



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**  
East Avenue cor. NIA Road, Diliman, Quezon City

**LRA CIRCULAR NO. 02-2024**

**SUBJECT: AMENDED GUIDELINES ON THE ISSUANCE OF CERTIFIED TRUE COPIES OF CERTIFICATES OF TITLE AND DOCUMENTS LOCATED IN ANOTHER LRA OFFICE**

**WHEREAS**, the Land Registration Authority (LRA) is a government agency under the Department of Justice mandated by law to preserve the integrity of the land registration process, protect the sanctity of the Torrens System, and act as the central repository of records relative to original registration of land titled under the Torrens System, including subdivision and consolidation plans of titled lands and, through its Registry of Deeds (RD) Offices nationwide, be the repository of records of instruments affecting registered and unregistered lands and chattel mortgages in the province and the city wherein such office is situated;

**WHEREAS**, to support its mandate, the LRA is currently implementing the Land Titling Computerization Project (LTCP) which seeks, among others, to maintain online information on titles that is current, complete and accurate; maintain the security and integrity of records by safeguarding these from tampering or destruction, and deter substitution or insertion of questionable data; ensure the integrity of the land titling registration system by moving from a largely paper-based to a largely paperless system; protect land titles from loss due to fire, theft, natural disasters and the normal ravages of time; and implement more reliable and predictable land registration procedures.

**WHEREAS**, as part of the services offered by the Agency, RDs issue, upon the request of Clients, Certified True Copies (CTC) of Certificates of Title and other documents kept in their records, using the LRA Computerized Systems (i.e., PHILARIS) developed and delivered under the LTCP;

**WHEREAS**, the LRA issued the following guidelines (the "LTCP Implementing Guidelines") to govern the electronic registration of deeds and instruments, as well as the issuance of CTC of Certificates of Title, through the LTCP:

1. Implementing Guidelines on Electronic Registration of Transactions on Unregistered Land dated 14 January 2009
2. Implementing Guidelines on Electronic Registration of Land Titles and Deeds dated 02 July 2009
3. Amendments to the Implementing Guidelines on Electronic Registration of Chattel Mortgage and Other Personal Properties, Electronic Recording of Transactions on Unregistered Land, and Electronic Registration of Land Titles and Deeds dated 05 January 2011 (the "Amended LTCP Guidelines")



**WHEREAS**, Rule III of the Amended LTCP Guidelines provides the guidelines for the issuance of CTC of Certificates of Titles and documents kept in another LRA office, which is being implemented through the LTCP's Anywhere-to-Anywhere (A2A) Service to assist its Clients in acquiring the CTC of a Certificate of Title kept in any "live" RD nationwide through the nearest LRA and RD office;

**WHEREAS**, the LRA continuously reviews its processes and procedures, and has identified areas for improving the efficiency of the LRA A2A Service;

**WHEREFORE**, the foregoing considered, the LRA shall amend the guidelines for the processing of CTC of manually-issued Certificates of Title requested through the LRA A2A Service:

## **ARTICLE I COVERAGE AND EXCLUSION**

Section 1. This Circular shall cover the issuance of CTC of manually-issued Certificate of Titles through the A2A Service provided in:

- a. LRA Central Office;
- b. All Registries of Deeds;
- c. All LRA Kiosks; and
- d. All LRA Extension Offices.

Section 2. This Circular shall not cover the issuance of CTC of electronic titles, or eTitles.

## **ARTICLE II DEFINITION OF TERMS**

Section 1. Primary Database - as defined under the LTCP Implementing Guidelines, refers to the database used for transaction processing in the RD.

Section 2. Secondary Database - as defined under the LTCP Implementing Guidelines, refers to the duplicate of the primary database and is used for backup purposes located offsite.

## **ARTICLE III GUIDELINES AND PROCEDURES**

Section 1. Rule III Section b of the Amended LTCP Guidelines shall be amended to read as follows:

*"8. Issuance of Certified True Copies.* The following procedures for the issuance of certified true copies of certificates of Titles and documents kept in another LRA Office shall be observed:

- a. Upon receipt of a request, duly authorized for the purpose, for a certified true copy of a specific Certificate of Title or document, the receiving clerk shall enter such request in the Certified true Copy, Certification, and Verification (CCV)



Book, wherein such request shall be given a reference number. It shall also record the date and time when such request is made.

- b. The PHILARIS shall check the **Primary Database** for the existence of the certificates of Title or documents requested, and assess the applicable fees.
- c. The client shall pay the applicable fees before the request is processed.

x x x”

Section 2. Rule III Section 8 item f of the Amended LTCP Guidelines shall be amended to read as follows:

“8. Issuance of Certified True Copies. The following procedures for the issuance of certified true copies of Certificates of Titles and documents kept in another LRA office shall be observed:

x x x

- e. For request of Certificates of Title and documents issued using the PHILARIS, the Records Officer or the authorized approving officer shall make a direct print and documents from the system using the database in the IMC Data Center.
- f. For request of Certificates of Title and documents issued prior to the use of the PHILARIS:
  - 1) The Records Officer **of the LRA office where the title or document is kept, shall compare the title or document in the database with the original title or document kept in the vault.**
  - 2) **If the title or document image in the database does not match the original title or document in the vault, its corresponding image shall be updated.**
  - 3) **If the title or document image in the database matches the original title or document in the vault:**
    - a) **The Records Officer or the approving authority shall certify using his electronic signature that the physical title or document and its corresponding image in the database are the same.**
    - b) **The PHILARIS shall verify the file properties for consistency between the subject title or document images stored in the Primary Database and the images stored in the Secondary Database to ensure that they are equivalent in value (i.e., image count, image size, image date and time stamp).**
    - c) **If the file properties of the subject title or document images from the Primary Database are consistent with that of the Secondary**



**Database, this title or document image shall be processed further.**

- d) If the file properties of the subject title or document images in the Primary Database and the Secondary Database do not match, the PHILARIS shall automatically update the image from the Primary Database to the Secondary Database.**

X X X

Section 3. Rule III Section 8 item g of the Amended LTCP Guidelines shall be amended to read as follows:

“8. Issuance of Certified True Copies. The following procedures for the issuance of certified true copies of Certificates of Titles and document kept in another LRA office shall be observed:

X X X

- g. A signature shall not be required on the printed certified true copies. For electronically issued certified true copies of Certificates of Title and documents on file in the RDs, the same shall contain the following notation:

“It is hereby certified that this is a true electronic copy of the document on file **at the date and time of printing of this document in the Registry of Deeds for <Name of RD>**, which consists of <number of pages> page(s).

This is a system-generated Certified True Copy and does not require a manually-affixed signature.

Issued at <PLACE OF ISSUE>.”

X X X”

Section 4. All other provisions under Rule III Section 8 shall still be applied.

#### **ARTICLE IV EFFECTIVITY**

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

All orders, guidelines, circulars, rules and regulations inconsistent with this are hereby repealed or amended accordingly.

Issued 02 JUL 2024, Quezon City, Philippines.

  
**GERARDO PANGA SIRIOS**  
Administrator 