

**[ DAR JOINT DAR-LRA MEMORANDUM CIRCULAR  
NO. 03, S.2012, March 06, 2012 ]**

**IMPLEMENTATION AND USE OF THE PHILIPPINE LAND  
REGISTRATION AND INFORMATION SYSTEM FOR THE  
ELECTRONIC REGISTRATION OF TITLES AND DEEDS INVOLVING  
THE COMPREHENSIVE AGRARIAN REFORM PROGRAM**

**I. Prefatory Statement**

The Department of Agrarian Reform is the main agency involved in the implementation of the Comprehensive Agrarian Reform Program ("CARP") pursuant to Republic Act No. 6657 (An Act Instituting a Comprehensive Agrarian Reform Program to Promote Social Justice and Industrialization, Providing the Mechanism for its Implementation, and for Other Purposes), as amended by Republic Act No. 9700 (An Act Strengthening the Comprehensive Agrarian Reform Program (CARP), extending the Acquisition and Distribution of all Agricultural Lands, Instituting Necessary Reforms, Amending for the Purpose Certain Provisions of Republic Act No. 6657, otherwise known as the Comprehensive Agrarian Reform Law of 1988, as Amended, and Appropriating Funds therefor).

In connection with the implementation of the CARP, DAR, through its Regional Directors, Provincial Agrarian Reform Officers ("PARO"), Municipal Agrarian Reform Officers ("MARO"), among others, verifies records kept by the Land Registration Authority and its Registries of Deeds; requests LRA and its RoDs to issue certifications and certified true copies of titles and documents; and causes the preparation of documents, deeds, and instruments, which are brought to the RoDs for registration (collectively "CARP-related Transactions").

LRA is now implementing the Land Titling Computerization Project ("LTCP"), which involves, among others, the development of customized application systems, the supply of IT products and services, training of end-users, conversion of titles and documents from physical to digital format, nationwide network interconnection, and rehabilitation and construction of IT-enabled government offices, and which is financed, constructed, and operated and maintained exclusively pursuant to the Build-Own-Operate ("BOO") Agreement dated May 26, 2000 entered into by and between LRA and the Land Registration Systems, Inc. ("LARES") as the project proponent thereof.

Under the LTCP, the operations of the LRA and its RoDs shall be fully-computerized, and all documents, deeds, instruments shall be electronically-registered, and requests for verifications, certifications and certified true copies shall be processed pursuant to published Circulars and Guidelines of the LRA, namely:

1. Implementing Guidelines on Electronic Registration of Land Titles and Deeds, issued on 02 July 2009;
2. Implementing Guidelines on Electronic Registration of Land Titles and Deeds and Processing of Central Office Transactions, issued on 21 December 2010; and
3. Amendment 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, issued on 21 January 2011.

With the implementation of the LTCP, CARP-related Transactions shall be processed using the LRA's Philippine Land Registration and Information System ("PHILARIS"), which is the computerized system developed for LRA.

This Joint Memorandum Circular is being issued to guide all concerned personnel of DAR, and LRA and its RoDs on the rules and procedures for the computerized processing of CARP-related Transactions, including the payment of the IT Service Fees arising therefrom.

## **II. Statement of Policies**

In accordance to Sections 66 and 67 of Republic Act No. 6657, CARP-related transactions are exempted from taxes and fees of land transfers, and other charges.

Pursuant to the Republic Act No. 7718 (An Act Amending Certain Sections of Republic Act No. 6957, entitled "An Act Authorizing the Financing, Construction, Operation and Maintenance of Infrastructure Projects by the Private Sector, and for Other Purposes), and as provided in the BOO Agreement by and between LRA and the protect proponent, IT Service Fees shall be collected for specific services rendered by LRA, which includes CARP-related transactions. These IT Service Fees are not part of the exemptions from the payment of Fees and Taxes granted CARP-related transactions, as enumerated in Sections 66 and 67 of Republic Act No. 6657.

Relative to this, as part of the total CARP budget, the LRA has an annual appropriation in the General Appropriations Act, from fund 158, for the implementation of its CARP-related activities that include the allocation for payment of IT Service Fees covered by this Joint Circular.

## **III. Responsibilities of DAR and LRA**

### **1. DAR Responsibilities**

- a. DAR shall issue the necessary orders to appoint and authorize representatives to transact with LRA and its RoDs, and through the LRA CARP Central Office, provide LRA a list of these

representatives. All transactions brought by the DAR Authorized representatives ("DAR-AR" or "DAR-ARs") shall be deemed by LRA and its RoDs as transactions entered into by DAR.

- b. DAR shall regularly update the list of DAR-ARs and furnish the same to LRA, through the LRA-CARP Central Office.

## **2. LRA Responsibilities**

- a. LRA shall issue the necessary orders to ensure that all CARP-Related Transactions are entered into and processed by its Computerized Systems.
- b. LRA shall ensure that system enhancements that may be requested by DAR in connection with CARP-Related Transactions are reviewed and addressed appropriately by the LTCP project proponent. For this purpose, a Joint Technical Working Group ("JTWG") shall be formed by LRA and DAR, which shall interface with the LRA's Project Management Executive Committee.
- c. LRA and its RoDs shall only process CARP-related Transactions that are submitted by DAR-ARs.
- d. LRA shall ensure the institutionalization of the CARP Volume, pursuant to the Joint DAR-LRA Memorandum Circular No. 16, Series of 2004, in the LTCP.

## **IV. Operating Procedures**

### **A. General Procedures for the Processing of Requests for Verifications, and the Issuance of Certifications and Certified True Copies**

1. The DAR-AR shall submit a letter-request for verification, and/or issuance of certification and/or certified true copy of a title, document, deed or instrument to the RoD. The request shall be presented with the DAR-AR's valid Identification Card, a copy of which shall be left with the RoD.
2. The designated LRA-CARP entry clerk shall enter such request in the Electronic Primary Entry Book for Certifications, Certified True Copies, and Verifications ("EPEB-CCV") Book. The PHILARIS shall also record the date and time when such request is made. A Claim and Assessment Slip ("CAS") with the corresponding computed IT Service Fees shall then be generated by the PHILARIS.
3. The designated DAR-AR shall review the CAS and confirm the accuracy of the details therein provided by affixing his signature on the RoD Copy of the CAS. The signed CAS shall serve as basis for billing by LRA, and shall also authorize further processing of the transaction.

4. The authorized approving officer shall process the following requests pursuant to Rules XIII, XIV and XV of the *Implementing Guidelines on Electronic Registration of Land Titles and Deeds* issued on 02 July 2009; Rules VIII and IX of the *Implementing Guidelines on Electronic Registration of Land Titles and Deeds and Processing of Central Office Transactions*, issued 21 December 2010; and Rules II and III of the *Amendment 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* issued on 21 January 2011, as follows:

a. Implementing Guidelines on Electronic Registration of Land Titles and Deeds issued on 02 July 2009:

### **"Rule XIII ISSUANCE OF CERTIFIED TRUE COPIES**

***Section 30. Request for Certified True Copies of Titles and Documents. —***

Any application for certified true copies of documents involving registered land on file may be made by the client with the registry concerned.

***Section 31. Issuance of Certified True Copies. —*** The following procedures for the issuance of certified true copies of titles and documents shall be observed in the Registry:

a) Upon receipt of a request, duly authorized for the purpose, on a specific document or transactions involving registered land the request shall be entered into 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 lodged.

b) The system shall check the database for the existence of the document requested and shall assess the required fees and prompt the client to pay before the request is processed.

c) The system shall print the image of the requested document on security paper. The print-out of the requested document shall bear the signature of the records Officer, who shall certify that the same is a true electronic copy of the document on file, and the certification shall be issued to the client after proper identification.

d) The certification shall be released to the client who shall sign the acknowledgment slip generated by the system.

**Rule XIV**  
**ISSUANCE OF CERTIFICATION**

**Section 32. Issuance of Certification.** — The following procedures for issuance of certifications shall be observed in the Registry of Deeds.

- a) Upon receipt of a request for a particular certification, duly authorized for the purpose, on a specific document or transactions involving registered land, the request shall be entered into the CCV Book wherein such request shall be given a reference number. It shall also record the date and time when such request is lodged.
- b) The system shall check the database for the existence of the document requested and shall assess the required fees and prompt the client to pay before the request is processed.
- c) After the necessary examination of available information, the certification shall be prepared, printed and signed.
- d) The certification shall be released to the client who shall sign the acknowledgment slip generated by the system.

**Rule XV**  
**VERIFICATION/RESEARCH ON DOCUMENTS ON FILE**

**Section 33. Verification on Documents on File at the Office of the Register of Deeds.** — The client shall submit the request form for verification, duly authorized for the purpose, on a specific document or transactions involving registered land, and shall pay the corresponding fee/s. The appropriate databases shall be checked to facilitate the verification transaction subject to the regulations to be promulgated by the concerned Registry.”

- b. Implementing Guidelines on Electronic Registration of Land Titles and Deeds and Processing of Central Office Transactions issued on 21 December 2010:

**“Rule VIII**  
**ISSUANCE OF CERTIFIED TRUE COPIES**

**Section 19. Request for Certified True Copies.** — Any application for certified true copies of documents on file may be made by the client with the CO.

**Section 20. Issuance of Certified True Copies.** — The following procedures for the issuance of certified true copies of documents shall be observed in the CO: