

LRA Circular No.: 07 - 2020

SUBJECT: SUPPLEMENTAL IMPLEMENTING RULES ON THE USE OF THE CITIZEN'S LAND REGISTRATION PORTAL

WHEREAS, the Land Registration Authority ("LRA") is a government agency mandated by law to preserve the integrity of the land registration process, protect the sanctity of the Torrens System, and act as a 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, LRA is currently implementing the Land Titing 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, to continuously provide quality service to its Clients, LRA is proactively looking for ways to improve the processing of transactions in the various Registries of Deeds;

WHEREAS, through the LTCP, LRA caused the development of the Citizen's Land Registration Portal ("CLRP"), which shall allow LRA's Clients to pre-encode the transaction details, upload supporting documents related to the registration of deeds/instruments and requests for information, and submit the barcoded CLRP Output Form to the concerned Registry of Deeds during the entry of their transaction;

WHEREAS, LRA Circular No. 01-2020 was issued on January 6, 2020, with subject "Implementing Guidelines on the Use of the Citizen's Land Registration Portal" (the "CLRP IRR");

WHEREAS, several enhancements were recently introduced in the CLRP;

WHEREFORE, in consideration of the foregoing premises, this supplement to the CLRP IRR is issued to provide further guidance to CLRP Users and cover enhancements introduced in the CLRP, as follows:

Article I
Mode of Requesting for CLRP User Accounts

1. CLRP Users may avail of User Accounts by:
 - a. Visiting the nearest Registry of Deeds office, and availing of the unique User Account, which is pre-created by the LRA. This is without prejudice to the right of a client who is physically present in the registry office to have an immediate entry of the transaction without resorting to CLRP, or,
 - b. Sending a request to the designated LRA Central Office CLRP User Administrator (the

CERTIFIED TRUE COPY:

By 06/01/2020
NORILYN T. TOMAS
Chief, Central Records Section



"CO-CUA").

2. The procedure for requesting for User Accounts in the Registries of Deeds as per Item (1) (a) above, shall be as follows:
 - a. The Client shall submit a fully accomplished LRA CLRP User Account Registration Form along with a photocopy of a valid ID as an attachment to the Form. A copy of the Form is attached as Annex "A"; and,
 - b. The CLRP User Account Custodian in the Registry of Deeds shall issue a sealed envelope which contains the LRA CLRP User Account details to the Client, and update the Log Book to be kept for the purpose of controlling these pre-created User Accounts.
3. The procedure for requesting for User Accounts through the LRA CO-CUA as per Item (1) (b) above, is as follows:
 - a. The Client shall send an email request to the CO-CUA through this email address clrp@lra.gov.ph ;
 - b. The CO-CUA shall acknowledge the request, and provide the Client with the LRA CLRP User Account Registration Form;
 - c. The Client shall fill out this form, scan the same, including all required supporting documents, and send back to the CO-CUA;
 - d. The CO-CUA shall create the User Account;
 - e. The Client shall receive an activation link of their account in the email address they provided in Form; and,
 - f. The Client shall then follow the emailed link to the CLRP and provide their password.
4. In all cases, the creation of CLRP User Accounts shall be **free of charge**.

Article II Priority of Rights

The use of CLRP shall not create a prior right in favor of the user, until after the transaction shall have been entered in the Electronic Primary Entry Book and given an EPEB number by the registry office which has jurisdiction over the transaction.

Article III Common Provisions

1. If any provision of this Circular, or any application thereof, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.
2. All orders, guidelines, circulars, rules and regulations inconsistent herewith are hereby repealed or amended accordingly.
3. This Circular shall take effect immediately from its publication in a newspaper of general circulation, and the filing of three (3) copies hereof with the University of the Philippines Law Center.

Issued MAY 29 2020, 2020, Quezon City, Philippines.

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NORILYN T. TOMAS

Annex A - Chief, Central Records Section


RENATO D. BERMEJO
Administrator

LRA Citizen's Land Registration Portal ("CLRP") User Account Registration Form



	<p style="font-size: small;">Land Titling Computerization Project</p> <h2 style="margin: 0;">LRA Citizen's Land Registration Portal ("CLRP") User Account Registration Form</h2> <p style="font-size: x-small;">LTCP Form 0068 version 2</p>	<p>Date: _____</p>
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Note: This form shall be used for requesting the creation of CLRP User Account from the various Registries of Deeds.

LRA Office/Registry of Deeds: _____	
Account Type:	<input type="checkbox"/> Regular User <input type="checkbox"/> LRA Extension Office User

A. Requester's Information (to be filled out by the Requester)

Account ID (for LRA Pre-created Accounts): _____	
Requester's Name: (Last Name, First Name, Middle Name)	Mobile No.: _____
Requester's Address: (House/Lot/Block No., Street, Subdivision/Village/Barangay, City/Municipality, Province)	E-mail Address: _____

List of Acceptable IDs: (Requester shall submit a photocopy of any of the following)

- | | |
|--|---|
| <input type="checkbox"/> Passport
<input type="checkbox"/> Land Transportation Office (LTO) Driver's License
<input type="checkbox"/> Social Security System Unified Multi-Purpose Identification (SSS UMID) Card
<input type="checkbox"/> Professional Regulatory Commission (PRC) ID
<input type="checkbox"/> Commission on Elections (COMELEC) Voter's ID
<input type="checkbox"/> Senior Citizen ID | <input type="checkbox"/> Persons with Disability (PWD) ID
<input type="checkbox"/> Philippine Health Insurance Corporation (PhilHealth) ID
<input type="checkbox"/> Tax Identification Number (TIN) Card
<input type="checkbox"/> Postal ID
<input type="checkbox"/> Government Service Insurance System (GSIS) Card
<input type="checkbox"/> Other National Government-issued ID
<input type="checkbox"/> Other Local Government-issued ID |
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B. Data Privacy Notice and Acknowledgement

Data Privacy Notice: In relation to Republic Act 10173, and its Implementing Rules and Regulations (Section 21 and 22), and by applying for the creation of LRA's Citizen Land Registration Portal ("CLRP") User Account, the undersigned gives consent to the LRA and its Registries of Deeds (collectively, the "LRA") for the Agency to collect and store the above data into its System. Further, the undersigned acknowledges and understands that the created user account shall be his/her sole responsibility, therefore makes the undersigned accountable for its confidentiality and the consequences of its use.

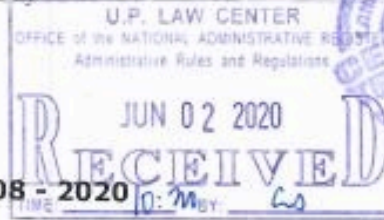
By: _____
Name and Signature of Requester

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 NORILYN T. TOMAS
 Chief, Central Records Section



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
East Avenue cor. NIA Road
Quezon City



LRA CIRCULAR No. 08 - 2020

SUBJECT: Mandatory Requirement for All Clients to provide Contact Details

WHEREAS, the Land Registration Authority ("LRA"), through the Registries of Deeds ("RD") nationwide, receive and process transactions affecting titled properties, unregistered lands, chattel mortgages and personal properties, as well as requests for the issuance of certified true copies of titles and registered documents (the "LRA Services");

WHEREAS, in the processing of requests for LRA's Services there are situations where it is necessary that duly-designated LRA Personnel are able to get in touch with Clients availing of the LRA Services in connection with the proper and prompt processing of transactions;

WHEREAS, due to the COVID-19 Pandemic, and subsequent government issuances on quarantine controls, there is an urgent need to provide a mechanism by which LRA Personnel will be able to get in touch with Clients;

WHEREAS, Clients are currently given the option to provide their contact details when requesting for LRA Services;

WHEREFORE, in consideration of the foregoing premises, and in order to support the objective of correct and prompt processing of transactions, which may require direct communication with the Client in light of the limitations imposed by the COVID-19 pandemic and government issuances on quarantine rules, it is hereby informed that contact details (i.e., **mobile number and e-mail address**) shall be a **mandatory requirement** for the processing of requests for LRA Services. The contact details shall be provided by Clients through either the Registration Application Form and Information Request Form provided in the RDs, and these details shall be entered by the RD System Users into the LRA Computerized Systems, as part of the details required in the Electronic Primary Entry Book.

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

Issued MAY 29 2020, 2020, Quezon City, Philippines.


RENATO D. BERMEJO
Administrator

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