



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. 04-2024

**SUBJECT: GUIDELINES ON THE ENTRY AND RELEASE OF
TRANSACTIONS IN THE REGISTRIES OF DEEDS**

In order to improve the service provided to the registrants and to unclog the system of transactions pending at the releasing module, this Circular is being issued to set the parameters and guidelines for the entry and release of transactions in the Philippine Land Registration Information System (PHILARIS), which shall be as follows:

1. These guidelines shall apply to all kinds of transactions, whether voluntary or involuntary.
2. All documents entered must be coupled with a Special Power of Attorney (SPA) or, in the case of a corporation, a Secretary's Certificate or a Board Resolution, if the presenter is other than the registered owner or a person who has interest over the property. Upon completion of the transaction, whether approved or not, the subject documents shall be released only to the duly authorized presenter or the registered owner who shall provide proof of his/her identity by submitting a validly issued government ID and the original copy of the official receipt. Such SPA/Secretary's Certificate and photocopies of IDs shall be retained by the Registry and shall be attached to the files of the subject transaction.

In the event that the person who granted the SPA personally appeared to claim the transaction documents, he/she must still present the original copy of the official receipt except if the agency is coupled with interest and the SPA is annotated on the title, in which case, a court order which is final and executory must be presented directing the RD to release the same to the registered owner.

3. Once the transaction documents are ready for release, the presenter or registered owner shall be notified via his/her preferred mode (i.e., SMS, email, registered mail, or private courier) as declared upon entry of the transaction.

The releasing clerk shall release all approved transactions in the system at the releasing module prior to actual release to the presenter. The releasing personnel shall record in the official logbook indicating the Electronic Primary Entry Book (EPEB) Number, type of transaction, the certificates of title number/s, the name, address, contact numbers, email address and signature of the presenter/representative, and the date and time of actual receipt by the presenter.

Denied transactions shall be released after five (5) days if there is proof of actual release to the client unless the presenter waives the filing of consulta within the same period of time by filling out the waiver form herein attached as Annex "A". If the presenter preferred any of the following modes of notification (i.e., SMS, email message, or any other



electronic means), the counting of the five (5) day period shall be reckoned from the date of sending of the notification.

However, if registered mail or private courier are the preferred modes, the five (5) day period shall be reckoned from the date of receipt of denial letter by the presenter.

4. All unclaimed denied transactions that have been pending in the releasing module as of the approval of this circular shall be published in a newspaper of general circulation and in the LRA website, notifying the public to claim their transactions within thirty (30) days. After the lapse of the said period without the presenter claiming the transaction, it shall be automatically released from the system five (5) days after the last day of publication.

This Circular shall take effect fifteen (15) days upon its publication in a newspaper of general circulation.

Issued on 09 OCT 2024 at Quezon City, Philippines.


GERARDO PANGA SIRIOS
Administrator 

WAIVER AND RELEASE FORM FOR THE REGISTRANT

I, _____, hereby waives the right and no longer interested to file an *appeal en consulta* and gives permission for the Registry of Deeds to release in the system the documents under EPEB No. _____.

Done in the _____ this ____ day of _____.

Signature over printed name