



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. 05-2024

TO: ALL OFFICIALS AND EMPLOYEES OF THE LAND REGISTRATION AUTHORITY (LRA) – CENTRAL OFFICE AND ALL REGISTRARS OF DEEDS AND DEPUTY REGISTRARS OF DEEDS

FROM: GERARDO PANGA SIRIOS
Administrator

- SUBJECT:**
- 1. REQUEST FOR INFORMATION ON REGISTERED LANDS THROUGH GENERAL NAME SEARCH (GNS) AND CERTIFIED TRUE COPIES (CTCs) FOR NATIONAL GOVERNMENT AGENCIES (NGAs), INSTRUMENTALITIES, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS (GOCCs), AND THEIR SUBSIDIARIES, AS WELL AS LOCAL GOVERNMENT UNITS (LGUs);**
 - 2. EXEMPTION OF I.T. FEES FOR THE REQUEST OF CERTIFIED TRUE COPIES OF CERTIFICATES TITLE;**
 - 3. EXEMPTION OF I.T. FEES FOR GEOSPATIAL DATA REQUESTS.**

WHEREAS, the Land Registration Authority (LRA) is a government agency under the Department of Justice (DOJ) 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 titles under the Torrens System, including subdivision and consolidation plans of titled lands and, through its Registry of Deeds (RoD) 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, pursuant to Executive Order (E.O.) No. 34, Series of 2023 and its Implementing Rules and Regulations (IRR), all National Government Departments, Agencies, and Instrumentalities, including Government-Owned and Controlled Corporations (GOCCs) and their Subsidiaries, as well as Local Government Units (LGUs) are mandated to conduct an inventory of the lands that they own and administer and to submit the complete list thereof to the Department of Human Settlements and Urban Development (DHSUD);

WHEREAS, Section 8 of E.O. No. 34, S. 2023, expressly mandates the Land Registration Authority (LRA) to assist the aforementioned government offices in validating their respective lands and to issue CTCs, which shall be included in their inventories;

WHEREAS, Under Administrative Order (A.O.) No. 21, Series of 2024, which is enacted to ensure optimal use of government lands to support national development goals, the Inter-Agency Coordinating Council was also created to consolidate a master list of all government lands;

WHEREAS, The provision in the preceding paragraph established the Inter-Agency Coordinating Council and outlined its members, viz:

Co-Chairpersons:	DENR and DHSUD
Vice-Chairperson:	DAR
Members:	Office of the Executive Secretary Department of Interior and Local Government Department of Agriculture Office of the Solicitor General Department of Justice Land Registration Authority Commission on Higher Education Department of Information and Communications Technology
Secretariat:	DENR-Land Management Bureau

WHEREAS, in view of the provisions of A.O. 21, S. 2024, all NGAs, GOCCs, LGUs, and existing government bodies with functions related to land identification and inventory are directed to submit complete inventory of their lands including all lands in their possessions to the Inter-Agency Coordinating Council through the secretariat (i.e., Land Management Bureau);

WHEREAS, this Authority, as a member of the Inter-Agency Coordinating Council, is required to provide assistance to the aforementioned government offices to ensure timely submission of land inventories;

WHEREAS, this Authority is expected to receive numerous and countless requests for certified true copies of titles and documents pertaining their respective registered lands;

WHEREAS, majority of these expected requests will contain merely a general name search of their titled properties without indicating the specific title number or location of their properties;

WHEREFORE, in view of the foregoing, this Circular is hereby promulgated to rationalize the use of a general name search of the properties of the

aforementioned government offices and to establish a uniform and orderly procedure in the release of information from the records of this Authority and to **exempt them from payment of I.T. fees.**

I. COVERAGE

This Circular shall cover all requests from the government offices mentioned above for purposes complying with the mandates under E.O. No. 34, S. 2023 and A.O. 21, S. 2024.

II. GENERAL GUIDELINES:

1. REQUEST FOR INFORMATION RELATING TO REAL PROPERTY THROUGH GENERAL NAME SEARCH:

- 1.1 Formal request made by the appropriate government office for an open-ended inquiry on information relating to its real property, without indicating the specific title number of the property being requested, shall only be acted upon if accompanied by a formal letter request indicating therein that the purpose of such request is for the inventory of its lands pursuant to E.O. No. 34, S. 2023 and A.O. 21, S. 2024. The request will be sent to the LRA Central Office for approval by the Administrator or any authorized representative designated by the Administrator.
- 1.2 All requests for general name search indicating a definite location of the properties **may** be indorsed to the concerned Registry of Deeds and must likewise be accompanied by a formal letter request as stated in the preceding paragraph.

2. REQUEST FOR CERTIFIED TRUE COPY OF CERTIFICATE OF TITLE:

- 2.1 All requests for a Certified True Copy of the Certificate of Title by the government offices mentioned above must be made in writing and should clearly state the purpose, which is for the inventory of lands in accordance with E.O. No. 34, S. 2023 and A.O. 21, S. 2024.
- 2.2 All requests related to the above-mentioned are **exempt** from I.T. fees.
- 2.3 All titles and documents obtained under this Circular shall indicate the following disclaimer, to wit:

Disclaimer: This is a computer-generated document sourced from the LRA data base emanating only from "Live" or computerized Registries of Deeds. The LRA does not guarantee that the registered owner appearing hereon is the same person/entity subject of the inquiry.

All certified true copies of any title or document may be released by and claimed from the LRA Central Office or the Registry of Deeds concerned

3. REQUEST FOR GEOSPATIAL QUERY SERVICES (GQS):

3.1. All requests for geospatial data made by the government offices mentioned above shall be in accordance with the provisions of existing LRA Circular on the guidelines in availing geospatial query services.

3.2. Furthermore, all requests for GQS made by the aforementioned government services shall be exempt from any I.T. Fees.

III. MONITORING AND REPORTING:

The compliance of this Circular shall be monitored by the members of the Implementing Guidelines Committee, Data Collection and Repository Committee and Data Digitization Committee as may be created for the implementation of E.O. No. 34, S. 2023 and A.O. No. 21, S. 2024.

This Memorandum Circular shall take effect on 04 NOV 2024.

Diliman, Quezon City, _____.


GERARDO PANGA SIRIOS

Administrator