OF CERTIFICATION OF STATUS (ISOLATED SURVEYS)

Certification of status for isolated surveys is issued to individuals needing this document for personal reference or as a requirement in the application for free patent in the DENR, wherein the status of the subject plan is stated based on the records on file in this Authority.

Office or Division:	Plan Examination Section
Classification:	Highly Technical



Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Upon application:		
Clear and readable copy of Approved Plan and/or Technical Description of the subject lot, duly certified by the Chief of Surveys Division, DENR – Land Management Services of the region concerned (1 certified true copy)		DENR Regional Office where the subject lot is located
Clear and readable copy of Lot Data Computation Sheet (1 certified true copy)		DENR Regional Office where the subject lot is located
Cadastral Map (CM) covering the subject lot (1 certified true copy)		DENR Regional Office where the subject lot is located
Upon claiming/release of the certification of status:		
Requesting Party / Client		
Government issued identification card		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.
Official Receipt		Cashier, One Stop Shop (OSS)
Representative		
Authorization letter / Special Power of Attorney		Requesting Party / Client being represented
Government issued identification card of the requesting party/client (1 photocopy)		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.
Government issued identification card of the representative		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.



Official Receipt		Cashier, One Stop Shop (OSS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request form at the One Stop Shop (OSS) Window 12	1. Give the request form to the client	None	15 minutes	<i>Administrative Aide IV</i> <i>Administrative Aide I</i>
2. Submit the requirements at the OSS Window 12	2. Receive the requirements and Inspect/review for completeness 2.1 Encode the client's name and address and the submitted requirements 2.2 Compute the fees and prints the Assessment and Payment Order Form 2.3 Give the Request Form and the Assessment and Payment Order Form	None	30 minutes	<i>Administrative Aide IV</i> <i>Administrative Aide I</i>



	to the client for payment of fees			
3. Pay the Certification and IT Fee	3. Accept the payment based on the Assessment and Payment Order Form 3.1 Issue the Official Receipt	IT Fee: P143.72 12% VAT: P17.25 LRA cert.: P30.00 per lot applied	15 minutes	Cashier
4. Return the Request Form and the Assessment and Payment Order Form and present Official Receipt to the PES Clerk at OSS Window 12	4. Receive s the Request Form 4.1 End orse the submitted requirement s for scanning and uploading to the computerize d system	None	1 working day	Administrative Aide IV Administrative Aide I
5. Wait for the transaction to be processed within the specified processing time, but may still opt to follow-up on his/her transaction after 10 working days in person or through phone call.	5. Scan the endorsed requirements and upload in the system. 5.1 Forw ard the transaction, together with the hardcopy of the documents to the Land Projection Section	None	1 working day 15 minutes (transaction is within the jurisdiction of LPS) 15 minutes	Administrative Staff Administrative Aide IV Administrative Aide



	(LPS) for plotting/verification of the subject lot/s.			<i>Administrative Aide</i>
	5.2 Receive hardcopy of the transaction upon endorsement from the LPS after their plotting/verification and endorse to the assigned examiner	None	10 working days	<i>Administrative Staff</i>
	5.3 Upon receipt of hardcopy and the transaction in the system, examine/analyze the plan and plotting, and conduct research of records, including records from different sections, as necessary. If subject lot is without any discrepancies in the plotting, prepare Certification of Status.			<i>Land Registration Examiner I</i>
				<i>Land Registration Examiner I</i>
				<i>Land Registration Examiner I</i>
				<i>Land Registration Examiner I</i>
				<i>Land Registration Examiner I</i>
				<i>Land Registration Examiner I</i>



	<p>However, if subject lot/s is with discrepancies in the plotting, draft letter to the concerned DENR-LMS Office for verification/correction, with copy furnished to the client. Forward transaction to the PES Checker.</p>	None	7 working days	<p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner II</i></p> <p><i>Engineer III</i></p> <p><i>Engineer II</i></p> <p><i>Engineer II</i></p>
	<p>5.4 Review transaction if ok for approval or if with corrections. If with corrections, endorse back to PES Examiner. If without corrections, forward transaction to printing queue if Certification of Status is approved. If letter to DENR, sign printed letter and endorse</p>		30 minutes	<p><i>Administrative Aide IV</i></p> <p><i>Administrative Staff</i></p>



	to PES Clerk for mailing. 5.5 Print Certification of Status and give to the Examiner and Checker for signature / mail DENR letter			
6. Receive Certification of Status or copy of letter to DENR, whichever is applicable. See checklist of requirements upon claiming/release. Sign the logbook of released certifications.	6. Release Certification of Status or give copy of letter to DENR, whichever is applicable. 6.1 Stamp the Official Receipt "released" and indicate the date of release 6.2 Give the logbook of released certifications	None	30 minutes	<i>Administrative Aide IV</i> <i>Administrative Aide I</i> <i>Administrative Staff</i> <i>Administrative Aide VI</i> <i>Administrative Staff</i>
	TOTAL:	P190.97 (for 1 lot)	19 working days, 2 hours, and 30 minutes	

A transaction’s total processing time may be affected by the following factors:



- 1. When the subject lot has a very large area and an extensive examination and research is needed
- 2. Unavailability of records/references
- 3. System down time
- 4. Bulk of incoming transactions
- 5. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.

20. ISSUANCE OF CERTIFICATION OF STATUS NATIONAL COMMISSION ON
INDIGENOUS PEOPLES (NCIP)

Certification of status for survey plans claimed by the ICCs and IPs as requested through the NCIP.

Office or Division:	Plan Examination Section	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	NCIP, ICCs, IPs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Upon application:		
Clear and readable copy of the Survey Plan of the subject lot, duly signed by the Director of the Ancestral Domains Office, NCIP (1 sepia copy)		NCIP
Clear and readable copy of Lot Data Computation Sheet (1 certified true copy)		NCIP
Upon claiming/release of the certification of status:		
Requesting Party / Client		
Government issued identification card		Post Office, DFA, LTO, SSS, GSIS, Pag-IBIG, etc.



Official Receipt		Cashier, One Stop Shop (OSS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request form at the One Stop Shop (OSS) Window 12	1. Give the request form to the client	None	15 minutes	<i>Administrative Aide IV</i> <i>Administrative Aide I</i>
2. Submit the requirements at the OSS Window 12	2. Receive the requirements and Inspect/review for completeness 2.1 Encode the client's name and address and the submitted requirements 2.2 Compute the fees and prints the Assessment and Payment Order Form 2.3 Give the Request Form and the Assessment and Payment Order Form to the client for payment of fees	None	30 minutes	<i>Administrative Aide IV</i> <i>Administrative Aide I</i>
3. Pay the Certification and IT Fee	3. Accept the payment based on the Assessment and Payment Order Form	IT Fee: P143.72 12% VAT: P17.25 LRA cert.:		<i>Cashier</i>



	3.1 Issue the Official Receipt	P30.00 per lot applied	15 minutes	
4. Return the Request Form and the Assessment and Payment Order Form and present Official Receipt to the PES Clerk at OSS Window 12	<p>4. Receive s the Request Form</p> <p>4.1 Endorse the submitted requirements for scanning and uploading to the computerized system</p>	None	1 working day	<p><i>Administrative Aide IV</i></p> <p><i>Administrative Aide I</i></p>
5. Wait for the transaction to be processed within the specified processing time, but may still opt to follow-up on his/her transaction after 10 working days in person or through phone call.	<p>5. Scan the endorsed requirements and upload in the system.</p> <p>5.1 Forward the transaction, together with the hardcopy of the documents to the Land Projection Section (LPS) for plotting/verification of the subject lot/s.</p> <p>5.2 Receive hardcopy of the transaction upon endorsement from the LPS after their plotting/verification and endorse to the assigned examiner</p>	None	<p>1 working day</p> <p>15 minutes (transaction is within the jurisdiction of LPS)</p> <p>15 minutes</p>	<p><i>Administrative Staff</i></p> <p><i>Administrative Aide IV</i></p> <p><i>Administrative Aide</i></p> <p><i>Administrative Staff</i></p> <p><i>Administrative Aide VI</i></p> <p><i>Administrative Staff</i></p>



	<p>5.3 Upon receipt of hardcopy and the transaction in the system, examine/analyze the plan and plotting, and conduct research of records, including records from different sections, as necessary. If the subject lot is without any discrepancies in the plotting, prepare Certification of Status. However, if subject lot/s is with discrepancies in the plotting, draft Indorsement addressed to the NCIP. Forward transaction to the PES Chief.</p>	<p>None</p>	<p>10 working days</p>	<p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p>
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			7 working days	
	5.4 Review transaction if okay for approval or if with corrections. If with corrections, endorse back to PES Examiner. If without corrections, forward the transaction to the ORD Chief for further review.		15 minutes.	Engineer III
		None	15 minutes	Administrative Aide IV
	5.5 If the transaction has been checked by the ORD Chief and is with corrections, endorse back to PES Examiner. If without corrections, forward transaction to the printing queue for printing of Certification of Status.		15 minutes	Administrative Staff
			15 minutes	Administrative Aide IV
				Administrative Aide I
				Administrative Staff
	5.6 Print Certification of Status and give			Administrative Aide VI



	to the Examiner and PES Chief for signature. 5.7 Endorse Certification of Status to ORD Chief for signature.			<i>Administrative Staff</i>
	TOTAL:	P190.97 (for 1 lot)	19 working days, 2 hours, and 30 minutes	

21. ISSUANCE OF CERTIFICATE OF NO LAND HOLDINGS

Office or Division:	Document and Index Section, Docket Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Client		
Who may Avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Principal			
Barangay Clearance (1 original copy, within 6 months from date of issue)		Barangay Hall	
Certification/Clearance from Municipal Assessor’s Office (1 original Copy, within 6 months from the date of issue)		Municipal Assessor’s Office	



Government Issued Identification Card (1 Original and 1 photocopy, with picture and complete address)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, and Barangay Hall, Municipal Hall			
Representative				
Barangay Clearance (1 original copy, within 6 months from date of issue)	Barangay Hall			
Certification/Clearance from Municipal Assessor's Office (1 original Copy, within 6 months from the date of issue)	Municipal Assessor's Office			
Government Issued Identification Card of the Principal and Representative (1 Original and 1 photocopy, with picture and complete address)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, and Barangay Hall, Municipal Hall			
Authorization Letter	Requesting party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit Request Form	1.1 Receives and checks details of request form if properly filled up and verify from records if the requesting party has a property in his/her name 1.2 Encodes and Issues bill of payment	None	5 minutes	<i>Administrative Aide II</i> <i>Administrative Aide IV</i>
2. Pays Certification Fee at the Cashier (OSS)	2. Receives payment from the requesting party and issues official receipt	IT Fee – PHP 143.72 12% VAT – PHP 17.25	10 minutes	<i>Cashier (OSS)</i>



		LRA Cert. Fee – PHP 33.00		
3. Submits official receipt (Room 105)	3.1 Receives and checks details of official receipt			<i>Administrative Aide II</i>
	3.2 Encodes certification in the system			<i>Administrative Aide IV</i>
	3.3 Check and approves encoded certification in the system			<i>Records Officer III</i>
	3.4 Prints and signs verification portion of the certification	None	15 minutes	<i>Records Officer II</i> <i>Records Officer III</i> <i>Administrative Aide IV</i>
	3.5 Signs Certification			<i>Records Officer III</i>



				<i>Records Officer II</i>
				<i>Records Officer IV</i>
4. Receives the certification	4. Releases certification	None	5 minutes	<i>Administrative Aide II</i>
TOTAL:		PHP 190.97	35 minutes	

22 .ISSUANCE OF CERTIFIED TRUE COPY OF APPROVED SURVEY PLANS

This service intends to provide for timely issuance of the Certified True Copy of Approved Survey Plans (ASP).

Office or Division:	Information and Communications Technology Division		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may Avail:	Transacting Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Approved Survey Plan Request Form (ASPRF) LS-SVS.FRM.2016.003 (1 original)		LRA One-Stop-Shop Front Desk	



Valid identification card with photo of the requestor / presenter. (1 original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, other government agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely accomplished ASPRF and submit together with the documentary requirements at Window 7 or 8	1. Verify the availability of the requested ASP in the database *Make sure that the documentary requirements are presented b. If unavailable, remark “No Record” in the ASPRF and return it to the client together with all the documentary requirements c. If available, encode the details in the system and print the Assessment Form and Payment Order (AFPO)	None	15 minutes	<i>Admin. Asst. III</i> <i>Administrative Staff</i> <i>Administrative Staff</i>
2. Receive the AFPO and pay the necessary fees at Window 5 (Cashier Counter)	2. Issue the Official Receipt (OR)	PHP 208.97	10 minutes	<i>Administrative Officer I</i> <i>Admin. Aide VI</i> <i>Administrative Staff</i>



3. Present the OR and AFPO at Window 9	3. Print and release the Certified True Copy of ASP together with the Acknowledgment Slip (AS)	None	20 minutes	<i>Admin. Asst. III</i> <i>Administrative Staff</i> <i>Administrative Staff</i>
4. Receive the requested Certified True Copy of ASP at Window 9 and affix signature to the log book and AS	4. File the AS and photocopy of the ID of the Client	None	5 minutes	<i>Admin. Asst. III</i> <i>Administrative Staff</i> <i>Administrative Staff</i>
TOTAL:		P208.97	50 minutes	

23. ISSUANCE OF CERTIFIED TRUE COPY OF MICROFILMED TITLE

This service aims for a timely issuance of certified true copy (CTC) of microfilmed title and a certification of non-availability when no record is available.

Office or Division:	Information and Communications Technology Division	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	Transacting Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



1. External Request Form OAICTD.FRM.2016.006 (1 original) with Plan Number and Property Location (Province/City/Municipality)		LRA One-Stop-Shop Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely accomplished External Request Form (ERF) together with the documentary requirements at Window 2 (Priority Lane) or 3 (Regular)	1. Verify the availability of the requested title in the PHILARIS database or Microfilm database *Make sure that the documentary requirements are presented	None	10 minutes	<i>Information System Researcher II</i> <i>Cartographer I</i> <i>Information Technology Officer II (Issuance of Certification of Non-Availability)</i>
a. If available in the PHILARIS database, follow the process on the Issuance of CTC of Titles	a. If available in the PHILARIS database, refer the client to the process on Issuance of CTC of Titles			<i>Information System Researcher II</i>
b. If the requested title is unavailable, draft a letter requesting for issuance of certification of non-availability of title (optional)	b. If unavailable in the Microfilm database, issue a certification of non-availabilit y of title upon request c. If available in the Microfilm database, compute for necessary fees and			<i>Cartographer I</i>



	indicate in the ERF			
2. Pay the necessary fees at Window 5 (Manual Official Receipt)	2. Issue the Official Receipt (OR)	PHP 42.00 For the 1 st 2 pages plus PHP 9.00 for every succeeding page	2 minutes	<i>Administrative Officer I</i> <i>Admin. Aide VI</i> <i>Administrative Staff</i>
3. Present the OR and ERF at Window 2	3. Print and stamp the copy of microfilmed title for evaluation and signature of the Approving Authority	None	30 minutes	Printing and stamping: <i>Information System Researcher II</i> <i>Cartographer I</i> Evaluation and Signature: <i>Information Technology Officer II</i> <i>Deputy Administrator</i>



4. Receive the copy of microfilmed title at Window 4 and affix signature in the ERF	4. File the ERF and the request letter for issuance of certification of non-availability of title, as applicable	None	5 minutes	<i>Information System Researcher II</i>
TOTAL:		PHP 42.00 For the 1st 2 pages plus PHP 9.00 for every succeeding page	47 minutes	

Note: Processing time is for 1 client being served at one time. Queuing time not included.

24. ISSUANCE OF CERTIFIED TRUE COPY OF NARRATIVE TECHNICAL DESCRIPTION

Ensure to issue Certified True Copy of Narrative Technical Description

Office or Division:	Subdivision and Consolidation Division: Vault Section	
Classification:	Complex Transaction	
Type of Transaction:	Government to Citizen	
Who may Avail:	Transacting Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished assessment form		LRA One-Stop-Shop



Electronic copy of LRA/LRC Approved Plan				
Additional requirement				
For Reconstitution: Tax Declaration from the Assessor’s Office				
For Registration: Certified True Copy of Title (at least 6 months)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request form including the required documents	1. Received request form and supporting documents.		1 working day	Technical Assistant I
	1.1 Check the requested Plan in the system including the supporting documents.			Technical Assistant I Administrative Aide IV
	2. Entry request Certified True Copy of Narrative Technical Description a. Print assessment form			Technical Assistant I Technical Assistant I Administrative Aide IV



2. Submit the assessment form to the cashier for payment of fees	3. Received assessment form including the required fee of the requested document	Php195.97		Cashier
3. After payment, submit the OR and assessment form to the entry clerk for recording	4. Record the OR number in the assessment form including the Lot requested.			Technical Assistant I Technical Assistant I Administrative Aide IV
	5. Record, Scan documents & upload in the system.			Technical Assistant I
	6. Manual distribution of CCV & assigning to the Encoders		1 working day	Technical Assistant I
	7. Examine submitted documents 7.1. Encoding of Technical Description 7.2. Research adjoining Lots of the subject Lot/s		3 working days	Admin. Aide VI Technical Assistant I
	8. Verifies & Proofs read the Technical Description (Y/N)		1 working day	Engineer III



	Approved Technical Description and Send for Printing			
	9. Print the approved Certified True Copy of Technical Description			<i>Technical Assistant I</i>
	110. Affixing Signature by the verifying staff 10.1 Affixing signature of the approver			<i>Examiner I & Engineer III</i>
	11. Scanning & uploading of Approved Certified True Copy of Technical Description		1 working day	<i>Technical Assistant I</i>
4. Received OR, requested Certified Copy of Technical Description and Electronic Copy of Approved Plan	12. Issues Certified True Copy of Technical Description, O.R. & the submitted Electronic Copy of approved Plan 12.1 Requires transacting public to sign in the log sheet			<i>Administrative Staff & Examiner 1</i>
TOTAL:		P195.97	8 working days	



25. ISSUANCE OF CERTIFIED TRUE COPY (CTC) OF TITLE

This service intends to provide for timely issuance of certified true copy of title at CO-Kiosk

Office or Division:	Information and Communications Technology Division			
Classification:	Simple (PHILARIS Titles) / Complex (Converted Titles)			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Request Form OAICTD.FRM.2016.007 (1 original) with Title number, Owner’s Name, Property Location (Province/City/Municipality)		LRA One-Stop-Shop Front Desk		
Valid identification card with photo of the requestor / presenter. (1 original)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, other government agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely accomplished External Request Form (ERF) together with the documentary requirements at Window 2 (Priority Lane) or 3 (Regular)	1. Verify the availability of the requested title/s in the database *Make sure that the documentary requirements are presented 1.1. If unavailable, remark “No Record” in the ERF and return it to the client together with all the	None	15 minutes	Administrative Staff Administrative Staff Administrative Staff



	<p>documentary requirements</p> <p>1.2. If available, encode the details in the system and print the Assessment Form and Payment Order (AFPO)</p>			
<p>2. Receive the AFPO and pay the necessary fees at Window 1 (Cashier Counter)</p>	<p>2. Issue the Official Receipt (OR)</p>	<p>PHP 644.97 (outside the local RD) and PHP 196.97 (for local RD) for the first 2 pages + PHP 38.19 for every succeeding pages.</p>	<p>10 minutes</p>	<p><i>Admin. Asst. I</i></p> <p><i>Admin. Aide III</i></p>
<p>4. Present the OR and AFPO at Window 3 or 4</p>	<p>3. Approve the request</p> <p>3.1. Print and release the Certified True Copy of Title (CTC) together with the Acknowledgment Slip (AS)</p>	<p>None</p>	<p>1 working day (For PHILARIS Titles)</p> <p>3 working days (For Converted Titles)</p>	<p><i>Information Technology Officer II</i></p> <p><i>Information System Researcher II</i></p>



				<i>Information System Researcher II</i> Records Officer of Host RD (Approval for Converted Title) For Printing of CTC: <i>Administrative Staff</i> <i>Administrative Staff</i>
5. Receive the requested CTC at Window 4 and affix signature in the log book and AS 5.1 For representatives, present the authorization letter and photocopy of both the presenter’s and representative’s valid ID	4. File the AS, authorization letter and photocopies of the valid IDs	None	5 minutes	<i>Administrative Staff</i> <i>Administrative Staff</i>
TOTAL:		P644.97 (outside the local RD) and P196.97 (for local	1 working day and 30 minutes (For PHILARIS Titles)	



	RD) for the first 2 pages + P38.19 for every succeeding pages.	3 working days and 30 minutes (For Converted Titles)	
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Note: Processing time is for 1 client being served at one time. Queuing time not included.

26. ISSUANCE OF DECREE OF REGISTRATION CADASTRAL PROCEEDINGS

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. The procedure stated below covers the activities from the Cadastral Decree Section. Then forwarded to the Original Registration Division for final review and approval of the Division Chief.

Office or Division:	Original Registration Division			
Classification:	Complex Transactions			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by Docket Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, the client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the prepared Title/ Decree to ORD Book	None	30 minutes	Cartographer I Cartographer II
	2. Review and affixes initial to the prepared Title/ Decree.	None	2 working days	Acting Assistant Division Chief



	3. Final review and affixes signature to the prepared Title/ Decree.	None	2 working days	Acting Division Chief
	4. Records to ORD Book and forwards the prepared Title/Decree with photocopy of pertinent documents to Land Registration Operations Services for Director's approval.	None	30 minutes	Cartographer I Cartographer II
TOTAL:		None	4 working days and 1 hour	

- Processing time is subject to changes depending on the following:
- 30. When the subject lot has a very large area and an extensive examination and research is needed
 - 31. Unavailability of records/references
 - 32. System down time
 - 33. Bulk of incoming transactions
 - 34. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.

27. ISSUANCE OF DECREE OF REGISTRATION ORDINARY LAND REGISTRATION PROCEEDING (MANUAL AND COMPUTERIZED PROCESS)

The procedure stated below covers the activities of the Plan Examination Section only, upon receipt of the transaction in the computerized system and the Expediente from the Docket Division or the Land Projection Section.

Office or Division:	Plan Examination Section
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Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Applicants of land registration through judicial proceedings			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by the Docket Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No client step required for this stage. However, the client has the option to follow up on the status of the application in this Office or to the Court concerned.	1. Receive, record in the logbook, and index the Expediente.	None	30 minutes	Administrative Aide IV
	1.1 Endorse the Expediente for examination to the Examiner assigned.			Administrative Aide
				Administrative Staff
				Administrative Aide VI
				Administrative Staff
	2. Examine the plan/s and other pertinent documents attached to the case.			Land Registration Examiner I



	<p>2.1 Prepare a Report to Court stating the result of the examination done. If with clarifications about the case, or if with discrepancies on the subject lot/s, or if with lacking requirements, prepares letter/s to the government agency concerned or to the Court, copy furnished to the applicant.</p> <p>2.2 For cases wherein all requirements prior to the issuance of decree are satisfied and are attached to the Expediente, and no discrepancies exist on the subject plan, recommend for "Okay" and sign the plan.</p> <p>2.3 Endorse transaction and the Expediente to</p>	None	12 working days	<p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p> <p><i>Land Registration Examiner I</i></p>
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	PES Chief for checking.			
	<p>3. Check draft Report to Court and/or letter/s. If with corrections, return transaction to Examiner, if none, sign initials on the Report and/or letter/s and endorse transaction to ORD Chief for final checking.</p> <p>3.1 For cases that are recommended for “Okay”, conduct final examination of the Expediente and plan. If with corrections, return transaction to Examiner, if none, sign plan and endorse transaction to ODS for encoding of decree.</p>	None	7 working days and 7 hours	<p><i>Engineer III</i></p> <p><i>Engineer II</i></p>
	4. Record in the logbook, endorse to the proper Division or Section, and index the Expediente.	None	30 minutes	<i>Administrative Aide IV</i>



				Administrative Aide
				Administrative Staff
				Administrative Aide VI
				Administrative Staff
	TOTAL:	None	20 working days	

- A transaction’s total processing time may be affected by the following factors:
1. When the subject lot has a very large area and an extensive examination and research is needed
 2. Unavailability of records/references
 3. System down time
 4. Bulk of incoming transactions
 5. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.

28. ISSUANCE OF DECREE OF REGISTRATION ORDINARY PROCEEDINGS
(MANUAL & E-ORD PROCESS)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. The procedure stated below covers the activities from the Ordinary Decree Section, upon receipt of the transaction in the computerized system and the Expediente from the Ordinary Decree Section. Then forwarded to the Original Registration Division for final review and approval of the Division Chief.

Office or Division:	Original Registration Division
Classification:	Complex Transactions
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government



	G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Provided by Docket Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, the client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and record the prepared Title/ Decree to ORD Book	None	30 minutes	<i>Cartographer I</i> <i>Cartographer II</i>
	2. Review and affixes initial to the prepared Title/ Decree.	None	2 working days	<i>Acting Assistant Division Chief</i>
	3. Final review and affixes signature to the prepared Title/ Decree.	None	2 working days	<i>Acting Division Chief</i>
	4. Records to ORD Book and forwards the prepared Title/Decree with expediente to Land Registration Operations Service for Directors approval	None	30 minutes	<i>Cartographer I</i> <i>Cartographer III</i>
	TOTAL	None	4 working days and 1 hour	

- Processing time is subject to changes depending on the following:
- 35. When the subject lot has a very large area and an extensive examination and research is needed
 - 36. Unavailability of records/references



- 37. System down time
- 38. Bulk of incoming transactions
- 39. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.

29. ISSUANCE OF DECREE OF REGISTRATION PROCEEDINGS REPORTS AND LETTERS (FROM CADASTRAL DECREE SECTION)

This procedure intends to provide a uniform system of controls to ensure that all the requirements of PD 1529 and other related laws are strictly complied and maintained. The procedure stated below covers the activities from the Plan Examination Section, upon receipt of the transaction in the computerized system and the Expediente from the Docket Division or the Land Projection Section. Then forwarded to the Original Registration Division for final review and approval of the Division Chief.

Office or Division:		Original Registration Division		
Classification:		Complex Transactions		
Type of Transaction:		G2C - Government to Citizen G2G - Government to Government G2B - Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Provided by the Docket Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, the client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and records folder with prepared report/manifestation/comment	None	30 minutes	Cartographer I Cartographer II
	2. Review and affixes initial to the prepared report/manifestation/comment.	None	2 working days	Acting Assistant Division Chief
	3. Final review and affixes signature to the prepared report/manifestation/comment.	None	2 working days	Acting Division Chief



	4. Check, records and forwards the report/ manifestation/ comment with pertinent documents to Land Registration Operations services for Director’s approval.	None	30 minutes	Cartographer I Cartographer II
	TOTAL	None	4 working days and 1 hour	

Note: For transaction of complete documents.

- Processing time is subject to changes depending on the following:
- 40. When the subject lot has a very large area and an extensive examination and research is needed
 - 41. Unavailability of records/references
 - 42. System down time
 - 43. Bulk of incoming transactions
 - 44. When examiners and checkers are assigned to do other official tasks and business, such as but not limited to committee activities, meetings, verification surveys, and attending court hearings as ordered by the Court.

30. ISSUANCE OF MICROFILM COPY OF DECREE OF REGISTRATION, PHOTOCOPY/CERTIFIED COPY OF LAND RECORDS IN ORDINARY AND/OR CADASTRAL CASE (DOCUMENTS)

Office or Division:	Vault Section, Docket Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client	
Who may Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Information Form/Request Form Photocopy of any government issued ID		Docket Vault Section



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up and submit Information Form	1. Receives Information Form/Request Form and verify if Land Record is available. If available issues request form	None	1 minute	<i>Administrative Aide III</i> <i>Administrative Aide IV</i> <i>Administrative Aide VI</i>
2. Fills up Request Form	2. Receives Request Form and issues bill of payment	None	2 minutes	<i>Administrative Aide III</i> <i>Administrative Aide IV</i> <i>Administrative Aide VI</i>



3. Pays Issuance/ Certification Fee at the Cashier	3. Receives payment from client and issue official receipt	Document: Certification fee – PHP 30.00 Issuance fee - PHP3.00 *PHP9.00/ succeeding page	10 minutes	Cashier (OSS)
4. Presents official receipt to the staff	4. Receives and checks Official Receipt. Retrieve records from file and print documents requested 5. Section Chief evaluates and signs document requested for certification as true copy	None	3 minutes	<div>Administrative Aide III</div> <div>Administrative Aide IV</div> <div>Administrative Aide VI</div> <div>Section Chief</div>
5. Receives the requested photocopy/ certified copy of land records	5. Release photocopy/ certified copy of documents requested such as decrees, plans, technical description & other documents	None	2 minutes	<div>Administrative Aide III</div> <div>Administrative Aide IV</div>



	pertaining to land record request			Administrative Aide VI
TOTAL:		P33.00 P9.00 /succeedin g page	18 minutes	

31. ISSUANCE OF PHOTOCOPY/CERTIFIED COPY OF LAND RECORDS IN ORDINARY AND/OR CADASTRAL CASE (PLANS)

Office or Division:	Vault Section, Docket Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Information Form/Request Form Photocopy of any government issued ID		Docket Vault Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up and submit Information Form	1. Receives Information Form/ Request Form and verify if Land Record is available. If available issues request form	None	1 minute	Administrative Aide III Administrative Aide IV



				<i>Administrative Aide VI</i>
2. Fills up Request Form	2. Receives Request Form and issues bill of payment	None	2 minutes	<i>Administrative Aide III</i> <i>Administrative Aide IV</i> <i>Administrative Aide VI</i>
3. Pays Issuance/ Certification Fee at the Cashier	3. Receives payment from client and issue official receipt	Plan: Certification fee – PHP 42.00/plan	10 minutes	<i>Cashier (OSS)</i>
4. Presents official receipt to the staff	4. Receives and checks Official Receipt. Retrieve records from file and print documents requested 4.1 Section Chief evaluates and signs	None	3 minutes	<i>Administrative Aide III</i> <i>Administrative Aide IV</i> <i>Administrative Aide VI</i>



	document requested for certification as true copy			Section Chief
5. Receives the requested photocopy/ certified copy of land records	5. Release photocopy/ certified copy of documents requested such as decrees, plans, technical description & other documents pertaining to land record request	None	2 minutes	Administrative Aide III Administrative Aide IV Administrative Aide VI
TOTAL:		PHP 42.00	18 minutes	

32. LAND PROJECTION OF CCV CADASTRAL LOTS SURVEY

Determine the land projection status of the Cadastral lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
None		None



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage.	<p>1. Upon receiving the Hard copies from Cadastral Decree Section (room 203) By the Frontliner Cartographers</p> <p>1.1. Record the received hardcopy in incoming Logbook</p> <p>1.2. Trace the CCV EPEB no. of the client (ex. E-CCV-2019-012345) seen on the Upper right of the Receipt.</p> <p>1.3. Assign the Transaction on the respective Cartographers</p>	None	1 working day	<p>ADA IV</p> <p>Cartographer I</p> <p>Cartographer I</p> <p>Frontliner Cartographer I</p>
None	<p>2. Distribute the Hard copies to Unit Cartographer by the Frontliner Cartographers</p> <p>2.1. Received the Hard copies of Transaction</p> <p>2.2. Write the transaction Number on the Monitoring sheet.</p>	None	9 working days	<p>Cartographers and their respective work assignment based on the ending of the EPEB number , is as follows:</p> <p>Ending in number One (1).</p> <p>Cartographer I</p> <p>Cartographer I</p>



	<p>2.3. Encode the Technical Description in PhilARES System.</p> <p>2.4. Examine the projected subject lot (if Record No. are available get the Record No. of Vault Room 106 for Examination)</p> <p>2.5. Encode the initial findings.</p> <p>2.6. Pass the Transaction for the next step with the hard copies to the assign Unit Head.</p>		<p>Ending in number Two (2).</p> <p><i>Cartographer II</i></p> <p><i>Cartographer I</i></p> <p>Ending in number Three (3).</p> <p><i>Cartographer II</i></p> <p><i>Cartographer II</i></p> <p>Ending in number Four (4).</p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p> <p>Ending in number Five (5).</p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p> <p>Ending in number Six (6).</p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p>
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				<p>Ending in number Seven (7).</p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p>
				<p>Ending in number Eight (8).</p> <p><i>Cartographer I</i></p> <p><i>Cartographer II</i></p>
				<p>Ending in number Nine (9).</p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p>
				<p>Ending in Zero (0).</p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p>
				<p>Any Number</p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p>



				CARP TRANSACTION Clerk II Utility Worker II Clerk II Messenger II
	<p>3. Assign to LPS Chief along with the Hard Copy/ies</p> <p>3.1. Record the received Hard copies on the Monitoring Sheet.</p> <p>3.2. Re-check, Re-verify and Re-examine the finding of the Unit Head.</p> <p>3.3. The LPS chief will send the transaction to Cadastral Decree Section (room 203), for the examination.</p> <p>3.4. Hard copies of Transaction will return to the Frontliners Cartographers</p>	None	9 working days	<p><i>LPS Chief and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Numbers Ending in:</p> <p>1 Cartographer I</p> <p>2 Cartographer I</p> <p>3 Cartographer III</p> <p>4 Cartographer II</p> <p>5 Cartographer I</p> <p>6 Cartographer II</p>



				<div>7 Cartographer II</div> <div>8 Cartographer I</div> <div>9 Cartographer I</div> <div>0 Cartographer IV</div> <div>Any transactions Cartographer III LPS Acting Chief</div> <div>CARP TRANSACTION All LPS Chief</div>
	4. Listing of all Finish Hard Copies on the Out-Going Log book and return it back to Cadastral Decree Section (room 203)	None	1 working day	<div>ADA IV</div> <div>Cartographer I</div> <div>Cartographer I</div>



				Frontliner Cartographer I
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Assigned work on Cartographer/s may vary if the responsible Cartographer/s is/are absent or on leave, the Frontliner Cartographers will pass the transaction on the next last ending number of the EPEB Transaction Number.
- EPEB No. are located at the right side of the official receipt of the client.

33. LAND PROJECTION ON CCV NCIP

Determine the land projection status of the Isolated lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	ICCP’s AND NCIP’s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Upon receiving the Hard copies from Plan Examination Section (room 104) By the Frontliner Cartographers	None	1 working day	Frontliner (Cartographer-I) Frontliner (Cartographer-I)

	<p>1.1. Record the received hardcopy in incoming Logbook</p> <p>1.2. Trace the CCV</p> <p>EPEB no. of the client (ex. E-CCV-2019-01 2345) seen on the Upper right of the Receipt.</p> <p>1.3. Assign the Transaction on the respective Cartographers</p>			<p><i>Frontliner (Cartographer-I)</i></p>
<p>None</p>	<p>2. Distribute the Hard copies to Unit Cartographer by the Frontliner Cartographers</p> <p>2.1. Received the Hard copies of Transaction</p> <p>2.2. Write the transaction Number on the Monitoring sheet.</p> <p>2.3. Encode the Technical Description in PhilARES System.</p> <p>2.4. Examine the projected subject lot (if Record No. are available get the Record No. of Vault Room</p>	<p>None</p>	<p>8 working days (upon receiving of hard copies)</p>	<p><i>Cartographers and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Ending in number One (1).</p> <p><i>(Cartographer I)</i></p> <p><i>(Cartographer I)</i></p> <p>Ending in number Two (2).</p> <p><i>(Cartographer II)</i></p> <p><i>(Cartographer I)</i></p>



	106 for Examination)			Ending in number Three (3). <i>(Cartographer I)</i> <i>(Cartographer II)</i> Ending in number Four (4). <i>(Cartographer II)</i> <i>(Cartographer I)</i> Ending in number Five (5). <i>(LRE-1)</i> <i>(Cartographer I)</i> Ending in number Six (6). <i>(Cartographer I)</i> <i>(Cartographer I)</i> <i>(Cartographer-I)</i> Ending in number Seven (7). <i>(Cartographer I)</i>
	2.5. Encode the initial findings.			
	2.6. Pass the Transaction for the next step with the hard copies to the assign Unit Head.			



				<p>(LRE-1)</p> <p>(Cartographer II)</p> <p>Ending in number Eight (8).</p> <p>(Cartographer I)</p> <p>(Cartographer I)</p> <p>(Cartographer I)</p> <p>Ending in number Nine (9).</p> <p>(Cartographer I)</p> <p>(LRE-1)</p> <p>Ending in Zero (0).</p> <p>(Administrative Officer IV)</p> <p>(Cartographer II)</p> <p>CARP TRANSACTION</p> <p>(Cartographer I)</p>
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				<i>(Accounting Clerk III)</i> <i>(Cartographer I)</i> <i>(Cartographer I)</i>
None	<p>3. Assigned transaction to Unit Head along with the hard copy/ies</p> <p>3.1. Record the received Hard copies on the Monitoring Sheet.</p> <p>3.2. Check, verify and re-examine the Encoded Technical Description and the findings of the Unit Cartographers. (If Unit head see any discrepancy on the finding of the Cartographer, the transactions will be return to the Unit Cartographers)</p> <p>3.3. Encode the findings.</p> <p>3.4. Pass the transaction in LPS Chief for Verification along with the hard copies.</p>	None	5 working days	<i>Unit Head and their respective work assignment based on the ending of the EPEB number, is as follows:</i> Ending in number One (1). <i>(Cartographer I)</i> Ending in number Two (2). <i>(Cartographer I)</i> Ending in number Three (3). <i>(Cartographer IV)</i> <i>(Cartographer I)</i>



				<p>Ending in number Four (4).</p> <p><i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p><i>(Cartographer I)</i></p> <p>Ending in number Six (6).</p> <p><i>(Cartographer I)</i></p> <p>Ending in number Seven (7).</p> <p><i>(Cartographer II)</i></p> <p>Ending in number Eight (8).</p> <p><i>(Cartographer II)</i></p> <p>Ending in number Nine (9).</p> <p><i>(Cartographer II)</i></p> <p>Ending in Zero (0).</p> <p><i>(Cartographer I)</i></p>
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None	<p>4. Assign to LPS Chief along with the Hard Copy/ies</p> <p>4.1. Record the received Hard copies on the Monitoring Sheet.</p> <p>4.2. Re-check, Re-verify and Re-examine the finding of the Unit Head.</p> <p>4.3. The LPS chief will send the transaction to the Plan Examination Section (room 104), for the examination.</p> <p>4.4. Hard copies of Transaction will return to the Frontliners Cartographers</p>	None	5 working days	<p><i>LPS Chief and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Numbers Ending in:</p> <p>1 and 2: (Cartographer IV)</p> <p>3 and 4: (Cartographer III)</p> <p>5 and 6: (Engr. III) LPS Assistant Chief</p> <p>7 and 8: (Cartographer III)</p> <p>9 and 0: (Cartographer I)</p> <p>Any number: (Engr. II) LPS Chief (LRE I)</p>
None	5. Listing of all Finish Hard Copies on the Out-Going Log book and return it back to	None	1 working day	<p><i>Frontliner (Cartographer-I)</i></p>



	Plan Examination Section (room 104)			<i>Frontliner (Cartographer-I)</i> <i>Frontliner (Cartographer-I)</i>
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Assigned work on Cartographer/s may vary if the responsible Cartographer/s is/are absent or on leave, the Frontliner Cartographers will pass the transaction on the next last ending number of the EPEB Transaction Number.
- EPEB No. are located at the right side of the official receipt of the client.

34. LAND PROJECTION ON E-JAT AND E-AAT

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



None	1. Unit Cartographers	None	8 working days (upon receiving of hard copies)	<i>Cartographers and their respective work assignment based on the ending of the E-JAT and E-AAT Number, is as follows:</i>
	1. .1 Encode the Technical Description			Ending in number One (1).
	1.2. Examine the projected subject Lots.			<i>(Cartographer I)</i>
	1.3. Encode the initial findings/ Remarks			Ending in number Two (2).
				<i>(Cartographer II)</i>
				Ending in number Three (3).
				<i>(Cartographer II)</i>
				Ending in number Four (4).
				<i>(Cartographer II)</i>
				Ending in number Five (5).
				<i>(Cartographer II)</i>
				Ending in number Six (6).

				<p>(Cartographer II)</p> <p>(Cartographer I)</p> <p>Ending in number Seven (7).</p> <p>(Cartographer III)</p> <p>Ending in number Eight (8).</p> <p>(Cartographer II)</p> <p>Ending in number Nine (9).</p> <p>(Cartographer I)</p> <p>Ending in Zero (0).</p> <p>(Cartographer II)</p>
None	<p>2. Assign to LPS Chief or Assistant Chief along with the hard copy/ies</p> <p>2.1 Check and Verify the encoded data and findings of the Unit Cartographers.</p>	None	10 working days	<p><i>Cartographer III</i> <i>LPS Acting Chief</i></p> <p><i>Cartographer IV</i></p>



	2.2 The documents will return to the Frontliner Cartographers			
None	3. Listing of all finish documents on the Out-Going Log book and return it to Cadastral Decree Section (Room 203)	None	1 working day	ADA IV Cartographer I Cartographer I Frontliner Cartographer I
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- E-JAT and E-AAT Number are written on the front cover of the Folders along with the documents needed by the Cartographers and Examiners. (Example: E-JAT-2010000001/
E-AAT-2010000001)



35. LAND PROJECTION OF ISOLATED LOTS SURVEY

Determine the land projection status of the Isolated lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage	1. Upon receiving the Hard copies from Plan Examination Section (room 104) By the Frontliner Cartographers	None	1 working day	ADA IV
	1.1. Record the received hardcopy in incoming Logbook			Cartographer I
	1.2. Trace the CCV EPEB no. of the client (ex. E-CCV-2019-0 12345) seen on the Upper right of the Receipt.			Cartographer I
	1.3. Assign the Transaction on the respective Cartographers			Frontliner Cartographer I

None	<p>2. Distribute the Hard copies to Unit Cartographer by the Frontliner Cartographers</p> <p>2.1. Received the Hard copies of Transaction</p> <p>2.2. Write the transaction Number on the Monitoring sheet.</p> <p>2.3. Encode the Technical Description in PhilARES System.</p> <p>2.4. Examine the projected subject lot (if Record No. are available get the Record No. of Vault Room 106 for Examination)</p> <p>2.5. Encode the initial findings.</p> <p>2.6. Pass the Transaction for the next step with the hard copies to the assign Unit Head.</p>	None	9 working days	<p><i>Cartographers and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Ending in number One (1).</p> <p><i>(Cartographer I)</i></p> <p><i>(Cartographer I)</i></p> <p>Ending in number Two (2).</p> <p><i>(Cartographer II)</i></p> <p><i>(Cartographer I)</i></p> <p>Ending in number Three (3).</p> <p><i>(Cartographer II)</i></p>
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				<p>Ending in number Four (4).</p> <p><i>(Cartographer I)</i></p> <p><i>(Cartographer I)</i></p> <p>Ending in number Five (5).</p> <p><i>Cartographer I)</i></p> <p><i>(Cartographer I)</i></p> <p>Ending in number Six (6).</p> <p><i>(Cartographer I)</i></p>
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				<p>(Cartographer I)</p> <p>Ending in number Seven (7).</p> <p>(Cartographer I)</p> <p>(Cartographer I)</p> <p>Ending in number Eight (8).</p> <p>(Cartographer I)</p> <p>(Cartographer II)</p> <p>Ending in number Nine (9).</p> <p>(Cartographer I)</p>
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				<p>(Cartographer I)</p> <p>Ending in Zero (0).</p> <p>(Cartographer I)</p> <p>(Cartographer I)</p> <p>CARP TRANSACTION</p> <p>(Clerk II)</p> <p>(Utility Worker II)</p>
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				<i>Clerk II</i> <i>Messenger II</i>
None	<p>3. Assign to LPS Chief along with the Hard Copy/ies</p> <p>3.1. Record the received Hard copies on the Monitoring Sheet.</p> <p>3.2. Re-check, Re-verify and Re-examine the finding of the Unit Head.</p> <p>3.3. The LPS chief will send the transaction to Plan Examination Section (room 104), for the examination.</p> <p>3.4. Hard copies of Transaction will return to the Frontliners Cartographers</p>	None	5 working days	<p><i>LPS Chief and their respective work assignment based on the ending of the EPEB number, is as follows:</i></p> <p>Numbers Ending in:</p> <p>1 <i>(Cartographer I)</i></p> <p>2 <i>(Cartographer I)</i></p> <p>3 <i>Cartographer III</i></p> <p>4 <i>Cartographer II</i></p> <p>5 <i>(Cartographer I)</i></p>



				<div>6 Cartographer II</div> <div>7 Cartographer II</div> <div>8 Cartographer I</div> <div>9 Cartographer I</div> <div>0 Cartographer IV</div> <div>Any transactions Cartographer III LPS Acting Chief</div> <div>CARP TRANSACTION All LPS Chief</div>
None	4. Listing of all finish Hard Copies on the Out-Going Log book and return it back to Plan Examination Section (room 104)	None	1 working day	<div>ADA IV</div> <div>Cartographer I</div>



				<i>Cartographer I</i> <i>Frontliner</i> <i>Cartographer I</i>
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Assigned work on Cartographer/s may vary if the responsible Cartographer/s is/are absent or on leave, the Frontliner Cartographers will pass the transaction on the next last ending number of the EPEB Transaction Number.
- EPEB No. are located at the right side of the official receipt of the client.

36. LAND PROJECTION ON MTD

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	All



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• None			• None	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Upon receiving the MTD documents from Cadastral Decree Section by the Frontliner Cartographers	None	1 working day	ADA IV
	1.1. Record on Incoming Record Book and Index Card			Cartographer I
	1.2. Assign the Transaction on the respective Cartographers			Cartographer I
	1.3. Transactions are assign to the Cartographers using the Ending Numbers.			Frontliner Cartographer I
None	2. Assign to LPS Chief or Assistant Chief along with the hard copy/ies 2.1. Check and Verify the encoded data and findings of the Unit Cartographers.	None	10 working days	Cartographer IV



	2.2. The documents will return to the Frontliner Cartographers			
None	3. Listing of all Finish Documents on the Out-Going Log book and return it to Cadastral Decree Section (Room 203)	None	1 working day	<i>ADA IV</i> <i>Cartographer I</i> <i>Cartographer I</i> <i>Frontliner</i> <i>Cartographer I</i>
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- MTD Numbers are written on the First Page of the Technical Description. (Example: MTD-12345)



37. LAND PROJECTION ON ORDINARY LAND PROCEEDINGS (MANUAL AND COMPUTERIZED PROCESS)

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:		Land Projection Section		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizen		
Who may Avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• None		• None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Upon receiving the Expediente (Manual or Computerized) documents from Cadastral Decree Section by the Frontliner Cartographers 1.1. Record on Incoming Record Book and Index Card 1.2. Assign the Transaction on the respective Cartographers 1.3. Transactions are assigned to the Cartographers using the Ending Numbers.	None	1 working day	ADA IV Cartographer I Cartographer I Frontliner Cartographer I



None	2. Unit Cartographers	None	8 working days (upon receiving of hard copies)	<i>Cartographers and their respective work assignment based on the ending of the Record Number, is as follows:</i> Ending in number One (1). <i>Cartographer II Manual</i> <i>Cartographer I E-ORD</i> Ending in number Two (2). <i>Cartographer I Manual</i> <i>Cartographer II E-ORD</i> Ending in number Three (3) <i>Cartographer II Manual</i> <i>Cartographer I E-ORD</i> Ending in number Four (4) <i>Cartographer III Manual</i>
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				<i>Cartographer I E-ORD</i>
				Ending in number Five (5)
				<i>Cartographer I Manual</i>
				<i>Cartographer II E-ORD</i>
				Ending in number Six (6)
				<i>Cartographer I Manual</i>
				<i>Cartographer I E-ORD</i>
				Ending in number Seven (7)
				<i>Cartographer I Manual</i>
				<i>Cartographer I E-ORD</i>
				Ending in number Eight (8)
				<i>Cartographer I Manual</i>
				<i>Cartographer II E-ORD</i>



				<p>Ending in number Nine (9)</p> <p><i>Cartographer I Manual</i></p> <p>Cartographer I E-ORD</p> <p>Ending in Zero (0)</p> <p><i>Cartographer I Manual</i></p> <p><i>Cartographer II E-ORD</i></p>
None	<p>3. Assign to LPS Chief or Assistant Chief along with the hard copy/ies</p> <p>3.1. Check and Verify the encoded data and findings of the Unit Cartographers.</p> <p>3.2. The documents will return to the Frontliner Cartographers</p>	None	10 working days	<p><i>Cartographer III LPS Acting chief</i></p> <p><i>Cartographer IV</i></p>
	4. Listing of all Finish Documents on the Out-Going Log	None	1 working day	<i>ADA IV</i>



None	book and return it to Cadastral Decree Section (Room 203)			Cartographer I Cartographer I Frontliner Cartographer I
TOTAL:		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- Record numbers are written on the front cover of the Expedientes. (Example: N-12345)

38. LAND PROJECTION ON TECHNICAL DESCRIPTION DRAFT

Determine the land projection status of the subject lot/s in their geographic position and determine for a possible overlapping with its adjoining lot/s or other findings that may affect on the subject lot.

Office or Division:	Land Projection Section	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



None			None	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<p>1. Upon receiving the documents from Cadastral Decree Section by the Frontliner Cartographers</p> <p>1.1. Record on Incoming Record Book and Index Card</p> <p>1.2. Assign the Transaction on the respective Cartographers</p> <p>1.3. Transactions are assigned to the Cartographers using the Ending Numbers.</p>	None	1 working day	<p><i>ADA IV</i></p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p> <p><i>Frontliner</i></p> <p><i>Cartographer I</i></p>
None	<p>2. Unit Cartographers</p> <p>2.1. Encode the Technical Description</p> <p>2.2. Examine the projected subject Lots.</p>	None	10 working days	<p><i>Cartographers and their respective work assignment based on the ending of the (MTD) TD DRAFT, is as follows:</i></p> <p>Ending in number One (1)</p>



	2.3. Encode the initial findings/ Remarks			<i>Cartographer I</i> Ending in number two (2) <i>Cartographer I</i> Ending in number Three (3) <i>Cartographer I</i> Ending in number Four (4) <i>Cartographer I</i> Ending in number Five (5) <i>Cartographer I</i> Ending in number Six (6) <i>Cartographer I</i> Ending in number Seven (7) <i>Cartographer I</i> Ending in number Eight (8) <i>Cartographer I</i>
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				<p>Ending in number Nine (9)</p> <p><i>Cartographer I</i></p> <p>Ending in Zero (0)</p> <p><i>Cartographer III</i></p>
None	<p>3. Assign to Final Checker hard copy/ies</p> <p>3.1 Check and Verify the encoded data and findings of the Preliminary Checker.</p>	None	8 working days	<i>Cartographer IV</i>
None	<p>4. Listing of all Finish Documents on the Out-Going Log book and return it to Cadastral Decree Section (room 203)</p>	None	1 working day	<p><i>ADA IV</i></p> <p><i>Cartographer I</i></p> <p><i>Cartographer I</i></p>



				Frontliner Cartographer I
TOTAL		None	20 working days	

NOTICE TO THE PUBLIC:

- Some Transactions may have been delayed on releasing at the Land Projection Section depending on the Technical Status of the applied subject lots.
- MTD Number of TD Drafts are written on the First Page of the Technical Description. (Example: MTD-12345)

39. PAYMENT OF OBLIGATIONS TO VARIOUS CLAIMANTS

Prepares payment and releasing of claims through the issuance of Checks or List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA). Prepares Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE), Advice of Checks Issued and Cancelled (ACIC) and Payroll Register through the Financial Data Entry System (FinDES).

Office or Division:		Cashiering Services Section (CSS)		
Classification:		Simple		
Type of Transaction :		G2C - Government to Citizen G2G - Government to Government G2B - Government to Business		
Who may Avail:		Government, Private Suppliers and Clients		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved payroll, voucher and the attached supporting documents.			Approving Office	
Official Receipt			Supplier/Client	
Authorization from Claimant and Identification Card.			Claimant/payee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquires the status of claim at the counter.	1. Verifies the record if already paid and if none, refers to the processing units.	None	3 minutes	<i>Technical Assistant I</i> <i>Technical Assistant I</i>
2. Submits the approved payroll or voucher.	2. Receives the approved payroll or voucher with attached supporting documents.	None	1 minute	<i>Technical Assistant I</i> <i>Technical Assistant I</i>
	3. Determines the mode of payment if either by Check or LDDAP-ADA. Forwards to Section Chief if payment is through LDDAP-ADA.	None	2 minutes	<i>Technical Assistant I</i> <i>Technical Assistant I</i>
	4. Prepares Check	None	4 minutes	<i>Technical Assistant I</i> <i>Technical Assistant I</i>



	5. Encodes data in the LDDAP-ADA, prepares the SLIIE and prints the documents.	None	6 minutes	<i>Technical Assistant I</i>
	6. Prepares (ACIC), encodes data of claimants in the FinDES and prints the ACIC and Payroll Register.	None	15 minutes	<i>Technical Assistant I</i> <i>Technical Assistant I</i>
	7. Verifies the completeness of signatures on the payroll or voucher. Reviews the amount of Check or LDDA-ADA against the voucher or payroll. Affixes initial on the documents prepared and forward to the Staff for recording.	None	5 minutes	<i>Section Chief</i>
	8. Records in the Log Book and forwards the documents to the Signatories.	None	5 minutes	<i>Technical Assistant I</i> <i>Technical Assistant I</i>



	9. Receives signed Check, LDDAP-ADA and the documents from the Signatories.	None	2 minutes	<i>Technical Assistant I</i> <i>Technical Assistant I</i>
	10. Delivers LDDAP-ADA, SLIIE, ACIC and Payroll Register to the bank.	None	2 hours	<i>Technical Assistant I</i>
	11. Records, releases or mails Check and LDDAP-ADA to Claimants.	None	5 minutes (Crediting of LDDAP-ADA and encashment of Check is not earlier than 24 hours pur. to DBM Cir. No. 2016-10 dated November 14, 2018)	<i>Technical Assistant I</i> <i>Technical Assistant I</i> <i>Administrative and Support Staff</i>
TOTAL:		None	2 hours and 41 minutes	

40. PROCESSING OF CLAIMS (DISBURSEMENT VOUCHER/PAYROLL)

Checks validity of claims and reviews Disbursement Vouchers/Payrolls for completeness and propriety of supporting documents.

Office or Division:	Accounting Division
Classification:	Complex



Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may Avail:	Creditors			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Disbursement Vouchers/Payroll			Claimant	
Obligation Request and Status			Budget Division	
Documentary requirements under COA Circular No. 2012-001 and other existing COA rules and regulations			Claimant	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards DVs/Payroll and Supporting Documents	1. Receives Disbursement Voucher/Payroll and supporting documents	None	5 minutes	Administrative Aide III
	2. Checks completeness of documents and validity of the amount claimed. If documents are incomplete, return the DV/Payroll to the GSD or HRDD.	None	4 working days	Accountant III Accountant I Assistant III Administrative Assistant III Administrative Assistant II Administrative Aide VI Administrative Aide VI



	3. Fills in Box B of the Disbursement Voucher	None	5 minutes	<i>Accountant III</i> <i>Accountant I</i> <i>Assistant III</i> <i>Administrative Assistant III</i> <i>Administrative Assistant II</i> <i>Administrative Aide VI</i> <i>Administrative Aide VI</i>
	4. Signs Box C of the Disbursement Voucher and forwards DV and Payroll to the Planning and Management Division.	None	1 working day	<i>Accountant V</i> <i>Accountant IV</i>
TOTAL:		None	5 working days and 10 minutes	



41. REQUEST FOR CERTIFICATION OF STATUS IN ORDINARY LAND REGISTRATION CASES

The requirements and procedures for issuance of certification in Ordinary Land Registration Cases.

Office or Division:	Ordinary Decree Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated Certified True Copy of Original Certificate of Title/Transfer Certificate of Title. (<u>Cancelled Title</u> will not be accepted).		Register of Deeds of the Province/City (where the lot is situated) or One Stop Shop- Window 2 & 3		
OR				
Certification of Status of plan from Plan Examination Section or Cadastral Decree Section		One Stop Shop- Window 11 & 12		
OR				
Certified photocopy of decree		Vault Section - Room 107		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up request form, submit requirements for entry.	1. Evaluate requests, as to the completeness of requirements. Verify Record Number and issue bill of payment	None	30 minutes	ADA IV Admin. Staff
2. Pay the certification fee	2. Receives payment of certification fee & issue Official Receipt	IT Fee PHP160.97 + Issuance Fee PHP 30.00 = PHP190.97	30 minutes	Cashier



3. Present Official Receipt & Receive photocopy of Official Receipt for claiming the certification	3. Assigns submitted Documents to Examiner	None	15 minutes	<p><i>ADA IV</i></p> <p><i>Admin. Staff</i></p>
	4. Examiner examines and verifies the submitted documents and checks the status in the Ordinary Decree book.	None	2 working days	<p><i>LR Examiner I</i></p> <p><i>LR Examiner I</i></p> <p><i>LR Examiner I</i></p> <p><i>LR Examiner I</i></p>
	5. Reverify the submitted documents and review findings of the examiner	None	6 hours	<p><i>Acting Chief ODS</i></p>
	6.Approves/signs the Certification			
4. Present photocopy of Official Receipt and receive the Certification of Status in Ordinary Land Registration Cases Receive/Sign in the logbook.	7. Dry seal and release the Certification together with the Official Receipt and submitted documents. (submitted documents were all photocopied for filing purposes).	None	45 minutes	<p><i>ADA IV</i></p> <p><i>Admin. Staff</i></p>
	TOTAL:	PHP190.97	3 working days	



Note: Requirements should be at least 6 months from date of issuance. If the title is subject for reconstitution, a copy of the petition for reconstitution of title, duly received by the court shall be submitted.

**42. REVIEW AND APPROVAL OF PR PLAN AND TECHNICAL DESCRIPTION
UNDER JUDICIAL RECONSTITUTION**

This procedure intends to provide a uniform system of controls to ensure that all the requirements of Republic Act No. 26 and other related laws are strictly complied and maintained.

Office or Division:	Original Registration Division			
Classification:	Complex Transactions			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Provided by Reconstitution Division				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, the client has the option to follow up on the status of the application in this Office or to the Court concerned.	1.Receives and records the transaction details for verification and approval of prepared PR Plan and Technical Description.	None	30 minutes	Cartographer I Cartographer II
	2. Checks, verifies and affixes initial on the PR Plan and Technical Description.	None	2 working days	Acting Assistant Division Chief



	3. Final review and affixes signature to the PR Plan and Technical Description.	None	2 working days	<i>Acting Division Chief</i>
	4. Checks, records and forwards the PR Plan and Technical Description with documents to the Reconstitution Division.	None	30 minutes	<i>Cartographer I</i> <i>Cartographer II</i>
TOTAL:		None	4 working days and 1 hour	

- Processing time is subject to changes depending on the following:
- 45. Misrouting of documents and/or loss of documents.
 - 46. Volume of transactions.
 - 47. Waiting for compliance to other government agencies concerned.
 - 48. Availability of the examiners and signatories when they are assigned to do other official tasks and businesses.
 - 49. Delay in plotting of lot due to technical issues.

43. ENCODING AND DISTRIBUTION OF HAND CARRIED CORRESPONDENCE

Ensures accurate recording and dispatch of incoming correspondence

Office or Division:		Central Records Section		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen G2G - Government to Government		
Who may Avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Correspondence			Clients	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Hand over the correspondence	1. Check and stamp date of receipt in the correspondence	None	1 working day (allotted in receiving correspondence) e) 5 minutes per client	<i>Administrative Officer IV</i>



	2. Scan the received correspondence	None	6 hours	Administrative Officer IV
	3.Encode details of correspondence in the DMS 4.Print and attach barcode 5. Print transmittal	None	1 working day	Administrative Officer IV
	6. Distribute to all concerned office	None	2 hours	Administrative Officer IV
TOTAL:		None	3 working days	

Note: * Scanning and encoding of received correspondence within the day will be done in the next following days

Processing time is subject to change depending on the following:

- 50. Volume of correspondence daily received
- 51. Urgent correspondences are given priority

44. ENCODING AND DISTRIBUTION OF ISSUANCES

Ensures accurate recording, prompt distribution and safekeeping of LRA issuances (LRA circular, memorandum circular & memorandum) accurate

Office or Division:	Central Records Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
LRA circular		Originator - (concerned unit)
Memorandum circular		
Memorandum		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the issuance (LRA Circular, Memorandum)	1. Check and receive the issuance	None	10 minutes	Technical Assistant I
	2. Scan the received issuance	None	10 minutes	Technical Assistant I
	3. Encode the issuance	None	15 minutes	Technical Assistant I
	4. Print/Reproduce the scanned issuance	None	15 minutes	Technical Assistant I
	5. Stamp issuance with “ <i>Certified True Copy</i> ” and affix initial	None	5 minutes	Technical Assistant I
	6. Signs the issuance		10 minutes	Chief, Central Records Section
	7. Distribute to all concerned via email and Zimbra/helpdesk	None	1 hour	Technical Assistant I
	8. Upload the PDF/image file in the Globodox System	None	15 minutes	Technical Assistant I
	9. File the original copy in the folder for safekeeping	None	10 minutes	Technical Assistant I
TOTAL:		None	2 hours & 30 minutes	

45. WALK-IN QUERIES

Legal advice to the inquiring public pertaining to property registration and related concerns.



Office or Division:	Legal Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business Entity			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Title and other pertinent documents relating to the concern, if applicable		Concerned Offices and/or Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Records personal details (name and address) in the Walk-in Queries Log	1. Give Walk-in Queries Log to client	None	5 minutes	Admin. Asst. III Job Order Job Order Admin. Asst. III
	2. Lawyer assigned as Officer of the Day addresses the client’s query	None	30 minutes	Atty. III Atty. II Atty. II



				Atty. II
				Atty. II
				Atty. II
				Atty. III
				Atty. IV
				Atty. II
TOTAL:		None	35 minutes	

46. WRITTEN QUERIES

Office or Division:	Legal Division		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business Entity		
Who may Avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Written Query		Provided by the letter sender	



Supporting documents, if applicable		Provided by the letter sender		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No client step required for this stage. However, client has the option to follow up the status of the query in this office.	1. Administrative Staff receives and records the query in the logbook	None	30 minutes	Admin. Asst. III Job Order Job Order Admin. Asst. III
	2. Administrative Staff forwards the query to the Division Chief	None	30 minutes	Admin. Asst. III Job Order Job Order Admin. Asst. III
	3. Division Chief receives the query	None	30 minutes	Division Chief
	4. Division Chief formulates and renders legal opinion OR	None	2 working days	Division Chief



	4.1. Division Chief assigns query to lawyer			
	5. Division Chief sends out the legal opinion 5.1. Administrative Staff records the legal opinion in the log book	None	30 minutes	<i>Admin. Asst. III</i> <i>Job Order</i> <i>Job Order</i> <i>Admin. Asst. III</i>
	5.2. Administrative Staff records the assignment of the written query and forwards it to the assigned lawyer 5.2.1. Assigned lawyer drafts the legal opinion in response to the query	None	30 minutes 7 working days	<i>Admin. Asst. III</i> <i>Job Order</i> <i>Job Order</i> <i>Admin. Asst. III</i> <i>Atty. III</i>



				Atty. II
				Atty. II
				Atty. II
				Atty. II
				Atty. II
				Atty. III
				Atty. IV
				Atty. II



	6. Assigned lawyer submits to the Division Chief the draft legal opinion for review	None	30 minutes	Atty. III Atty. II Atty. II Atty. II Atty. II Atty. III Atty. IV Atty. II
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	7. Division Chief reviews the draft	None	1 working day	<i>Division Chief</i>
	8. Division Chief returns the draft legal opinion to assigned lawyer for revisions, if warranted 8.1. Division Chief approves legal opinion draft for final printing	None	1 working day	<i>Division Chief</i>
	9. Assigned lawyer revises legal opinion, See Steps 8 and 8.1.	None	1 working day	<i>Atty. III</i> <i>Atty. II</i> <i>Atty. II</i> <i>Atty. II</i> <i>Atty. II</i> <i>Atty. III</i> <i>Atty. IV</i> <i>Atty. II</i> <i>Division Chief</i>



	10. Assigned lawyer prints final copy of the legal opinion and submits to the Division Chief for initials	None	1 hour	Atty. III Atty. II Atty. II Atty. II Atty. II Atty. III Atty. IV Atty. II
	11. Division Chief initials the legal opinion	None	30 minutes	Division Chief
	12. Administrative Staff records legal opinion in the log book	None	30 minutes	Admin. Asst. III Job Order Job Order Admin. Asst. III
	TOTAL:	None	12 working days and 5 hours	



**Regional/Field Offices
External Services**



1. ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Issuance of Annotation on Certificate of Title

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF 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 Presenters valid Identification Card (ID)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clear envelope.				
1. Prepare all the requirements. Secure and fill out application / Registration Application Form (“RAF”)	1. 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. The Client shall wait for his/her	2. RIO shall call the queueing number of the client, and; 2.1 Check the completeness of the requirements submitted for registration;	None	30 minutes per transaction (depends on the number of titles submitted)	RIO



queuein g to be number called.	<p>2.2 Verify from the system whether original copy of title/s are intact; and</p> <p>2.3 Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>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</p>			
3. If documents are complete, the Client shall wait for his/her queueing number to be called.	<p>3. 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.</p> <p>Information to be encoded are the following:</p>	None	45 minutes from actual receipt of the personnel (depends on the number of title to be entered) Additional 15 minutes per title	Entry Personnel



	<p>3.1 Presenters Name, address, contact number, valid ID presented;</p> <p>3.2 Transaction Type including the consideration value;</p> <p>3.3 Title Reference (type and number);</p> <p>3.4 Notarial Information;</p> <p>3.5 Name of parties who executed the document.</p> <p>4. Select the documents submitted and additional documents as necessary.</p> <p>5. The Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").</p>			
<p>4. The Client shall carefully review and sign the Title Preview Notice ("TPN").</p> <p>In case of erroneous data, the Client shall need to immediately inform</p>	<p>6. Entry Personnel shall provide the printed AFPO and TPN to the client.</p>	<p>None</p>	<p>10 minutes</p>	<p>Entry Personnel</p>



the Entry Personnel for the necessary corrections.				
5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.	7. Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an official receipt.	<p>PHP 30.00 (Entry Fees) + (10% of Consideration Value) + PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 30.00 (For new annotation) + PHP 30.00 (For each subsequent certificate of title) + PHP 30.00 (For each annotation carried over) + PHP 150.00 (IT Service Fee for each subsequent certificate of title) + PHP 150.00 (IT Service Fee for each annotation carried over) + (1% of reg. fee or Php 10 whichever is higher) + PHP 30.00 (Fee for additional page)</p>	5 minutes	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.	8. 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. 9. 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 the owner's duplicate copy of manual or eTitles by the Records Officer.	None	5 minutes	Assigned Scheduler
	10. For manually issued titles, the assigned employee shall: 10.1 Retrieve the original copy of the certificate of title from its volume/page; 10.2 Attach the original copy of the certificate of title to each folder/transaction;	None	3 working days (for Manual Titles)	Vault Keeper



	<p>10.3 Record the transaction and subject titles;</p> <p>10.4 Forward each folder/transaction to the Records Officer for verification of the owner’s duplicate copy submitted by the client.</p> <p>11. For eTitles, record the transaction and forward the same to the Encoder.</p>			
	<p>12. 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 the titles before forwarding the transaction to the Encoder.</p>	None	2 working days	Records Officer
	<p>13. The Encoder shall encode the appropriate annotations on the subject title.</p> <p>14. The encoder shall also proofread the encoded data before forwarding the transaction to the next module</p>	None	1 working day	Encoder



	<p>15. 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.</p> <p>16. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database.</p> <p>17. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements</p> <p>18. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>19. 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;</p>	None	2 working days	Land Registration Examiner	
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	<p>20. Evaluate and determine the registrability of the documents submitted for registration;</p> <p>21. 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.</p> <p>22. The Examiner shall certify that he/she examined the documents and recommend the approval or denial of the transaction.</p>			
	<p>23. 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.</p> <p>a. If denied, the Approver shall put in reason(s) for denial.</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>



	24. The Approver will send the transaction to the Uploading module.			
	25. The Uploading Personnel shall check the submitted documents and title/s if the main documents and title bears the signature of the approver. 26. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.	None	3 working days	Uploading Clerk
	27. The Printing Personnel shall check and proofread all the data of the title to be printed from Technical Description to all the annotations; 28. Print the annotation page of the subject title. a. For the denied transaction, a Notice of Denial shall be printed.	None	3 working days	Printing Clerk



	29. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.			
	<p>30. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and all the main documents for the approved transaction.</p> <p>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.</p>	None	2 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
<p>7. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of</p>	<p>31. 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;</p> <p>a. Retrieve the documents</p>	None	20 minutes	Releasing Personnel



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.	and titles from the files; b. Print the Acknowledgment Receipt; c. Release the Owner’s Duplicate Copy with Annotation to the Client.			
	TOTAL:	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	

2. ANNOTATION ON CERTIFICATE OF TITLE IN SUBSEQUENT REGISTRATION

Issuance of Annotation on Certificate of Title

Office or Division:	Registries of Deeds		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business		
Who may Avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original Copy of Owner’s Duplicate Copy of Title		Registered Owner	
2. Original Copy of Real Estate Mortgage Contract		Mortgagor or Mortgagee	
3. Original Copy of Documentary Stamp Return (BIR Form No. 2000)		Bureau of Internal Revenue (BIR)	



4. Original Copy of Documentary Stamp Tax (Metered/Stamp/Electronic)	Banks			
5. Original Copy of Realty Tax Clearance (Land and Building if any)	City or Municipal/ Provincial Treasurer's Office			
6. Certified Copy of Tax Declaration (Land and Building, if any)	City or Municipal/ Provincial Assessor's Office			
7. Original Copy of Secretary's Certificate or Board Resolution (if Corporation)	Mortgagor or Mortgagee, as the case may be			
8. Photocopy of the Presenters valid Identification Card (ID)	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder				
1. Prepare all the requirements. Secure and fill out application / Registration Application Form ("RAF")	1. 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 queue to be called.	2. RIO shall call the queueing number of the client, and; 2.1 Check the completeness of the requirements submitted for registration; 2.2 Verify from the system whether original copy of title/s are intact; and 2.3 Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid. After confirming that the client has all the necessary	None	45 minutes from actual receipt of the personnel (depends on the number of titles submitted)	RIO



	<p>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.</p>			
<p>3. If documents are complete, the Client shall wait for his/her queueing number to be called.</p>	<p>3. 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.</p> <p>Information to be encoded are the following:</p> <p>3.1. Presenters Name, address, contact number, valid ID presented;</p> <p>3.2. Transaction Type including the consideration value;</p> <p>3.3. Title Reference (type and number);</p> <p>3.4. Notarial Information;</p> <p>3.5. Name of parties who executed the document.</p> <p>3.6. Select the documents submitted and</p>	<p>None</p>	<p>45 minutes from actual receipt of the personnel (depends on the number of title to be entered)</p>	<p>Entry Personnel</p>



	<p>additional documents as necessary.</p> <p>4. The Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").</p>			
<p>4. The Client shall carefully review and sign the Title Preview Notice ("TPN").</p> <p>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</p>	<p>5. Entry Personnel shall provide the printed Assessment Form and Payment Order ("AFPO") and TPN to the Client.</p>	<p>None</p>	<p>10 minutes</p>	<p>Entry Personnel</p>
<p>5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p>	<p>6. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.</p>	<p>PHP 30.00 (Entry Fee) + (10% of Consideration Value) + PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 30.00 (For new annotation) + PHP 30.00 (For each subsequent certificate of title) + PHP 30.00</p>	<p>5 minutes from the time the Cashier calls the client</p>	<p>Cashier</p>



		(For each annotation carried over) + PHP 150.00 (IT Service Fee for each subsequent certificate of title) + PHP 150.00 (IT Service Fee for each annotation carried over) + (1% of reg. fee or Php 10 whichever is higher) + PHP 30.00 (Fee for additional page)		
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.	7. 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. 7. For manual Titles, the Scheduler shall forward the submitted documents to the vault section for retrieval of the original copy of	None	5 minutes	Assigned Scheduler



	the title and verification of the owner's duplicate copy by the Records Officer.			
	<p>8. For manual titles, the Vault Keeper shall:</p> <p>8.4 Retrie v e the original copy of the certificate of title from its volume/ page;</p> <p>8.5 Attach the original copy of the certificate of title to each folder/transa ction;</p> <p>8.6 Record the transaction and subject titles;</p> <p>8.7 Forwar d each folder/transa ction to the Records Officer for verification of the owner's duplicate copy submitted by the Client.</p> <p>9. For eTitles, record the transaction and forward the same to the Encoder.</p> <p>10. For manual titles, the Records Officer shall validate the</p>	None	3 working days (for Manual Titles)	Vault Keeper



	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.			
	11. The Encoder shall encode the appropriate annotations on the subject title. 12. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	1 working day	Encoder
	13. For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file. 14. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database. 15. Evaluate all the documents and determine the correctness of the document submitted with	None	3 working days	Land Registration Examiner



	<p>respect to legal requirements.</p> <p>16. Determine the sufficiency of the payment of registration and other LRA fees.</p> <p>17. 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.</p> <p>18. Evaluate and determine the registrability of the documents submitted for registration.</p> <p>19. 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.</p> <p>20. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>21. The Approver, after considering all the legal requirements of</p>	None	3 working days	Registrar of Deeds



	<p>the transaction, shall decide whether to approve or deny the transaction.</p> <p>a. If denied, the Approver shall put in reason(s) for denial.</p> <p>22. The Approver will send the transaction to the Uploading module.</p>			<p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
	<p>23. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p> <p>24. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>	None	3 working days	Uploading Clerk
	<p>25. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations.</p> <p>26. Print the annotation page of the subject title.</p> <p>a. For the denied transaction, a Notice of Denial shall be printed.</p>	None	3 working days	Printing Clerk



	27. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.			
	28. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and all the main documents for the approved transaction. 29. The Approver shall sign the Notice of Denial for the denied transaction.	None	2 working days	Registrar of Deeds OIC - Registrar of Deeds Deputy Registrar of Deeds Acting Deputy 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 queue to be called. Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk. For Authorized Representative, a Special Power of Attorney shall	30. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative: 1. Retrieve the documents and titles from the files; 2. Print the Acknowledge ment Receipt; 3. Release the Owner's Duplicate Copy with Annotation to the client.	None	10 minutes	Releasing Clerk



be presented by the client. The Client shall carefully review the Annotation before signing the Acknowledgement Receipt.				
	TOTAL:	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 R.A. No. 11032	

3. 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)

Office or Division:	Registry of Deeds, LRA One Stop Shop, LRA Kiosk			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Photocopy of the Presenters valid Identification Card			Client	
Filled-up Information Request Form			Registry of Deeds, LRA One Stop Shop, LRA Kiosk	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Information Request Form (“IRF”) completely and legibly.	1. Provide Information Request Form (IRF) to the client.	None	10 minutes	Client



<p>2. Submit the duly filled-up application/ Information Request Form (“IRF”) and all the requirements are to the Entry Personnel.</p> <p>The Client shall wait for his/her queue to be called.</p>	<p>2. The Entry Personnel shall call the queueing number of the client and shall receive the IRF.</p> <p>3. The Entry Personnel shall check the existence of the subject title in the database.</p> <p>4. The Entry Personnel shall inform the client that the certificate of title subject of request for certified true copy is not yet on the database, hence, Conversion on Demand (“COD”) Process shall be done once request is entered and issuance and IT Service Fees are paid.</p>	None	15 minutes from actual receipt of the personnel per transaction	Entry Personnel
	<p>5. 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:</p> <p>5.1 Presenters Name, address, contact number, valid ID presented;</p>			



	<p>5.2 Title Number of the requested certificate of title;</p> <p>5.3 Number of copies to be requested.</p> <p>6. The Entry Personnel shall generate the fees and print a copy of the Assessment Form and Payment Order (“AFPO”).</p> <p>7. 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>			
<p>3. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p>	<p>8. Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an official receipt</p>	<p>PHP 36.00 (For the first two (2) pages) + PHP 6.00 (For each subsequent page(s) (pg 3+) + PHP 143.72 (IT Service Fee for the first two (2) pages) + PHP 28.74 IT Service Fee for each subsequent</p>	<p>10 minutes</p>	<p>Cashier</p>



		page(s) (pg 3+) + PHP 400.00 (IT Service Fee for network transmission) + PHP 30.00 (LRA Fee) + PHP 52.00 (IT Service Fee)		
	Request for certified true copy of title will be forwarded to the Vault Section for retrieval of title/s.	None	6 working days	Vault Keeper
	9. COD Process; 9.1 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; 9.2 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
	10. 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	Records Officer
	11. The Printing Clerk shall print	None	2 working days	Printing Clerk



	<p>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>12. The Printing Clerk shall submit the printed CTC of title/s to the Releasing Clerk.</p>		(depends on the number of titles requested)	
<p>4. Once informed, the client shall return to the Registry of Deeds.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p> <p>For Authorized Representative, a Special Power of Attorney shall be presented by the client. The Client shall carefully review the Certified True Copy</p>	<p>13. The Releasing Clerk shall contact the client through telephone or SMS, whichever is available to inform that the request is ready for release.</p> <p>14. After proper identification, Releasing Clerk 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	Releasing Clerk



of Title and sign the Acknowledgment Receipt.				
TOTAL:		661.72 + PHP 6.00 (For each subsequent page(s) (pg 3+)) + PHP 28.74 IT Service Fee for each subsequent page(s) (pg 3+)	19 working days and 50 minutes subject to extension as applicable under R.A. No. 11032	

4. REGISTRATION OF CHATTEL MORTGAGE

Office or Division:	Registries of Deeds		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business		
Who may Avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Original Copy of Deed of Chattel Mortgage with Assignment with Affidavit of Good Faith		Mortgagor or Mortgagee	
Photocopy of Articles of Incorporation and By-Laws (if corporation)		Mortgagor	
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	
Original Copy of Documentary Stamp Tax Return with Official Receipts (BIR Form No. 2000 or Metered/ Stamped/ Electronic)		Bureau of Internal Revenue (BIR) / Banks	



Photocopy of the Presenter’s valid Identification Card (ID)			Client	
CLIENT STEPS	AGENCY ATION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.				
1. Prepare all the requirements. Secure and fill out application/ Registration Application Form (“RAF”)	1. Provide RAF to the Client.	None	5 minutes	Client
2. 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 queue to be called.	2. The Entry Personnel shall call the queueing number of the client and shall check the completeness of the requirements submitted for registration; 3. 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: 3.1 Presenters Name, address, contact	None	35 minutes from actual receipt of the personnel per transaction	Entry Personnel for Chattel Mortgage (“CM”) Transaction



	<p>number, valid ID presented;</p> <p>3.2 Transaction Type including the consideratio n value;</p> <p>3.3 Name of parties who executed the document.</p> <p>4. In case of lacking requirements, the client shall be informed and the documents shall be returned by the Entry Personnel.</p> <p>5. Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>6. The Entry Personnel shall then generate the fees and print a copy of the Assessment Form and Payment Order ("AFPO").</p> <p>7. The Entry Personnel shall stamp the date of release of the transaction on the AFPO.</p>			
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<p>3. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p> <p>Client shall return on the date of the release of the transaction.</p>	<p>8. Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an Official Receipt.</p>	<p>PHP 30.00 (Entry Fee) + PHP 344.93 (IT Service Fee per Deed/ Document) + (10% of the consideration value) + (1% of reg. fee or Php 10 whichever is higher)</p>	<p>5 minutes</p>	<p>Cashier</p>
	<p>9. The Encoder shall encode the general information of the deed such as:</p> <p>9.1 Names and addresses of the Mortgagor/s and Mortgagee/s and their representative;</p> <p>9.2 If any, the consideration value and notarial information; and</p> <p>9.3 The details of the mortgaged unit and the appropriate annotations.</p> <p>10. The Encoder shall also proofread the encoded data before forwarding to the next module.</p>	<p>None</p>	<p>3 working days</p>	<p>Encoder</p>



	<p>11. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements.</p> <p>12. Determine the sufficiency of the payment of registration and other LRA fees.</p> <p>13. Evaluate and determine the registrability of the documents submitted for registration.</p> <p>14. The Examiner shall check and proofread all the encoded data, and ensure the accuracy of the same.</p> <p>15. The Examiner shall recommend the approval or denial of the transaction.</p>	None	2 working days	Land Registration Examiner
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	<p>16. The Approver, after considering all the legal requirements of the transaction, shall decide whether to approve or deny the transaction</p> <p>17. 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.</p> <p>17.1 If denied, the Approver shall estate in reason/ ground for denial.</p> <p>18. The Approver shall send the transaction to the Uploading module.</p>	None	1 working day	Registrar of Deeds OIC - Registrar of Deeds Deputy Registrar of Deeds Acting Deputy Registrar of Deeds
	<p>19. The Uploading Personnel shall check the submitted documents and title/s if the main documents and title bears the signature of the Approver.</p>	None	2 working days	Uploading Clerk



	<p>20. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>			
<p>4. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification (Government issued ID) to the Releasing Clerk.</p> <p>For an Authorized Representative, a Special Power of Attorney shall be presented by the client. The Client shall sign the Acknowledgment Receipt.</p>	<p>21. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <p>22. Retrieve the documents and titles from the files;</p> <p>23. Print the Acknowledgment Receipt;</p>	<p>None</p>	<p>10 minutes</p>	<p>Releasing Clerk</p>



TOTAL:	374.93 + (10% of the considerati on value) + (1% of reg. fee or Php 10 whichever is higher)	8 working days and 55 minutes subject to extension as applicable under RA11032	
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5. REGISTRATION OF NEW OWNER'S DUPLICATE CERTIFICATE OF TITLE

Issuance of Owner's New Duplicate Copy of Certificate of Title

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original or Certified Copy of Court Order/ Decision		Court		
Original Copy of Finality		Court		
Original Copy of Realty Tax Clearance (Land and Building, if any)		City or Municipal/Provincial Treasurer’s Office		
Photocopy of the Presenters valid Identification Card		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.				
1. Prepare all the requirements. Secure and fill out application / Registration Application Form (“RAF”)	1. 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 queue to be called.	2. RIO shall call the queueing number of the client, and: 2.1. Check the completeness of the requirements submitted for registration; 2.2 Verify from the system whether original	None	10 minutes from actual receipt of the personnel per transaction	RIO



	<p>copy of title/s are intact; and</p> <p>2.3 Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid.</p> <p>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.</p>			
<p>3. If documents are complete, the client shall wait for his/her queue to be called.</p>	<p>3. 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.</p> <p>Information to be encoded are the following:</p> <p>3.1. Presenters Name, address, contact</p>	<p>None</p>	<p>10 minutes</p>	<p>Entry Personnel</p>



	<p>number, valid ID presented;</p> <p>3.2. Transaction Type;</p> <p>3.3. Title Reference (type and number);</p> <p>3.4. Name of parties (Executed by/ In favor of);</p> <p>3.5. Select the documents submitted and additional documents as necessary.</p> <p>4. The Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").</p>			
<p>4. The Client shall carefully review and sign the Title Preview Notice ("TPN").</p> <p>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</p>	<p>5. Entry Personnel shall provide the printed AFPO and TPN to the Client.</p>	<p>None</p>	<p>5 minutes</p>	<p>Entry Personnel</p>
		<p>PHP 30.00 (Entry Fee)</p>	<p>5 minutes</p>	<p>Cashier</p>



5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.	6. Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an official receipt.	<div>+ PHP 344.93 (IT Service Fee per Deed/ Document) + PHP 60.00 (Fixed Fee/ Registration Fee) + PHP 60.00 (For each certificate of title issued (owners duplicate)) + PHP 215.58 (IT Service Fee per title) + PHP 30.00 (For new annotation) + PHP 30.00 (For each subsequent certificate of title) + PHP 30.00 (For each annotation carried over) + PHP 150.00 (IT Service Fee for each subsequent certificate of title) + PHP 150.00 (IT Service Fee for each annotation carried over)</div>		
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		<div>+ PHP 10.00 (Legal Research Fund) PHP 30.00 (Fee for additional page)</div>		
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.	<div>7. 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.</div> <div>8. 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 the owner's duplicate copy of manual or eTitles by the Records Officer.</div>	None	5 minutes	Assigned Scheduler
	<div>9. For manual titles, the Vault Keeper shall:</div> <div>9.1. Retriev e the original copy of the certificate of title from its volume/page ;</div>	None	2 working days (for Manual Titles)	Vault Keeper



	<p>9.2. Attach the original copy of the certificate of title to each transaction;</p> <p>9.3. Record the transaction and subject titles;</p> <p>9.4. Forward each folder/transaction to the Records Officer for verification</p> <p>9.5. For eTitles, record the transaction and forward the same to the Encoder.</p>			
	<p>10. The Encoder shall encode the general information of the subject title, the owner’s information and the appropriate annotations.</p> <p>11. For manual Titles, the Encoder shall encode in the New Annotation Tab all carried over encumbrances.</p> <p>12. For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.</p>	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)	Encoder



	13. The Encoder shall also proofread the encoded data before forwarding to the next module.			
	14. 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)	Court Verifier
	15. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements: a. Determine the sufficiency of the payment of registration and other LRA fees; b. Review and determine that all valid and active encumbrance s of the subject title have been carried over to the new title, and the creation of the new annotation/s have been made;	None	3 working days	Land Registration Examiner



	<p>c. Evaluate and determine the registrability of the documents submitted for registration,</p> <p>d. 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;</p> <p>e. The Examiner shall recommend the approval or denial of the transaction</p>			
	<p>16. 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.</p>	<p>None</p>	<p>3 working days</p>	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>



	<p>a. If denied, the Approver shall state in reason(s)/ground for denial.</p> <p>b. The Approver will send the transaction to the Uploading module.</p>			
	<p>17. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p> <p>a. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>	None	2 working days	Uploading Clerk
	<p>18. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>a. Print the Memorandum of Encumbrance ("MOE") of the subject title.</p> <p>b. Print the Title;</p> <p>18.1. For the</p>	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)	Printing Clerk



	<p>denied transaction, a Notice of Denial shall be printed.</p> <p>c. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>			
	<p>19. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and the New Generated Title ("NGT").</p> <p>a. The Approver shall sign the Notice of Denial for the denied transaction.</p>	None	1 working day	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
<p>7. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and</p>	<p>20. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative;</p> <p>a. Retrieve the documents and titles from the files;</p>	None	10 minutes	Releasing Clerk



<p>valid proof of identification to the Releasing Clerk.</p> <p>For an Authorized Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the NGT and sign the Acknowledgement Receipt.</p>	<p>b. Print the Acknowledgement Receipt;</p> <p>c. Show the NGT to the client for review; and</p> <p>d. d. Release the NGT to the client</p>			
	<p>TOTAL :</p>	<p>1110.51 + PHP 30.00 (Fee for additional page)</p>	<p>19 working days and 50 minutes</p>	

6. SERVICE: ISSUANCE OF CERTIFICATION, CERTIFIED TRUE COPIES, AND VERIFICATION (CCV) OF DOCUMENTS ON FILE

Issuance of Certified True Copy of Title Already in Database

Office or Division:	Registry of Deeds, LRA One Stop Shop, LRA Kiosk	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business	
Who may Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Photocopy of the Presenters valid Identification Card		Client
Filled-up Information Request Form		Registry of Deeds, LRA One Stop Shop, LRA Kiosk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Information Request Form (“IRF”) completely and legibly.	1. Provide Information Request Form (IRF) to the client.	None	5 minutes	Client
2. 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 queue to be called.	2. The Entry Personnel shall call the queueing number of the client and shall receive the IRF. 3. 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: 3.1 Presenters Name, address, contact number, valid ID presented; 3.2 Title Number of the requested certificate of title; 3.3 Number of copies to be requested. 4 The Entry Personnel shall generate the fees and print a copy of the Assessment Form and Payment Order (“AFPO”).	None	15 minutes from actual receipt of the personnel per transaction	Entry Personnel



	5 The Entry Personnel shall stamp the date of release of the transaction on the AFPO.			
3. Client shall wait for his/her queueing number to be called and pay the amount reflected in the AFPO to the Cashier.	6. Cashier shall call the queueing number of the Client and accept the payment from the Client and issue an official receipt.	<p>PHP 36.00 (For the first two (2) pages) + PHP 6.00 (For each subsequent page(s) (pg 3+) + PHP 143.72 (IT Service Fee for the first two (2) pages) + PHP 28.74 IT Service Fee for each subsequent page(s) (pg 3+) + PHP 400.00 (IT Service Fee for network transmission) + PHP 30.00</p>	5 minutes	Cashier



		(LRA Fee) + PHP 52.00 (IT Service Fee)		
	7. Record Officer ("RO") shall approve the request for Certified True Copy.	None	1 working day	Records Officer
	8. The Printing Clerk 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. 9. The Printing Personnel shall submit the printed CTC of title/s to the Releasing Personnel.	None	2 working days	Printing Clerk
4. 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 queue to be called. Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk. For an Authorized Representative, a Special	10. 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. 11. Retrieve the documents and titles from the files. 12. Print the Acknowledgement Receipt.	None	10 minutes	Releasing Clerk



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:		P696.46	3 working days and 35 minutes	

7. SUBSEQUENT REGISTRATION

a. Issuance of Certificate of Title in Subsequent Registration

Office or Division:	Registries of Deeds		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business		
Who may Avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original Copy of Owner’s Duplicate Copy of Title		Registered Owner	
2. Original Copy of Deed of Absolute Sale with BIR-eCAR printed/stamped		Seller and Buyer	
3. Original Copy of BIR Certificate Authorizing Registration (“CAR”)		Bureau of Internal Revenue (BIR)	
4. Original Copy of Realty Tax Clearance (Land and Building, if any)		City or Municipal/Provincial Treasurer’s Office	
5. Certified Copy of Tax Declaration (Land and Building, if any)		City or Municipal/Provincial Assessors Office	
6. Original Copy or Certified Copy of Transfer Tax Receipt/Clearance		City or Municipal/Provincial Treasurer’s Office	



7. Original Copy of Affidavit of Publication		Newspaper Publication		
8. 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		Buyer		
9. Photocopy of the Presenter’s valid Identification Card		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.				
1. Prepare all the requirements. Secure and fill out application / Registration Application Form (“RAF”)	1. 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.	2. RIO shall call the queueing number of the client, and 3. Check the completeness of the requirements submitted for registration. 4. Verify from the system whether original copy of title/s are intact; and 5. Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid. 6. After confirming that the Client has all the necessary	None	1 hour per transaction (depends on the number of titles submitted)	RIO



	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.			
3. If documents are complete, the client shall wait for his/her queueing number to be called.	<p>7. 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.</p> <p>Information to be encoded are the following:</p> <p>7.1. Presenters Name, address, contact number, valid ID presented;</p> <p>7.2. Transaction Type including the consideration value;</p> <p>7.3. Title Reference (type and number);</p> <p>7.4. Notarial Information;</p> <p>7.5. Name of parties who</p>	None	1 hour (depends on the number of title to be entered)	Entry Personnel



	<p>executed the document.</p> <p>7.6. Select the documents submitted and additional documents as necessary.</p> <p>8. The Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").</p>			
<p>4. The Client shall carefully review and sign the Title Preview Notice ("TPN").</p> <p>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</p>	<p>9. Entry Personnel shall provide the printed AFPO and TPN to the client.</p>	<p>None</p>	<p>10 minutes</p>	<p>Entry Personnel</p>



5. Client shall wait for his/her queueing number to be called and pay the amount reflected in the AFPO to the Cashier.	10. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.	(For each additional parcel) + PHP 215.58 (IT Service Fee per title) + PHP 30.00 (For new annotation) + PHP 30.00 (For each subsequent certificate of title) + PHP 30.00 (For each annotation carried over) + PHP 30.00 (For BIR CAR annotation) + PHP 150.00 (IT Service Fee for each subsequent certificate of title) + PHP 150.00 (IT Service Fee for each annotation carried over) + (1% of reg. fee or Php 10 whichever is higher) + PHP 30.00 (Fee for additional page)	5 minutes	Cashier
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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.	11. 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. 12. 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 the owner's duplicate copy by the Records Officer.	None	5 minutes	Assigned Scheduler
	13. For manual titles, the Vault Keeper shall: 13.1. Retrieve the original copy of the certificate of title from its volume/ page; 13.2. Attach the original copy of the certificate of title to each folder/transaction; 13.3. Record the transaction and subject titles;	None	2 working days (for Manual Titles)	Vault Keeper



	<p>13.4. Forward each folder/transaction to the Records Officer for verification of owner's duplicate copy submitted by the client.</p> <p>14. For eTitles, record the transaction and forward the same to the Encoder.</p>			
	<p>15. 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.</p>	None	2 working days	Records Officer
	<p>16. The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title;</p> <p>For manual Titles, the Encoder shall:</p> <p>16.1. Data correct the description/s of the lot;</p>	None	3 working days	Encoder



	<p>16.2. Encode in the New Annotation Tab all carried over encumbrances.</p> <p>17. For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.</p> <p>18. The Encoder shall also proofread the encoded data before forwarding to the next module.</p>			
	<p>19. For manual title the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file.</p> <p>20. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database.</p> <p>21. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>22. Determine the sufficiency of the payment of registration and other LRA fees;</p>	None	3 working days	Land Registration Examiner



	<p>23. 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;</p> <p>24. Evaluate and determine the registrability of the documents submitted for registration;</p> <p>25. 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.</p> <p>26. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>27. 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.</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>



	<p>27.1. If denied, the Approver shall put in reason(s) for denial.</p> <p>28. The Approver will send the transaction to the Uploading module.</p>			
	<p>29. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p> <p>30. All submitted documentary requirements are scanned, uploaded, and converted for digital storage.</p>	None	2 working days	Uploading Clerk
	<p>31. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>32. Print the annotation page of the subject title.</p> <p>33. Print the New Generated Title ("NGT"), bearing the new generated title number;</p> <p>34. Ensure that the title subject of cancellation is marked CANCELLED, if</p>	None	3 working days	Printing Clerk



	<p>the transaction is approved.</p> <p>34.1 For the denied transaction, a Notice of Denial shall be printed.</p> <p>35. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>			
	<p>36. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and the New Generated Title ("NGT").</p> <p>37. The Approver shall sign the Notice of Denial for the denied transaction.</p>	None	1 working day	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
<p>7. The Client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The Client shall wait for his/her queueing to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p>	<p>38. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative.</p> <p>39. Retrieve the documents and titles from the files.</p> <p>40. Print the</p>	None	10 minutes	Releasing Clerk



<p>For Authorized Representative , a Special Power of Attorney shall be presented by the Client.</p> <p>The Client shall carefully review the NGT and sign the Acknowledgement Receipt.</p>	<p>Acknowledgement Receipt;</p> <p>41. Show the NGT to the client for review.</p> <p>42. Release the NGT to the client.</p>			
	TOTAL:	P1,140.51	19 working days, 2 hours, and 35 minutes subject to extension as applicable under R.A. No. 11032	

b. Issuance of Certificate of Title in Subsequent Registration (Extrajudicial Settlement Registered Land with Personal Property)

Office or Division:	Registries of Deeds	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business	
Who may Avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Copy of Owner’s Duplicate Copy of Title		Registered Owner



2.	Deed of Extrajudicial Settlement of Estate	Heirs		
3.	Original Copy of BIR Certificate Authorizing Registration (“CAR”)	Bureau of Internal Revenue (BIR)		
4.	Original Copy of Realty Tax Clearance (Land and Building, if any)	City or Municipal/Provincial Treasurer’s Office		
5.	Certified Copy of Tax Declaration (Land and Building, if any)	City or Municipal/Provincial Assessors Office		
6.	Original Copy or Certified Copy of Transfer Tax Receipt/Clearance	City or Municipal/Provincial Treasurer’s Office		
7.	Original Copy of Affidavit of Publication	Newspaper Publication		
8.	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	Buyer		
9.	Photocopy of the Presenter’s valid Identification Card	Client		
10.	Heir’s Bond (For Personal Property)	Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.				



1. Prepare all the requirements. Secure and fill out application / Registration Application Form (“RAF”)	1. 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.	2. RIO shall call the queueing number of the client, and 3. Check the completeness of the requirements submitted for registration. 4. Verify from the system whether original copy of title/s are intact; and 5. Prepare RIO Assessment Form if necessary, to determine the Registration Fees to be paid. 6. 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 per transaction (depends on the number of titles submitted)	RIO



<p>3. If documents are complete, the client shall wait for his/her queueing number to be called</p>	<p>7. 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.</p> <p>Information to be encoded are the following:</p> <p>7.1. Presenters Name, Address, Contact Number, Valid ID presented;</p> <p>7.2. Transaction Type including the consideration value;</p> <p>7.3. Title Reference (type and number);</p> <p>7.4. Notarial Information;</p> <p>7.5. Name of parties who executed the document.</p> <p>7.6. Select the documents submitted and additional documents as necessary.</p> <p>8. The Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title Preview Notice (“TPN”)</p>	<p>None</p>	<p>1 hour (depends on the number of title to be entered)</p>	<p>Entry Personnel</p>
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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	9. Entry Personnel shall provide the printed AFPO and TPN to the client	None	10 minutes	Entry Personnel
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5. Client shall wait for his/her queueing number to be called and pay the amount reflected in the AFPO to the Cashier	10. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt	<p>PHP 30.00</p> <p>(Entry Fee)</p> <p>+</p> <p>(On Assessed Value)</p> <p>+</p> <p>PHP 344.93</p> <p>(IT Service Fee per Deed/ Document)</p> <p>+</p> <p>PHP 60.00</p> <p>(For each certificate of title issued (owners duplicate)</p> <p>+</p> <p>PHP 30.00</p> <p>(For each additional parcel)</p> <p>+</p> <p>PHP 215.58</p> <p>(IT Service Fee per title)</p> <p>+</p> <p>PHP 30.00</p>	5 minutes	Cashier
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		(For new annotation)	
		+	
		PHP 30.00	
		(For each subsequent certificate of title)	
		+	
		PHP 30.00	
		(For each annotation carried over)	
		+	
		PHP 30.00	
		(For BIR CAR annotation)	
		+	
		PHP 150.00	
		(IT Service Fee for each subsequent certificate of title)	
		+	
		PHP 150.00	
		(IT Service Fee for each annotation	



		carried over) + (1% of reg. fee or Php 10 whichever is higher) + PHP 30.00 (Fee for additional page)			
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.	11. 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.	None	5 minutes	Assigned Scheduler	
	12. 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 the owner's duplicate copy by the Records Officer.				



	<p>13. For manual titles, the Vault Keeper shall:</p> <p>13.1. Retrieve the original copy of the certificate of title from its volume/page;</p> <p>13.2. Attach the original copy of the certificate of title to each folder/transaction;</p> <p>13.3. Record the transaction and subject titles;</p> <p>13.4. Forward each folder/transaction to the Records Officer for verification of the owner's duplicate copy submitted by the client.</p> <p>14. For eTitles, record the transaction and forward the same to the Encoder.</p>	None	2 working days (for Manual Titles)	Vault Keeper
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<p>15. 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.</p> <p>16. The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title.</p> <p>For manual titles, the Encoder shall:</p> <p>16.1 Data correct the description/s of the lot;</p> <p>16.2 Encode in the New Annotation Tab all carried over encumbrances.</p> <p>17. For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used.</p> <p>18. The Encoder shall also proofread the encoded data before forwarding to the next module.</p> <p>19. For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file</p>	<p>None</p> <p>None</p>	<p>2 working days</p> <p>3 working days</p>	<p>Records Officer</p> <p>Encoder</p>
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<p>20. For eTitle, the Examiner shall examine the submitted Owner’s Duplicate Copy of Title as against the file in the database.</p> <p>21. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements.</p> <p>22. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>23. 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;</p> <p>24. Evaluate and determine the registrability of the documents submitted for registration;</p> <p>25. 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.</p> <p>26. The Examiner shall recommend the approval or denial of the transaction.</p> <p>27. 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.</p>	None	3 working days	Register of Deeds OIC - Registrar of Deeds Deputy Registrar of Deeds
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27.1. If denied, the Approver shall put in reason(s) for denial.			Acting Deputy Registrar of Deeds
28. The Approver will send the transaction to the Uploading module.			
29. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.	None	2 working days	Uploading Clerk
30. All submitted documentary requirements are scanned, uploaded, and converted for digital storage			
31. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations.	None	3 working days	Printing Clerk
32. Print the annotation page of the subject title.			
33. Print the New Generated Title ("NGT"), bearing the new generated title number.			
34. Ensure that the title subject of cancellation is marked CANCELLED, if the transaction is approved.			
34.1 For the denied transaction, a Notice of Denial shall be printed.			
35. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature			
36. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and the New Generated Title ("NGT")	None	1 working day	Registrar of Deeds
37. The Approver shall sign the Notice of Denial for the denied transaction.			OIC- Registrar of Deeds



				Deputy Registrar of Deeds Acting Deputy Registrar of Deeds Releasing Clerk
7. The Client shall return to the Registry of Deeds on the specified date of release of the transaction.	38. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR and valid proof of identification, and SPA, if Authorized Representative	None	10 minutes	
	39. Retrieve the documents and titles from the files.			
The Client shall wait for his/her queueing to be called.	40. Print the Acknowledgement Receipt.			
Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.	41. Show the NGT to the client for review.			
	42. Release the NGT to the Client			
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.				
		TOTAL:	19 working days, 2 hours, and 35 minutes subject to extension as applicable under RA11032	



8. SUBSEQUENT REGISTRATION (MULTI-STAGE PROCESSING)

Issuance of Certificate of Title in Subsequent Registration

Office or Division:	Registries of Deeds			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government, G2B – Government to Business			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Original Copy of Owners Duplicate Copy of Title			Registered Owner	
Original Copy of Deed of Absolute Sale with BIR-eCAR printed/stamped			Seller and Buyer	
Original Copy of BIR Certificate Authorizing Registration (“CAR”)			Bureau of Internal Revenue (BIR)	
Original Copy of Realty Tax Clearance (Land and Building, if any)			City or Municipal/Provincial Treasurer’s Office	
Certified Copy of Tax Declaration (Land and Building, if any)			City or Municipal/Provincial Assessor’s Office	
Original Copy or Certified Copy of Transfer Tax Receipt/Clearance			City or Municipal/Provincial Treasurer’s Office	
Original Copy of Secretary’s Certificate or Board Resolution (if necessary)			Seller or Buyer	
Photocopy of Articles of Incorporation and By-Laws (if necessary)			Seller or Buyer	
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			Buyer	
Original Copy of Special Power of Attorney - if Buyer is represented by his/her Attorney-in-Fact			Buyer	
Original Copy of Management Certificate - for subsequent sale of condominium units			Administrator of the Condominium Building/Project	
Photocopy of the Presenters valid Identification Card			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Place all the requirements in a sequential manner as enumerated above in the Checklist of Required Documents in a long and clean folder.				



1.Prepare all the requirements. Secure and fill out application / Registration Application Form ("RAF")	1. 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 queue to be called.	2. RIO shall call the queueing number of the client, and; 3. Check the completeness of the requirements submitted for registration; 4. Verify from the system whether original copy of title/s are intact; and 5. 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 per transaction (depends on the number of titles submitted)	RIO



<p>3. If documents are complete, the client shall wait for his/her queue to be called.</p>	<p>6. 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.</p> <p>Information to be encoded are the following:</p> <p>6.1 . Presenter's Name, address, contact number, valid ID presented;</p> <p>6.2 . Transaction Type including the consideration value;</p> <p>6.3 . Title Reference (type and number);</p> <p>6.4 Notarial Information;</p> <p>6.5 Name of parties who executed the document.</p> <p>6.6 Select the documents submitted and additional documents as necessary.</p> <p>7. The Entry Personnel shall then generate the fees and print a copy of the AFPO and the Title Preview Notice ("TPN").</p>	<p>None</p>	<p>45 minutes from actual receipt of the personnel (depends on the number of title to be entered)</p>	<p>Entry Personnel</p>
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<p>4.The Client shall carefully review and sign the Title Preview Notice (“TPN”).</p> <p>In case of erroneous data, the Client shall need to immediately inform the Entry Personnel for the necessary corrections.</p>	<p>8. Entry Personnel shall provide the printed AFPO and TPN to the client.</p>	<p>None</p>	<p>10 minutes</p>	<p>Entry Personnel</p>
<p>5. Client shall wait for his/her queue to be called and pay the amount reflected in the AFPO to the Cashier.</p>	<p>9. Cashier shall call the queueing number of the client and accept the payment from the Client and issue an official receipt.</p>	<p>PHP 30.00 (Entry Fee)</p> <p>+</p> <p>(Higher of Consideration value & Assessed Value)</p> <p>+</p> <p>PHP 344.93</p> <p>(IT Service Fee per Deed/Document)</p> <p>+</p> <p>PHP 60.00</p>	<p>5 minutes</p>	<p>Cashier</p>



		<div>(For each certificate of title issued (owners duplicate) + PHP 30.00 (For each additional parcel) + PHP 215.58 (IT Service Fee per title) + PHP 30.00 (For new annotation) + PHP 30.00 (For each subsequent certificate of title) + PHP 30.00 (For each annotation carried over) +</div>		
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		<div>PHP 30.00 (For BIR CAR annotat ion)</div> <div>+</div> <div>PHP 150.00 (IT Service Fee for each subseq uent certificat e of title)</div> <div>+</div> <div>PHP 150.00 (IT Service Fee for each annotat ion carried over)</div> <div>+</div> <div>(1% of reg. fee or Php 10 whichev er is higher)</div> <div>+</div> <div>PHP 30.00 (Fee for addition al page)</div>		
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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.	10. 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. 11. 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 the owner's duplicate copy by the Records Officer.	None	5 minutes	Assigned Scheduler
	12. For manual titles, the Vault Keeper shall: 12.1 Retrieve the original copy of the certificate of title from its volume/ page; 12.2 Attach the original copy of the certificate of title to each folder/transaction; 12.2 Record the transaction and subject titles; 12.3 Forward each folder/transaction to the Records Officer for verification of the owner's duplicate copy submitted by the client.	None	2 working days	Vault Keeper



	13. For eTitles, record the transaction and forward the same to the Encoder.			
	14. 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	Records Officer
	15. The Encoder shall encode the general information of the subject title, the appropriate annotations and the details of the new Title; 16. For manual Titles, the Encoder shall: 16.1 Data correct the description/s of the lot; 16.2 Encode in the New Annotation Tab all carried over encumbrances. 17. For eTitle, the Encoder shall transfer all valid/active annotations to the new title to be used. 18. The Encoder shall also proofread the encoded data before forwarding to the next module.	None	3 working days	Encoder



	<p>19. For manual title, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the original on file.</p> <p>20. For eTitle, the Examiner shall examine the submitted Owner's Duplicate Copy of Title as against the file in the database.</p> <p>a. Evaluate all the documents and determine the correctness of the document submitted with respect to legal requirements;</p> <p>b. Determine the sufficiency of the payment of registration and other LRA fees;</p> <p>c. 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;</p> <p>d. Evaluate and determine the registrability of the documents submitted for registration;</p> <p>e. The Examiner shall check and proofread all the</p>	None	3 working days	Land Registration Examiner
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	<p>encoded data, and ensure that the output or the new title to be generated is accurate based on the documents submitted.</p> <p>f. The Examiner shall recommend the approval or denial of the transaction.</p>			
	<p>21. 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.</p> <p>21.1 If denied, the Approver shall put in reason(s) for denial.</p> <p>22. The Approver will send the transaction to the Uploading module.</p>	None	3 working days	<p>Registrar of Deeds</p> <p>OIC - Registrar of Deeds</p> <p>Deputy Registrar of Deeds</p> <p>Acting Deputy Registrar of Deeds</p>
	<p>23. The Uploading Clerk shall check the submitted documents and title/s if the main documents and title bears the signature of the approver.</p> <p>24. All submitted documentary requirements are scanned, uploaded,</p>	None	2 working days	Uploading Clerk



	and converted for digital storage.			
	<p>25. The Printing Clerk shall check and proofread all the data of the title to be printed from Technical Description to all the annotations;</p> <p>26. Print the annotation page of the subject title.</p> <p>27. Print the New Generated Title ("NGT"), bearing the new generated title number;</p> <p>28. Ensure that the title subject of cancellation is marked CANCELLED, if the transaction is approved.</p> <p>28.1 For the denied transaction, a Notice of Denial shall be printed.</p> <p>29. The Printing Clerk shall submit the printed title/s or the Notice of Denial to the Examiner and Approver for signature.</p>	None	3 working days	Printing Clerk
	<p>30. The Approver shall sign the printed Memorandum of Encumbrance ("MOE"), and the New Generated Title ("NGT").</p> <p>31. The Approver shall sign the Notice of</p>	None	1 working day	Registrar of Deeds OIC - Registrar of Deeds Deputy Registrar of Deeds



	Denial for the denied transaction.			Acting Deputy Registrar of Deeds
<p>7. The client shall return to the Registry of Deeds on the specified date of release of the transaction.</p> <p>The client shall wait for his/her queue to be called.</p> <p>Client shall present the AFPO, OR, and valid proof of identification to the Releasing Clerk.</p> <p>For Authorized Representative, a Special Power of Attorney shall be presented by the client.</p> <p>The Client shall carefully review the NGT and sign the Acknowledgement Receipt.</p>	<p>32. The Releasing Clerk shall call the queueing number of the client and ask for the AFPO, OR, and valid proof of identification, and SPA, if Authorized Representative.</p> <p>33. Retrieve the documents and titles from the files.</p> <p>34. Print the Acknowledgement Receipt.</p> <p>35. Show the NGT to the client for review.</p> <p>36. Release the NGT to the client.</p>	None	10 minutes	Releasing Clerk
	TOTAL:	P1,140.51	19 working days, 2 hours, and 5 minutes subject to extension as applicable under RA11032	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback?	<p>Answer the Client Feedback Form (CFF) and drop it at the designated drop box inside the Registry of Deeds and/or LRA Central Office. Posted CFF QR codes may also be scanned for online filing of feedback.</p> <p>Clientele may also communicate their concerns through the following contact information:</p> <p>LRA Public Relations and Information Section</p> <p>Email address: pris@lra.gov.ph</p> <p>Contact numbers: 0927-631-1949 (Globe) and 0960-465-5340 (Smart)</p> <p>Social media accounts: Land Registration Authority (Facebook page and Instagram account)</p>
How feedback is processed?	<p>A Client Feedback Form (with office name, control number, and EPEB Number) will be distributed to the transacting public/client before the release of their completed transaction.</p> <p>The client will accomplish the Client Feedback Form and drop it at the designated Client Feedback Box before leaving the RD/Central Office or scan the QR Code for online filing of feedback.</p> <p>The designated RD or CO staff will collate the filled-out CFFs and forward its Summary to the Statistical Section.</p> <p>The RD/CO staff will file and keep the original copies of the filled-out CFFs for</p>

	<p>purposes of the conduct of spot audits in their respective offices.</p> <p>The Statistical Section staff will summarize all the data indicated on the filled-out CFFs using the form for Summary of Client Feedback Data and a Tally sheet.</p> <p>The Statistical Section staff will consolidate and check all the summarized Client Feedback Data from the Central Office and the Registries of Deeds nationwide, and will analyze the data.</p> <p>From the analyzed data, the Statistical Section Chief extracts the necessary information in order to prepare the report regarding the percentage of clients satisfied with the agency service.</p>
How to file complaints?	<p>For walk-in clients, answer the Client Feedback Form (CFF) and drop it at the designated drop box inside the Registry of Deeds or Central Office.</p> <p>Clients may also file their complaint through the email address of LRA Public Relations and Information Section (PRIS) at pris@lra.gov.ph. They may also communicate their complaints through the contact numbers of PRIS.</p>
How complaints are processed?	<p>Complaints through letters, Indorsements, memoranda, emails, SMS, phone calls coming from all sources are received by the LRA Public Relations and Information Section.</p> <p>For walk-in clients with incomplete information indicated on the filled out Public Assistance and Complaints Desk (PACD) Form, they will be interviewed by the PRIS staff to determine specific details such as the EPEB number of transaction, title number, registered</p>



	<p>owner and/or presenter’s name of the matter being complained of. If the complaint can be readily addressed, the PRIS shall act upon the same immediately whether by coordinating with the concerned unit or direct discussion with the client. For complaints coursed through SMS or phone calls, the PRIS staff will fill out the PACD Form and interview the client to obtain details in order to determine the appropriate action necessary to resolve the same.</p> <p>Information such as date of receipt of complaint, name of complainant or anonymous as the case may be, contact number and email address of the complainant, the subject matter of the complaint, concerned LRA unit, and actions taken will be encoded in the PRIS database. The database will serve as the monitoring tool in order to determine whether or not the complaint has been resolved.</p> <p>Indorsement of the complaint, if necessary, will be prepared by filling out the information required in the pre-formatted Indorsement and have it signed by the Head of PRIS/designated official. Documents will be scanned and sent to the concerned unit. It will also be uploaded to the shared Google Folder of PRIS and focal persons from Registries of Deeds and Central Office, for easy reference and follow up.</p> <p>Indorsement to the Registers of Deeds concerned will be sent via email and personal service for offices in the LRA Central Office. The database will be updated with respect to the date the Indorsement has been sent to respondent. The client will also be informed of the action taken by PRIS.</p>
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	<p>Reply letter, with proof of communication with client such as screenshot of SMS, call logs, email, and postal mail, will be sent by concerned units to the client, PRIS, Office of the Administrator, and referring agency. If client is anonymous, reply letter and its attachments will be sent to the referring agency, PRIS, and Office of the Administrator.</p> <p>If no response is received, Tracer(s) will be sent to concerned units. Failure to reply will result in the endorsement of complaint to the Land Registration Monitoring Division for formal investigation or to other appropriate office which can address the matter complained of.</p> <p>The complainant and the agency that made the endorsement to the LRA, if applicable, will be informed of the status of the complaint.</p> <p>The PRIS database will be updated from time to time and the Head of PRIS will monitor the status of complaints.</p>
Contact Information	<p>LRA Public Relations and Information Section</p> <p>Email address: pris@lra.gov.ph</p> <p>Contact numbers: 0927-631-1949 (Globe) and 0960-465-5340 (Smart)</p> <p>Social media accounts: Land Registration Authority (Facebook page and Instagram account)</p>
Contact Information of 8888 Citizens' Complaint Center, Contact Center ng Bayan (CCB), Presidential Action Center (PACE) previously Presidential Complaint Center (PCC), and Anti-Red Tape Authority (ARTA)	<p>8888 Citizens' Complaint Center:</p> <ul style="list-style-type: none">• Hotline: 8888• Email: www.8888.gov.ph <p>Contact Center ng Bayan (CCB):</p>



	<ul style="list-style-type: none">•Hotline: 1-6565 accessible via PLDT and Smart landlines nationwide• SMS/Text Access: 0908-8816565• Email: email@contactcenterngbayan.gov.ph• Website: www.contactcenterngbayan.gov.ph <p>Presidential Action Center (PACE):</p> <ul style="list-style-type: none">• Email: pace@op.gov.ph <p>Anti-Red Tape Authority (ARTA):</p> <ul style="list-style-type: none">• Email: complaints@arta.gov.ph• Website: arta.gov.ph
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**VII. List of Offices
REGIONAL OFFICES**

Region	Registry of Deeds	Register of Deeds	Office Address	Contact Information
NCR	Manila City	Mr. Perlino V. Califlores	Room 222, 2nd Floor, Manila City Hall, Ermita, Manila, 1000	rd.manila@lra.gov.ph
CAR	Baguio City	Atty. John B. Felix	G/F City Hall Bldg., Abanao Ext., Baguio City 2600	baguiocityrd@gmail.com / rd.baguiocity@lra.gov.ph (074) 620-5776
I	San Fernando, La Union	Atty. Laura Irynn May Ofiana Padua	Barangay Sevilla, San Fernando City, La Union, 2500	rodlaunion@gmail.com 0998-540-1150
II	Tuguegarao, Cagayan	Atty. Herminio C. Sychiangco, Jr. (Acting Register of Deeds)	Regional Center Carig Sur, Tuguegarao City, Cagayan, 3500	rd.tuguegaraocity@lra.gov.ph (078) 825-2810 / 0962-180-3164 / 0956-103-4519
III	San Fernando, Pampanga	Atty. Lorna Salangsang Dee	Capitol Compound, Barangay Santo Niño, City of San Fernando 3132	rd.pampanga@lra.gov.ph
IV-A	Binangonan, Rizal Province	Atty. Anthony Francis G. Andal	Manila East Road, Barangay Calumpang, Binangonan Rizal 1940	registryofdeedsprovinceofrizal@gmail.com 0935-199-0306 / 0962-998-8477

IV-B	Calapan City, Oriental Mindoro	Atty. Ethel Buenaventura Regadio	Near Provincial Capitol Bldg., Quatro Aguas, Calapan, Oriental Mindoro, 5200	rd.calapanmindoro@lra. gov.ph (043) 748-5846 / / (043) 738-8732 / 0966-903-6128
V	Legaspi City, Albay	Atty. Sidney E. Nebres (Acting Register of Deeds)	Twin Registry of Deeds Building Albay Province, Terminal Road 3, Barangay Bitano, Legazpi City, Albay, 4500	rd.legazpicity@lra.gov.p h / rod.legazpicity@gm ail.com / (052) 826-1525 / (052) 742-1415 / 0917-878-2077
VI	Iloilo City	Atty. Giovanni Alfonso Fuentes Miraflones	Muelle Loney Street, Iloilo City, Iloilo, 5000	banoymir@yahoo.com (033) 337-9582 / 0917-700-0898
VII	Cebu City, Cebu	Atty. Marlo Orquin Cugtas	M. Velez Street, Department of Agriculture Compound, Guadalupe, Cebu City, 6000	rd.cebucity@lra.gov.ph (032) 253-0544 / (032) 253-0921 / 0928-594-8672
VIII	Catbalogan City, Western Samar	Atty. Jana A. Dumaliang (Concurrent Acting)	Del Rosario St. Brgy. Ubanon, Catbalogan City, Western Samar, 6700	rdprovofwesternsamar @lra.gov.ph (055) 837- 0951 / 0965-855-6344
IX	Zamboanga City	Mr. Al Touhamy A. Aud (OIC Register of Deeds)	Pettit Barracks, Rizal St., Zamboanga City, Zamboanga Del Sur, 7000	registryofdeedszambo a ngacity@gmail.com / hrzamboangacityrod@ gmail.com



X	Cagayan de Oro City, Misamis Oriental	Atty. Cipriano Benedicto Emnas Ratunil II	Land Registration Authority Building Fernandez Ext. Cor Hayes St., (In front of City Health) Cagayan De Oro City, Misamis Oriental 9000	rd.cagayandeorocity@lra.gov.ph /rodcdco2020@gmail.com 0965-056-2672
XI	Davao City, Davao Del Sur	Atty. Hanniyah Pasawa Sevilla (Acting Register of Deeds)	Pichon corner Magallanes Street, Davao City, Davao Del Sur, 8000	roddavao@gmail.com 0922-503-8075
XII	Cotabato City, Maguindanao	Mr. Almuhayin L. Lauban (OIC Reigster of Deeds)	3F H&J Building 1, Sinsuat Avenue, Cotabato City, Maguindanao, 9600	rd.cotabatocity@lra.gov.ph 0916-781-2359
CARAG A	Butuan City, Agusan Del Norte	Atty. Rodelo Martin M. Damaolao	J. Rosales Ave., Brgy. Butuan City, Agusan Del Norte, 8600	rodbutuan@gmail.com (085) 304-2273
ARMM	Marawi City, Lanao Del Sur	Atty. Nurhainie S. Abolais (Acting Register of Deeds)	City Hall Compound, Bangon, Marawi City, 9700	rd.marawicity@lra.gov.ph 0965-902-9510



DIRECTORY OF ALL REGISTRIES OF DEEDS

Region	Registry of Deeds	Register of Deeds	Office Address	Contact Information
NATIONAL CAPITAL REGION				
NCR	Caloocan City	Atty. Niel B. Tabbu (Acting Register of Deeds)	2nd Floor IPI Building 5th Avenue, Grace Park E. Caloocan City, 1400	rd.caloocancity@lra.gov.ph 0961-623-3117
NCR	Las Piñas City	Atty. Sofia H. Barcena	City Hall Compound, Las Piñas City, 1701	rd.laspinascity@lra.gov.ph 0939-269-7953 / (02) 8363-7157
NCR	Makati City	Atty. Constante P. Caluya Jr.	5th Floor, Makati City Hall, Makati City, 1200	rd.makaticity@lra.gov.p h 0912-512-0623
NCR	Malabon/ Navotas	Atty. Dina M. Lao	Casimiro Street corner M.H. Del Pilar, Tugatog, Malabon, 1404	rd.malabon@lra.gov.ph 0905-310-5231 / 8556-1873
NCR	Mandaluyong City	Atty. Ghelynnne Avril D. Del Rosario (Concurrent Acting Register of Deeds)	2nd Floor 641 Cirfa Bldg., Boni Ave. Mandaluyon g City, 1550	rd.mandaluyongcity@lra.g o v.ph 8363-8457
NCR	Manila City	Atty. Marissa E. Timones	Room 222, 2nd Floor, Manila City Hall, Ermita, Manila, 1000	rd.manila@lra.gov.p h



NCR	Marikina City	Atty. Richard Alvin M. Nalupta	103 Building B.J. Rizal, Nangka, Marikina City, 1808	rd.marikinacity@lra.gov.ph 0927-371-6743
NCR	Muntinlupa City	Atty. Renny E. Domingo	Muntinlupa City Hall, Putatan, Muntinlupa City, 1772	rd.muntinlupacity@lra.gov.ph / rd.muntinlupa@lra.gov.ph (028) 364-7606
NCR	Parañaque City	Atty. Ramero S. Osorio, Jr. (Acting Register of Deeds)	Municipal Hall Complex, Dr. Santos Avenue, Parañaque City, 1700	rd.paranaquecity@lra.gov.ph
NCR	Parañaque City	Atty. Ramero S. Osorio, Jr. (Acting Register of Deeds)	Municipal Hall Complex, Dr. Santos Avenue, Parañaque City, 1700	rd.paranaquecity@lra.gov.ph
NCR	Parañaque City	Atty. Ramero S. Osorio, Jr. (Acting Register of Deeds)	Municipal Hall Complex, Dr. Santos Avenue, Parañaque City, 1700	rd.paranaquecity@lra.gov.ph
NCR	Pasay City	Atty. Jose P. Aguilar Jr. (Acting Register of Deeds)	Room 108, Ground Floor, Pasay City Hall, F.B. Harisson Street, Pasay City, 1300	rdpasay003@gmail.com 0966-251-9947
NCR	Pasig City	Atty. Arnold A. Bautista	3rd Floor, Pasig City Hall, Market Avenue/Caruncho Avenue, Barangay San Nicolas Pasig City, 1600	rdpasig@gmail.com 0935-530-7501

NCR	Quezon City	Atty. Elbert T. Quilala	LRA Compound, NIA Road corner East Avenue, Diliman, Quezon City, 1101	rd.quezoncity@lra.gov.ph
NCR	San Juan City	Atty. Maria Kamille Villalobos - Valmoria	2nd Floor, Glialcon Building 3, Blumentritt Street, Barangay Batis, San Juan City, 1500	lrardsanjuan@gmail.com 0966-791-2241
NCR	Taguig/Pateros	Atty. Sedfrey H. Garcia (Acting Register of Deeds)	8th Floor, SM Aura Tower, Bonifacio Global City, Taguig City, 1630	rd.taguigcity@lra.gov.ph 0933-826-8355
NCR	Valenzuela City	Atty. Dalisay V. Sacdalan-Martinez	3rd Floor, Comelec Building, Poblacion I, Malinta, Valenzuela City, 1440	rd.valenzuelacity@lra.gov.ph



CORDILLERA ADMINISTRATIVE REGION				
CAR	Baguio City	Atty. John B. Felix	Ground Floor, City Hall Building, Abanao Ext., Baguio City 2600	baguiocityrd@gmail.com / rd.baguio@lra.gov.ph (074) 620-5776
CAR	Bangued, Abra	Atty. Germa P. Dumalleg (Acting Register of Deeds)	Provincial Capitol Compound, Bangued, Abra, 2800	rd.banguedabra@lra.gov.ph 0950-340-7607
CAR	Bontoc, Mountain Province	Atty. Loveli Ann B. Publico (Concurrent Acting Register of Deeds)	5th Flr. Kedawen Bldg., Poblacion, Bontoc, Mountain Province, 2616	rd.bontocmountainprov@lra.gov.ph 0950-060-2128
CAR	La Trinidad, Benguet Province	Atty. Marcelli T. Merino (Acting Register of Deeds)	Ground Floor, Capitol Bldg., Km. 6, La Trinidad, Benguet, 2601	rd.benguet@lra.gov.ph / rd.benguet@gmail.com 0946-617-9973 / (074) 422-2182
CAR	Lamut, Ifugao Province	Atty. Loveli Ann B. Publico (Acting Register of Deeds)	2nd Flr, Bahni Commercial Building, Poblacion, West Lamut, Ifugao, 3605	rd.provinceofifugao@lra.gov.ph; rd.ifugao@gmail.com
CAR	Luna, Province of Apayao	Atty. Ranville Orque Albano	2nd Flr. National Line Agencies Bldg., Capitol Compound, San Isidro Sur, Luna, Apayao, 3813	rd.provinceofapayao@lra.gov.ph (074) 634-0013

CAR	Tabuk, Kalinga Apayao	Atty. Ma. Elnora D. Puday	Capitol Compound, Bulanao, Tabuk City, Kalinga-Apayao, 3800	rd.tabukkalinga@lra.gov.ph 0995-956-3005
REGION 1				
I	Alaminos City, Pangasinan	Atty. William Simon F. Peralta Jr.	2nd floor Monte-Rio Bldg. Montemayor St., Alaminos City, Pangasinan, 2404	rd.alaminoscity@lra.gov.ph
I	Batac City, Ilocos Norte	Atty. Kristelle Joy Ann B. Quibuyen (Acting Register of Deeds)	#6-S Quiling Sur, National Highway, Batac City, Ilocos Norte, 2906	rd.batacilocosnorte@lra.gov.ph 0915-756-4996 / (077) 784-4608
I	Dagupan City	Atty. Remarque L. Ravanzo	City Hall Compound, A.B. Fernandez Avenue, Dagupan City, Pangasinan 2400	registerofdeedsdagupancity pang@gmail.com; rd.dagupancity@lra.gov.ph (075) 649-5688
I	Ilocos Norte Province	Atty. Jay Roger S. Bracer (Concurrent Acting Register of Deeds)	Giron Street, Brgy., 7-B, Laoag City, Ilocos Norte 2900	rdlaoag@gmail.com (077) 784-3978 / (077) 784-4865
I	Laoag City, Ilocos Norte	Atty. Jennybeth Mamauag- Quilantang	Giron Street, Brgy., 7-B, Laoag City, 2900	rd.laoagcity@lra.gov.ph 0961-051-0409 / (077) 784-4859



I	Lingayen, Pangasinan	Atty. Primer S. Sendaygiego (Concurrent Acting Registry of Deeds)	Capitol Complex, Lingayen, Pangasinan, 2401	lra.026lingayen.rd@gmail.com (075) 649-5827 / 0938-828-1809 / 0981-401-4684
I	San Carlos City, Pangasinan	Atty. Remarque Lavarias Ravanzo (Concurrent Register of Deeds)	Bugallon St., San Carlos City, Pangasinan, 2420	rd.sancarloscitypangasinan@lra.gov.ph 0995-260-6621
I	La Union	Atty. Laura Irynn May O. Padua	Barangay Sevilla, San Fernando City, La Union, 2500	rodlaunion@gmail.com 0998-540-1150
I	Tayug, Pangasinan	Atty. Primer S. Sendaydiego	Rizal St., Plaza Compound, Tayug, Pangasinan, 2445	rd.tayug@lra.gov.ph (075) 523-7558
I	Urdaneta, Pangasinan	Atty. Leland R. Lopez	Left Wing, Ground Flr., The New City Hall, Gov't Center, Brgy. Anonas, Urdaneta City, Pangasinan, 2428	rduc2021@gmail.com 0966-905-2777 / 0917-312-7776
I	Ilocos Sur	Atty. Sheila R. Rafanan	Zone V, Quirino Boulevard, Bantay, Ilocos Sur, 2727	rdvigan024@gmail.com 0917-187-6968
REGION 2				
II	Basco, Batanes	Ms. Maria Jocelyn B. Puriran (Concurrent OIC)	Provincial Capitol Building, Basco, Batanes, 3900	rd.batanes@lra.gov.ph 0961-220-0710

II	Bayombong, Nueva Vizcaya Province	Atty. Melba Niña A. Quinto	Capitol Compound Sta. Rosa, Bayombong, Nueva Vizcaya, 3700	registryofdeedsbayombong@gmail.com mna.quinto@lra.gov.ph 0977-490-5297 / (078) 397-3502
II	Cabarrogui s, Quirino	Atty. Brenda Lyn S. Afalla (Acting Registry of Deeds)	Capitol Compound Cabarroguis, Quirino, 3400	rd.quirino@lra.gov.ph (078) 374-3843
II	Ilagan City, Isabela	Atty. Egdona M. Mananquil	Queen Isabela Skypark, Capitol Compound, Brgy. Alibagu, City of Ilagan, Isabela 3300	rd.ilaganisabela@lra.gov.ph
II	Sanchez Mira, Cagayan	Atty. Ranville O. Albano (Concurrent Acting RD)	Gomez St., Centro 1, Sanchez Mira, Cagayan, 3518	rd.sanchezmira@lra.gov.ph 0965-849-5299
II	Santiago City, Isabela	Atty. Ariel C. Vallejo	National Highway, Brgy. Batal, Santiago City, Isabela, 3311	rd.santiagocity@lra.gov.ph 0919-787-9484
II	Tuao, Cagayan	Atty. Gretchen Joy Dalanao-Basungit (Concurrent Acting Register of Deeds)	Mamba Gymnasium Poblacion, Tuao, Cagayan, 3528	rd.tuaocagayan@lra.gov.ph 0917-118-5230 / 0917-716-1264
II	Tuguegarao, Cagayan	Atty. Herminio C. Sychiangco, Jr. (Concurrent Register of Deeds)	Regional Center Carig Sur, Tuguegarao City, Cagayan, 3500	rd.tuguegaraocity@lra.gov.ph (078) 825-2810 / 0962-180-3164 / 0956-103-4519



REGION 3				
III	Angeles City, Pampanga	Atty. Bayani A. Maniquis	City Hall Compound, Pulung Maragul, Angeles City 2009	rd.angelescity@lra.gov.ph 0916-664-1457
III	Province of Bataan	Atty. Amante R. Capuchino	Capitol Compound, San Jose, Balanga City, Bataan 2100	rdbataanr3@gmail.com, 0930-406-3281
III	Balanga City	Atty. Raymond C. Reyes	(Newly created RD reporting at Bataan Province)	
III	Baler, Aurora	Atty. Sharon R. Teh	Sitio Setan, Barangay Suklayin, Baler, Aurora, 3200	rd.baleraurora@lra.gov.ph (042) 724- 1517 / 0919-261-1554
III	Cabanatuan Province, Nueva Ecija	Atty. Napoleon M. Reyes	Cabanatuan City Hall Compound, Kapitan Pepe Subdivision, Cabanatuan City, Nueva Ecija 3100	rd.provofnuevaecija@lra.gov.ph
III	Cabanatuan City, Nueva Ecija	Atty. Christian B. Gonzales	Cabanatuan City Hall Compound, Kapitan Pepe Subdivision, Cabanatuan City, Nueva Ecija 3100	rd.cabanatuancity@lra.gov.ph 0916-246-4730 / 0907-116-1334



III	Gapan City	Atty. Vican Jess D. Dela Rosa (Concurrent Acting RD)	(Newly created)	
III	Guiguinto, Bulacan	Atty. Christopher S.J. Santos (Acting Register of Deeds)	Sta. Rita Public Market, Sta. Rita, Guiguinto, Bulacan, 3015	guiguintord.bulacan@gmail.com
III	Iba, Zambales	Atty. Hilarion C. Mogello, Jr.	National Highway, Barangay Palanginan, Iba, Zambales 2201	rd.ibazambales@lra.gov.ph (047) 232-3019 / 0915-082-9877
III	Meycauayan, Bulacan	Atty. Julius Aballos Hidalgo	Muralla St., Brgy. Iba, Meycauayan, Bulacan 3020	rdmeycauayan@gmail.com 0928-863-6003
III	Olongapo City	Atty. Raymond C. Reyes (Concurrent Acting)	3/F Villagrancia Bldg., 20th St., East Bajac-Bajac, Olongapo City, Zambales, 2200	(047) 232 - 4703
III	Palayan City, Nueva Ecija	Ms. Rosario F. Roque (OIC Register of Deeds)	LRA Compound, Barangay Singalat, Palayan City, Nueva Ecija 3132	rd.palayancity@lra.gov.ph 0926-930-1371
III	Pampanga Province	Atty. Lorna S. Dee	Capitol Compound, Sto. Niño, City of San Fernando, Pampanga, 2000	rd.pampanga@lra.gov.ph
III	San Fernando City, Pampanga	Atty. Mark Anthony V. Aniag	(Newly created RD reporting at Pampanga Province)	

III	San Jose City, Nueva Ecija	Atty. Dion Rex A. Africa (Concurrent Acting Register of Deeds)	Hall of Justice Compound, Maharlika Highway, Brgy. Malasin, San Jose City, Nueva Ecija 3121	rd.sanjosecitynuevaecija@lra.gov.ph 0947-997-3400 (044) 604-7810
III	San Jose Del Monte, Bulacan	Atty. Bobby L. Billote	Muralla Street, Barangay Iba, Meycauayan, Bulacan, 3020	
III	Talavera, Nueva Ecija	Atty. Dion Rex A. Africa	Municipal Hall Compound, Talavera, Nueva Ecija, 3114	rd.talavera@lra.gov.ph / registerofdeedstalavera@gmail.com 0927-864-5760
III	Tarlac Province	Atty. Ronnie Tuquero Tababa	Romulo Boulevard, San Vicente, Tarlac City 2300	rd.tarlac@yahoo.com /rd.tababa@lra.gov.ph 0961-018-3129
III	Tarlac City	Atty. Karla Flor D. Fonacier	(Newly created RD)	
REGION 4				
IV-A	Antipolo City, Rizal	Atty. Micheal C. Superable	Mezzanine Floor, Victory Mall, M.L. Quezon St. cor. P. Oliveros, Brgy. San Roque, Antipolo City, Rizal, 1870	antipolocityrd@gmail.com 0929-814-0254

IV-A	Bacoor City, Cavite	Atty. Marites C. Tamayo	New Bacoor City Hall, Molino Blvd., Molino, Bacoor City Cavite, 4102	rd.bacoorcity@lra.gov.ph (046) 481-4162
IV-A	Batangas City, Batangas	Atty. Neil Adrian B. Pargas	Quinio St, Santolan Road, Pallocan West, Batangas City, Batangas 4200	rd.batangascity@lra.gov.ph (043) 702-5428
IV-A	Batangas Province, Batangas	Atty. Rodil A. Rivera	Tolentino Road, Kumintang Ibaba, Batangas City, Batangas, 4200	rdbatangasprovince@gmail .com 0929-267-9325
IV-A	Binangonan, Rizal Province	Atty. Anthony Francis G. Andal	Manila East Road, Brgy. Calumpang, Binangonan Rizal 1940	registryofdeedsprovinceofri zal@gmail.com 0935-199-0306 / 0962-998-8477
IV-A	Biñan City, Laguna	Atty. Mikhail Sherard R. Alivia	Zapote St., Brgy. Zapote, Biñan City, Laguna	rd.binancity@lra.gov.ph
IV-A	Calamba, Laguna	Atty. Rodolfo A. Sol, Jr.	Registry of Deeds Calamba, JP Rizal St., Calamba City, Laguna, 4027	registryofdeedscalamba@g mail.com 0969-028-6947
IV-A	Cavite City	Atty. Rowaisa M. Pandapatan	Canacao Bay Samonte Park, J. Ibanez St., Brgy 62-A, Cavite City, Cavite 4100	rd.cavitecity@lra.gov.ph/ rd.cavitecity@lra.gov.ph 0954-184-1924
IV-A	Infanta, Quezon Province	Atty. Joseph S. Dimaiyacan (Acting Registry of Deeds)	Registry of Deeds for Infanta Quezon, Brgy. Comon, Infanta, Quezon, 4336	rd.infanta@gmail.com 0946-584-3919

IV-A	Lemery, Batangas	Atty. Randy P. Bareng (Concurrent Acting RD)	Municipal Hall Bldg., Ilustre Avenue, Lemery, Batangas, 4209	rd.lemery@lra.gov.ph (043) 781-8417
IV-A	Lipa City, Batangas	Atty. Mimi L. Aquino-Santos	Registry of Deeds New City Hall Compound, Marawoy, Lipa City, Batangas, 4217	rdlipacity@lra.gov.ph / regsitryoflipacity@gmail.com 0915-316-5472
IV-A	Lucena City	Atty. Patrick Henrich Wendell R. Ilagan	Lucena City Government Complex, Diversion Road, Barangay Mayao Kanluran, Lucena City, Lucena 4301	registryofdeedslucena@gmail.com (042) 710-2072 / 0922-780-5045
IV-A	Quezon Province	Atty. Sherwin M. Fernandez	Brgy. Talipan, Pagbilao, Quezon, 4302	rdquezonprovince@gmail.com 0943-280-0834
IV-A	Morong, Rizal	Atty. Edwin Flor Ventura Barroga	Morong Public Market, Brgy. San Pedro, Morong Rizal, 1960	registryofdeedsmorongrizal@gmail.com (02) 8280-8959
IV-A	Nasugbu, Batangas	Atty. Randy P. Bareng	RD Building, JP Laurel Rizal Street, Nasugbu, Batangas, 4231	rd.nasugbu@lra.gov.ph (043) 216-2862 / 0920-623-1095
IV-A	San Pablo City, Laguna	Atty. Gil R. Marasigan (Concurrent Acting RD)	Dona Leonila Park, Capitol Compound, San Pablo City, Laguna, 4000	sanpablord075@gmail.com (049) 562-3342

IV-A	San Pedro, Laguna	Atty. Leonardo B. Mendoza II	Registry of Deeds Calamba, JP Rizal St., Calamba City, Laguna 4027	rd.sanpedrocity@lra.gov.ph 0921-553-5526
IV-A	Siniloan, Laguna	Atty. Roy J. Arriola	Siniloan Municipal Hall, Barangay Bagong Barangay, Siniloan, Laguna, 4019	rdsiniloan@gmail.com 0927-136-6522
IV-A	Sta. Cruz, Laguna	Atty. Edwin S. Lagac	GF Provincial Capitol Bldg., P. Guevarra St., Sta. Cruz, Laguna, 4009	sta.cruz.rd@gmail.com (049) 539-0103
IV-A	Sta. Rosa, Laguna	Atty. Patrick D. Maglinao	2nd Floor Leon Arcillas Memorial Building (Old City Hall), Brgy. Tagapo, City of Santa Rosa, Laguna, 4206	0988-842-8028
IV-A	Tagaytay City, Cavite	Atty. John Ray C. Concepcion	Registry of Deeds Akle St., Kaybagal South, Tagaytay City, Cavite 4120	rdtagaytaycity@lgmail.com 0927-385-1851 / 0920-962-6069
IV-A	Tanauan City, Batangas	Atty. Gil Recinto Marasigan	Mayapis St., Mt. View Subd. Brgy. Poblacion 3, Tanauan City, Batangas, 4232	rdtanauan056@yahoo.co m 0929-640-2067 / 0956-078-5505
IV-A	Trece Martirez City	Atty. Peter Joseph L. Fauni	Ground Flr., Trece Martires City Hall Building, Brgy. San Agustin, Trece Martires City, Cavite, 4109	rd.trecemartirezcity@lra.go v.ph 0963-032-8561

IV-A	Trece Martirez Province, Cavite	Atty. Jude Cornelio Alagde	Capitol Compound, Trece Martires City, Cavite Province, 4109	rd.provinceofcavite@lra.gov.ph (046) 866-4428
IV-B	Boac, Marinduque	Mr. Leonardo Daga Mendoza (Concurrent OIC Register of Deeds)	Capitol Compound, Bangbangalon, Boac, Marinduque, 4900	rd.marinduque@lra.gov.ph (042) 754-5328 / 0965-817-0292
IV-B	Calapan City, Oriental Mindoro	Atty. Ethel Buenaventura Regadio	Near Provincial Capitol Bldg., Quatro Aguas, Calapan, Oriental Mindoro, 5200	rd.calapanmindoro@lra.gov.ph (043) 748-5846 / (043) 738-8732 / 0966-903-6128 /
IV-B	Mamburao, Mindoro Occidental	Mr. Mariel Arongat Ponce (Concurrent OIC Register of Deeds)	DILG Bldg., Capitol Compound, Mamburao, Occidental Mindoro, 5106	rd.mamburao@lra.gov.ph / rd.provofmamburao@lra.gov.ph 0916-333-1329
IV-B	Palawan Province	Atty. Maricar Onsiangco Misa-Tan	Ground Floor, Capitol Building, Rizal Avenue, Puerto Princesa, Province of Palawan, 5200	rd.provinceofpalawan@lra.gov.ph / LRARDPalawan@gmail.com 0999-712-1400 / (084) 726-4132
IV-B	Puerto Princesa City	Atty. Ma. Rachel Fe Fabros Dilig	LRA Bldg. Sta. Monica Heights, Barangay Sta. Monica, Puerto Princesa City, Palawan, 5300	rd.puertoprincesacity@lra.gov.ph / registryofdeedspcc@gmail.com 0961-726-3198 / 0916-438-9345 / (048) 726-4133
IV-B	Romblon, Romblon	Atty. Renie M. Catajay (Acting Register of Deeds)	Beside Provincial Capitol, Barangay Capaclan, Romblon, 5500	rd.provinceofromblon@lra.gov.ph 0908-523-7733

IV-B	San Jose, Mindoro Occidental	Atty. Enrico P. Mantuano II (Concurrent Acting Register of Deeds)	Municipal Compound, Rizal Street San Jose, Occidental Mindoro, 5100	rd.sanjoseoccmindoro@lra.gov.ph 0915-745-7088
REGION 5				
V	Daet, Camarines Norte	Mr. Romel C. Jacinto (OIC Register of Deeds)	Beige St., Metropark Village, Barangay Magang, Daet, Camarines Norte, 4600	rd.provinceofcamarinesnorte@lra.gov.ph / rd.daet@lra.gov.ph (054) 603-3520 / 0950-9308225 / 0917-823-5232
V	Iriga City	Atty. Andres S. Cypres, Jr.	New Government Center, Sta. Cruz Sur, Iriga City, 4431	rd.irigacity@yahoo.com 0946-812-8072
V	Legaspi City, Albay	Atty. Sidney E. Nebres (Acting Register of Deeds)	Twin Registry of Deeds Building Albay Province, Terminal Road 3, Barangay Bitano, Legazpi City, Albay, 4500	rd.legazpicity@lra.gov.ph / rod.legazpicity@gmail.com (052) 826-1525 / (052) 742-1415 / 0917-878-2077
V	Legaspi Province, Albay	Atty. Dennise G. Talan (Acting Register of Deeds)	Twin Registry of Deeds Building Albay Province, Terminal Road 3, Brangay Bitano, Legazpi City, Albay 4500	rd.provinceofalbay@lra.gov.ph (052) 742-9503 / 0936-954-1679 / 0970-469-9110
V	Masbate, Masbate	Mr. Noel C. Artillero (Concurrent OIC Register of Deeds)	Provincial Capitol Building, Brgy. Kalipay, Masbate City, 5400	rd.provinceofmasbate@lra.gov.ph 0960-861-7962



V	Naga City, Camarines Sur	Atty. Glenn R. Perillo	Registry of Deeds Building, City Hall Compound, J. Miranda Avenue, Concepcion Pequeña, Naga City, Camarines Sur, 4400	rod_nagacity@yahoo.com 0993-684-3405
V	Naga Province, Camarines Sur	Atty. Victoriano D. Caubang II	Hospital Road, Panganiban Drive, Naga City, Camarines Sur, 4400	rod.camsur080@gmail.com 0966-275-4430
V	Sorsogon, Sorsogon	Atty. Sarah Jane M. Gadia (Acting Register of Deeds)	LRA Building, Capitol Compound, Flores St., Burobod, Sorsogon City, 4700	rodregionvsorsogon@gmail .com (056) 411-0256 / 0951-3755-671
V	Tabaco City	Atty. Denise G. Talan	Twin Registry of Deeds Building Albay Province, Terminal Road 3, Brangay Bitano, Legazpi City, Albay 4500	
V	Virac, Catanduanes	Atty. Lara Faye P. Surtida (Acting Register of Deeds)	RD Building, Capitol Compound, Brgy. Francia, Virac, Catanduanes, 4800	rdcatanduanes@gmail.com 0908-879-6194 / 0950-279-4755
REGION 6				
VI	Bacolod City, Negros Occidental	Atty. Raymond R. Danico (Acting Register of Deeds)	GF Hall of Justice Building, Cottage Road, Bacolod City, Negros Occidental, 6100	rd.bacolodcity@lra.gov.ph (034) 454-3249

VI	Bacolod Province, Negros Occidental	Atty. Raymond R. Danico (Acting Register of Deeds)	Ground Floor, Hall of Justice Building, Gatuslao St., Bacolod City, Negros Occidental, 6100	rd.provofnegrosoccidental@lra.gov.ph (034) 466-3187
VI	Bago City, Negros Occidental	Ms. Carolyn Cabalfin Chavez (Concurrent OIC Register of Deeds)	Bago City Hall of Justice Compound, Rafael Salas Drive, Brgy. Lag-asan, Bago City, Negros Occidental, 6101	rd.bagocity@lra.gov.ph (034) 466-6760
VI	Cadiz City	Ms. Carolyn C. Chavez (Concurrent OIC)	Ground Floor, Cadiz City Hall, Cabahug Street, Cadiz City, Negros Occidental, 6121	rodcadizcity@gmail.com (034) 466-6631
VI	Guimaras	Atty. Christine Lily Angely T. Chin (Concurrent Acting)	Muelle Loney Street, Iloilo City, Iloilo, 5000	rd.provofguimaras@lra.gov.ph 0912-296-3098 / 0915-324-7903
VI	Iloilo City	Atty. Giovanni Alfonso Fuentes Miraflores	Muelle Loney Street, Iloilo City, Iloilo, 5000	banoymir@yahoo.com (033) 337-9582 / 0917-700-0898
VI	Iloilo Province, Iloilo	Atty. Giovanni Alfonso Fuentes Miraflores	Muelle Loney Street, Iloilo City, Iloilo, 5000	rd.provinceofiloilo@lra.gov.ph (033) 337-3584 / 0966-397-1089
VI	Kabankalan City, Negros Occidental	Atty. Kristin Grace A. Abunda	C.V Garcia, Old City Hall Building, Brgy. 5, Kabankalan City, Negros Occidental, 6111	rd.kabankalancity@lra.gov.ph (034) 466-6633



VI	Kalibo, Aklan	Atty. Victor Estella Tesorero (Concurrent Acting)	Registry of Deeds Bldg., Capitol Site, Brgy. Estancia, Kalibo, Aklan 5600	rdaklan2021@gmail.com/ rd.provinceofaklan@lra.gov.ph (036) 268-2096 / 0909-023-8694
VI	La Carlota City, Negros Occidental	Atty. Kristine Grace Abunda (Concurrent Acting)	Door #7, 2/F New Agora Annex Building, Valois St., Brgy. Poblacion 12, La Carlota City, Negros Occidental 6130	rd.lacarlota@lra.gov.ph (034) 466-6725
VI	Roxas City, Capiz	Atty. Julie Mae Monique Martelino Abela	Bangbang Street, Barangay Inzo, Roxas City, Capiz 5800	rd.roxascity@lra.gov.ph
VI	Roxas Province, Capiz	Atty. Rochelle Reyes Gregorio-Davidas	Room 6, 3rd floor, Capiz Government and Business Center, Fuentes Drive Roxas City, Capiz, 5800	rd.provinceofcapiz@lra.gov.ph (036) 620-7254
VI	San Carlos City, Negros Occidental	Ms. Divina Bidan Francia (Concurrent OIC)	G/F City Hall Bldg., F.C. Ledesma Avenue, Brgy. Palampas, San Carlos City, Negros Occidental, 6127	rd.sancarloscitynegros@lra.gov.ph 0905-480-4900
VI	San Jose De Buenavista , Antique	Ms. Steffany Jo M. Magbanua (OIC Registry of Deeds)	2nd Floor, First Imperial Bank Building, Governor Villabert Street, San Jose, Antique, 5700	rd.antique@lra.gov.ph 0936-112-8821
VI	Silay City	Atty. Mary Anne S. Yee (Concurrent Acting RD)	G/F Silay City Hall, Zamora St., Silay City, Negros Occidental, 6116	rd.silaycity@lra.gov.ph (034) 466-6635



REGION 7				
VII	Bais City, Negros Occidental	Atty. Douglas J. Baldado, Jr. (Acting Register of Deeds)	Hangyad, Near Satellite Market, Beside LTO, Bais City, Negros Oriental, 6226	rd.baiscity@lra.gov.ph (035) 527-2273
VII	Bogo City, Province of Cebu		G/F, Bogo City Hall, Brgy. Kayang, Bogo City, Cebu 6010	registryofdeedsbogocity@gmail.com (032) 260-5310
VII	Lapu-Lapu City, Cebu	Atty. Virgie Lynn Omolon Pelayo (Acting Register of Deeds)	GF, City Hall Building, Barangay Pusok, Lapu-lapu City, 6015	rd.lapulapucity@lra.gov.ph 0968-635-9262
VII	Larena, Siquijor Province	Atty. Camad C. Ali, Jr. (Acting Register of Deeds)	Registry of Deeds, Old Capitol Building, Bonifacio Street, Barangay Helen, Larena, Siquijor 6226	rd.larenasiquijor@lra.gov.ph (035) 543-0182
VII	Mandaue City, Cebu	Atty. Hazel D. Espina (Concurrent Acting Register of Deeds)	Mandaue City Sports and Cultural Complex, Soriano Avenue, Brgy. Centro, Mandaue City, Cebu, 6014	rodmandaue@gmail.com / rd.mandauecity@lra.gov.ph (032) 266-8843
VII	Tagbilaran City, Bohol	Atty. Maria Iodine Tirol Andan-Dolino	Ground Flr., Old Capitol Bldg., CPG Avenue, Toralba St., Poblacion III, Tagbilaran City, Bohol, 6300	cityoftagbilaran.rod@gmail.com (038) 412-3475 / (038) 502-6237

VII	Tagbilaran Province, Bohol	Atty. Sunny Ray Villarojo	Ground Flr., Old Capitol Bldg., CPG Avenue, Toralba St., Poblacion III, Tagbilaran City, Bohol, 6300	rd.provinceofbohol@lra.gov.ph (038) 412-8011
VII	Toledo City	Atty. Bryant Entrada Ouano	2nd floor, JLM Building, D. Macapagal Hi-way, Poblacion, Toledo City, Cebu 6038	rodtoledocity@gmail.com / rdtoledo.lra@gmail.com (032) 467-9151
VII	Canlaon City	Atty. Douglas J. Baldado, Jr. (Concurrent Acting Register of Deeds)	2F Oval Bldg., Exodus Ave., Brgy. Panubigan, Canlaon City, Negros Oriental, 6223	rd.canlaoncity@lra.gov.ph (035) 527-8290
VII	Cebu City, Cebu	Atty. Marlo Orquin Cugas	M. Velez Street, Department of Agriculture Compound, Guadalupe, Cebu City, 6000	rd.cebucity@lra.gov.ph (032) 253-0544 / (032) 253-0921 / 0928-594-8672
VII	Cebu Province, Cebu	Atty. Ariel Condat	Department of Agriculture Compound, M. Velez Street, Guadalupe, Cebu City, 6000	rd.provinceofcebu@lra.gov.ph (032) 272-7993; (032) 254-0063
VII	Danao City, Cebu	Atty. Benedicto P. Taylan (Acting Registry of Deeds)	F. Ralota St., Old City Hall Building, Danao City, Cebu, 6004	rd.danaocity@lra.gov.ph (032) 260-1886
VII	Dumaguete City	Atty. Chrislyned G. Garces-Tan	2nd level The Marketplace, Calindagan, Dumaguete City, Negros Oriental,	cgg.tan@lra.gov.ph (035) 522-1227



			6200 (Twin RDs)	
VII	Dumaguete Province, Negros Oriental	Atty. Chrislyned G. Garces-Tan (Acting Register of Deeds)	2nd level The Marketplace, Calindagan, Dumaguete City, Negros Oriental, 6200 (Twin RDs)	rodnegrosoriental@gmail.com (035) 527-4461 / 0936-831-1570
REGION 8				
VIII	Biliran, Biliran	Mr. Plen Johannes Paul M. Dela Peña (OIC Register of Deeds)	Capitol Grounds, Brgy. Calumpang, Naval, Biliran, 6543	
VII	Borongan, Eastern Samar	Ms. Nelia B. Amoyo	Capitol Site, Alang-Alang, Borongan City, Eastern Samar, 6800	rd.borongan@lra.gov.ph 0985-996-6838
VIII	Calbayog City, Western Samar	Atty. Jamila Lou P. Jalalon (Acting Register of Deeds)	Justice Road, Brgy. Capoocan, Calbayog City, Western Samar, 6710	rd.calbayog@lra.gov.ph 0997-281-1058
VIII	Catbalogan City, Western Samar	Atty. Jana A. Dumaliang (Concurrent Acting)	Del Rosario St. Brgy. Ubanon, Catbalogan City, Western Samar, 6700	rdprovofwesternsamar@lra.gov.ph (055) 837- 0951 / 0965-855-6344
VIII	Catbalogan Province, Western Samar	Atty. Jana A. Dumaliang (Concurrent Acting)	Provincial Capitol, Catbalogan, Western Samar, 6700	rdprovofwesternsamar@lra.gov.ph (055) 837-0951
VIII	Catarman, Northern Samar	Ms. Emily L. Laniwan (OIC)	J.P. Rizal cor Aguinaldo St., Catarman, Northern Samar, 6400	rd.northernsamar@gmail.com

VIII	Maasin, Southern Leyte	Atty. Medardo D. Basco Jr.	Capitol Site, Brgy. Asuncion, Maasin City, Southern Leyte, 6606	rd.maasin@lra.gov.ph (053) 802-6667
VIII	Ormoc City, Leyte	Atty. Ritchie P. Capahi (Acting)	3rd Floor, New City Hall Building, Ormoc City, Leyte, 6541	ormoc.registryofdeeds@gm ail.com (053) 839-9208
VIII	Palo (Leyte Province), Northern Leyte	Atty. Emeterio D. Villanoza Jr.	OSS Building, Government Center, Candahug, Palo, Leyte, 6501	rd.palonorthernleyte@lra.g ov.ph 0935-134-2816
VIII	Tacloban City, Northern Leyte	Atty. Jana Dumaliang	Justice Romualdez Street, Tacloban City, Leyte, 6500	rd.taclobancity@lra.gov.ph (053) 300-2242
REGION 9				
IX	Dapitan City, Zamboanga del Norte	Atty. Rez Rein P. Janolino (Concurrent Acting)	Cultural Center, City Hall Building, City Hall Drive, Dapitan City, Zamboanga Del Norte, 7101	rrp.janolino@lra.gov.ph (065) 917-3712
IX	Dipolog City, Zamboanga del Norte	Atty. Geralyn T. Romarate (Acting Register of Deeds)	LRA Twin Building, Capitol Compound, Malvar Street Extension, Escata, Dipolog City, Zamboanga Del Norte, 7100	rd.dipologcity@lra.gov.ph 0951-654-1702
IX	Dipolog Province, Zamboanga del Norte	Atty. Alvin G. Bontuyan (Acting Register of Deeds)	LRA Twin Building, Malvar Street Extension, Capitol Compound, Escata, Dipolog City, Zamboanga	rd.provofzamboangadelnort e@lra.gov.ph 0956-675-7879 / 0963-231-5449



			Del Norte, 7100	
IX	Pagadian City, Zamboanga del Sur	Atty. Samrollah Macno Dekire	Pres. Corazon C. Aquino Regional Government Center, Brgy. Balintawak, Pagadian City, Zamboanga Del Sur, 7016	rd.pagadiancity@lra.gov.ph 0961-049-7714 / 0917-136-6857
IX	Pagadian Province, Zamboanga del Sur	Atty. Samrollah Macno Dekire (Acting Register of Deeds)	Pres. Corazon C. Aquino Regional Government Center, Brgy. Balintawak, Pagadian City, Zamboanga Del Sur, 7016	rd.provofzamboangadelsur@lra.gov.ph 0961-049-7714 / 0917-136-6857
IX	Zamboanga City, Zamboanga	Mr. Al Touhamy A. Aud (OIC Register of Deeds)	Pettit Barracks, Rizal St., Zamboanga City, Zamboanga Del Sur, 7000	registryofdeedszamboangacity@gmail.com / hrzamboangacityrod@gmail.com
IX	Zamboanga Sibugay	Atty. Samrollah Macno Dekire (Acting Register of Deeds)	Pres. Corazon C. Aquino Regional Government Center, Brgy. Balintawak, Pagadian City, Zamboanga Del Sur, 7016	
REGION 10				
X	Cagayan de Oro City, Misamis Oriental	Atty. Cipriano Benedicto Emnas Ratunil II	Land Registration Authority Building Fernandez Ext. Cor Hayes St., (In front of City Health) Cagayan De Oro City, Misamis Oriental 9000	rodcd2020@gmail.com / rd.cagayandeorocity@lra.gov.ph 0965-056-2672

X	Cagayan De Oro Province, Misamis Oriental	Atty. Cipriano Benedicto E. Ratunil II (Concurrent Acting Registry of Deeds)	Land Registration Authority Building Fernandez Ext. Cor Hayes St., (In front of City Health) Cagayan De Oro City, Misamis Oriental 9000	rodmisor@gmail.com 0926-929-8706
X	Gingoog City, Misamis Oriental	Atty. Glenda Dale J. Rodriguez (Concurrent Acting Register of Deeds)	Felix V. Hurtado St., Brgy. 26, Gingoog City, Misamis Oriental, 9014	rd.gingoog@lra.gov.ph (088) 427-133 / 0945-320-4812
X	Iligan City, Lanao Del Norte	Atty. Joerich Mila Cuevas	2/F Veterans Bank Building Mahayahay, Iligan City, Lanao Del Norte, 9200	0955-274-0472
X	Malaybalay Bukidnon Province	Atty. Cipriano Benedicto E. Ratunil (Concurrent Acting Register of Deeds)	Capitol Compound, Malaybalay City, Bukidnon, 8700	rdmalaybalay@gmail.com (088) 813-5561 / 0917-825-6643
X	Mambajao, Camiguin	Atty. Glenda Dale J. Rodriguez (Concurrent Acting Registry of Deeds)	Register Of Deeds Building Poblacion La Paz, Mambajao, Camiguin, 9100	rd.provofcamiguin@lra.gov.ph 0916-905-4512 / 0997-836-1260
X	Oroquieta City, Misamis Occidental	Atty. Cristine M. Casiple	LRA Twin Building, Paseo de Oroquieta, Poblacion 2, Oroquieta City, Misamis Occidental, 7207	cm.casiple@lra.gov.ph



X	Oroquieta Province, Misamis Occidental	Atty. Alex A. Ometer (Concurrent Acting Register of Deeds)	LRA Twin Building, Paseo de Oroquieta, Poblacion 2, Oroquieta City, Misamis Occidental, 7207	misamisoccidental143@gmail.com 0917-312-9157
X	Ozamiz City, Misamis Occidental	Atty. Shirley L. Mondido (Concurrent Acting Register of Deeds)	City Hall Drive, Bernad Subdivision, Ozamiz City, Misamis Occidental, 7200	rd.ozamizcity@lra.gov.ph 0930-537-7296
X	Tangub City, Misamis Occidental	Ms. Churchill P. De Vera (OIC Register of Deeds)	Marciano Balatero Street, Brgy. Maloro, Tangub City, Misamis Occidental, 7214	rd.tangubcity@lra.gov.ph 0985-276-2183
X	Tubod, Lanao del Norte	Mr. Galberto V. Carillo (OIC Register of Deeds)	Provincial Capitol Compound Bgy Pigcarangan, Tubod, Lanao Del Norte, 9209	0905-979-6367
REGION 11				
XI	Compostela Valley	Atty. Alfie L. Omega (Acting Registry of Deeds)	Capitol Center, Mankilan, Tagum City, Davao Del Norte, 8100	rdprovofdavaodeoro@lra.gov.ph 0933-404-0911
XI	Davao City, Davao Del Sur	Atty. Kathy Florence M. Baldonado	A Pichon corner Magallanes Street, Davao City, Davao Del Sur, 8000	roddavao@gmail.com 0922-503-8075
XI	Davao Del Norte	Atty. John Paul O. Devilleres	Capitol Center, Mankilan, Tagum City, Davao Del Norte, 8100	rd.provdavaodelnorte-tagum@lra.gov.ph 0963-317-7864

XI	Davao Del Sur	Atty. Peter Armand L. Henares (Concurrent Acting Registry of Deeds)	Hall of Justice, Digos City, Davao del Sur, 8002	pal.henares@lra.gov.ph 0985-328-4067
XI	Davao Occidental	Atty. Peter Armand L. Henares (Concurrent Acting Registry of Deeds)	Hall of Justice, Digos City, Davao del Sur, 8002	pal.henares@lra.gov.ph 0985-328-4067
XI	Digos City, Davao Del Sur	Atty. Ven Lorenz R. Carskit	Hall of Justice, Digos City, Davao del Sur, 8002	rd.digoscity@lra.gov.ph 0985-328-4067
XI	Island Garden of Samal	Atty. Marco K. Pineda (Concurrent Acting Registry of Deeds)	Capitol Center, Mankilan, Tagum City, Davao Del Norte, 8100	rd.provdavaodelnorte-tagum@lra.gov.ph 0963-317-7864
XI	Mati, Davao Oriental	Atty. Voltaire Joseph R. Piansay (Acting Register of Deeds)	Gov't Center Brgy. Dahilan, Mati City, Davao Oriental, 8200	rd.provdavaooriental-mati@lra.gov.ph (087) 388-3560
XI	Panabo City	Atty. Irving V. Occeña	Capitol Center, Mankilan, Tagum City, Davao Del Norte, 8100	rd.provdavaodelnorte-tagum@lra.gov.ph 0963-317-7864
XI	Tagum City, Davao del Norte	Atty. Renan Norbert C. Lasala	Capitol Center, Mankilan, Tagum City, Davao Del Norte, 8100	rd.provdavaodelnorte-tagum@lra.gov.ph 0963-317-7864
REGION 12				
XII	Cotabato City, Maguindanao	Mr. Almuhayin L. Lauban (OIC Register of Deeds)	3F H&J Building 1, Sinsuat Avenue, Cotabato City, Maguindanao, 9600	rd.cotabatocity@lra.gov.ph 0916-781-2359



XII	Cotabato Province, Maguindanao	Mr. Khalid A. Acob (OIC Register of Deeds)	3F H&J Building 1, Sinsuat Avenue, Cotabato City, Maguindanao, 9600	rd.provofmaguindanao@lra.gov.ph 0906-610-4151
XII	General Santos City, South Cotabato	Atty. Maria Theresa B. Pescadera (Concurrent Acting Register of Deeds)	Registry of Deeds City Hall Compound, City Hall Drive, General Santos City, South Cotabato, 9500	registryofdeedsgensan@gmail.com 0965-680-7953
XII	Isulan, Sultan Kudarat	Ms. Darlen P. Patriarca (OIC Register of Deeds)	Provincial Gymnasium, Capitol Compound, Isulan, Sultan Kudarat, 9805	rodisulan@gmail.com / rd.provofsultankudarat@lra.gov.ph0936-610-3848
XII	Kidapawan , North Cotabato	Atty. Maria Theresa B. Pescadera (Concurrent Acting Register of Deeds)	Capitol Compound, Amas, Kidapawan City, North Cotabato Province, 9400	rd.kidapawan@lra.gov.ph / Mtb.pescadera@lra.gov.ph 0985-012-2948
XII	Koronadal, South Cotabato	Atty. Maria Theresa B. Pescadera (Concurrent Acting Register of Deeds)	Provincial Capitol Compound, Alunan Avenue, Koronadal City, South Cotabato,9506	rd.koronadal@lra.gov.ph (083) 228-2440
XII	Sarangani	Ms. Maria Victoria S. Sagad (OIC Register of Deeds)	Sarangani Capitol Compound, Alabel, Sarangani Province, 9501	registryofdeedssarangani@gmail.com (083) 888-1197
CARAGA				
CARAGA	Butuan City, Agusan Del Norte	Atty. Rodelo Martin M. Damaolao	J. Rosales Ave. Brgy. Bayanihan, Butuan City, Agusan Del Norte, 8600	rodbutuan@gmail.com (085) 304-2273

CARAGA	Butuan Province, Agusan del Norte	Mr. Kemuel Rei V. Romero (OIC Registry of Deeds)	J. Rosales Ave. Brgy. Bayanihan, Butuan City, Agusan Del Norte, 8600	rd.provofagusandelnorte@lra.gov.ph 0910-960-2434
CARAGA	Prosperidad, Agusan del Sur	Mr. Reginald J. Romero (Concurrent OIC Register of Deeds)	Government Center, Provincial Capitol Bldg., Patin-ay, Prosperidad, Agusan del Sur, 8500	rd.prosperidad@lra.gov.ph 0948-775-0353
CARAGA	Surigao City, Surigao Del Norte	Mr. Rogeto Intas (Concurrent OIC Register of Deeds)	Parrucho St., Brgy. Washington, Surigao City, Surigao Del Norte, 8400	rdsurigaodelsur@gmail.com / rd.surigaocity@lra.gov.ph (086) 816-1298 / 0985-225-6702
CARAGA	Surigao Province, Surigao del Norte	Atty. Rodelo Martin M. Damaolao (Acting Registry of Deeds)	Parrucho St., Brgy. Washington, Surigao City, Surigao Del Norte, 8400	rodsurigaodelnorte@gmail.com (086) 816-1298
CARAGA	Tandag, Surigao del Sur	Atty. Zorayda E. Sullano	Capitol Hills, Telaje, Tandag City, Surigao del Sur, 8300	rd.surigaodelsur@lra.gov.ph (086) 211-3839 / 0951-686-4686
BARMM				
ARMM	Bongao, Tawi-Tawi	Mr. Nashri A. Aud (OIC Registry of Deeds)	Municipal Hall, Bongao, Tawi-Tawi, 7500	rodtawitawi@gmail.com 0935-774-9182
ARMM	Isabela, Basilan	Ms. Shella Marie SJ. Valdez (Concurrent OIC)	Justice Hall, Strong Boulevard, Isabela City, Basilan 7300	rd.isabelabasilan@lra.gov.ph 0917-789-1185



ARMM	Jolo, Sulu Province	Mr. Ali G. Mistul (Concurrent OIC Register of Deeds)	Martirez Street, Jolo, Sulu 7400	
ARMM	Lanao del Sur Province	Ms. Sittie Ashia M. Malang (OIC Register of Deeds)	City Hall Compound, Bangon, Marawi City, 9700	rd.provinceoflanaodelsur@lra.gov.ph 0909-285-1744
ARMM	Marawi City, Lanao Del Sur	Atty. Nurhainie S. Abolais (Acting Register of Deeds)	City Hall Compound, Bangon, Marawi City, 9700	rd.marawicity@lra.gov.ph 0965-902-9510