



JOINT DENR AND LRA MEMORANDUM ORDER
No. 01 Series of 2022

TO: All concerned personnel of the Land Management Bureau, DENR Regional Offices, Provincial Environment and Natural Resources Office (PENROs), Community Environment and Natural Resources Office (CENROs), Land Registration Authority (LRA) and its Registers of Deeds (ROD), Private and Government Geodetic Engineers and Public Clientele

SUBJECT: PROCEDURAL GUIDELINES FOR THE REGISTRATION OF PATENTS AND PLANS APPROVED BY THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES IN THE REGISTRIES OF DEEDS, AND OTHER RELATED MATTERS

I. PREFATORY STATEMENT

The Department of Environment and Natural Resources (DENR) is implementing the Land Administration Management System (LAMS) which is designed to provide effective management of land records and efficient delivery of land transactions and information services to the public, and is used by the different offices of the DENR to process and approve transactions covering the Issuance of Patents (the "DENR-issued Patents") and the Approval of Original and Subdivision/Consolidation Plans (the "DENR-approved Plans").

The following DENR issuances provide the guidelines for the implementation of LAMS:

1. Department Administrative Order No. 2010-18 - Improving Management of Land Information through the Adoption of the Land Administration and Management System;
2. Department Administrative Order No. 2016-01 - Adoption of Digital Land Survey Data (DLSD) Lodgment as a Standard Format for the Submission and Exchange of Survey Data in Digital Form under the Land Administration and Management System (LAMS); and,
3. Department Administrative Order No. 2016-06 - Adoption of the Manual for the Operationalization of the Land Administration and Management System Inspection, Verification and Approval of Surveys (IVAS).
4. DENR Memorandum Circular No. 2017-05 – Verification, Approval and Data Capture of Ongoing or Newly Submitted Survey Plans and Public Land Applications (PLAs) under the Land Administration and Management System (LAMS).
5. Department Administrative Order No. 2018-15 – Guidelines on Digital Land Data Sharing and Security Measures of Land Administration and Management System (LAMS) Philippines Transactions.
6. DENR Memorandum Circular No. 2021-07 – Adoption of the Online Public Land Application (PLA) Module under the LAMS Philippines.

On the other hand, the Land Registration Authority (LRA) is implementing the Land Titling Computerization Project (the LTCP) which involves, among others, the supply of Information Technology (IT) products and services, training of end-users, conversion of titles and documents from physical to digital format, nationwide network interconnection, rehabilitation and construction of IT-enabled government offices, and the development of customized application systems (PHILARIS), which are used in the Registries of Deeds (RD) to register deeds and instruments, including the DENR-issued Patents and DENR-approved Plans, and issue titles resulting from the processing thereof.

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

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

In the spirit of inter-agency cooperation, the DENR and LRA signed Joint Memorandum Circular (JMC) No. 01, Series of 2021 on February 3, 2021, with the objective of adopting a set of standard operating procedures that shall help ensure efficiency and security in the registration of DENR-approved Plans and DENR-issued Patents in LRA and its RDs using Application Programming Interface (API). The PHILARIS of LRA and LAMS Philippines of DENR shall be connected using the developed API in a secured network.

As provided under Section V Item A (7) of DENR - LRA JMC No. 01, Series of 2021, DENR and LRA shall be responsible for the issuance of Memoranda and Circulars to its various officers and personnel to ensure compliance with the provisions of the said JMC, and ensure the continuing compatibility of DENR and LRA Processes, Systems and Data Records.

II. PURPOSE AND COVERAGE

This document is being issued to provide guidance to all concerned in relation to the implementation of DENR - LRA JMC No. 1, Series of 2021, particularly on the processing of the registration of DENR-approved Plans and DENR-issued Patents.

III. USERS OF THESE GUIDELINES

All concerned personnel of the DENR-LMB, DENR Regional Offices, Provincial Environment and Natural Resources Office (PENRO), Community Environment and Natural Resources Office (CENRO), LRA and its Registries of Deeds (RD), Private and Government Geodetic Engineers and Public Clientele.

IV. COVERED PROCESSES

This Joint Memorandum Order shall cover and provide the guidelines for the following processes:

A. DENR Transactions



1. Processing and Approval of Original and Subdivision/Consolidation Plans (the "DENR-approved Plans");
2. Processing and approval of transactions covering the Issuance of Patents (the "DENR-issued Patents"); and,
3. Issuance of Certification as the Lot Status of the Parcel as requirement on the processing of judicial application.

B. LRA Transactions

1. Processing, Registration and Issuance of subsequent titles in relation to the DENR-approved Plans;
2. Processing, registration and issuance of subsequent titles in relation to the LRA-approved Plans;
3. Issuance of Certification as to the Lot Status of the Parcel as requirement on the processing of Public Land Applications;
4. Processing and Original Registration of DENR-issued Patents; and,
5. Processing, Original Registration and Issuance of LRA-issued Decree.

V. OPERATING PROCEDURES AND GUIDELINES FOR DENR-APPROVED PLANS

A. Processing, Registration and Issuance of subsequent titles in relation to the DENR-Approved Plans

1. The client shall lodge a request for a CTC of title and LRA approved survey plans through the LRA Central Office, LRA eSerbisyo Portal ("eSP") or through the RD and pay for the corresponding fees;
2. Prior to the acceptance of survey returns at the DENR, the front desk shall check the status and validity of the submitted CTC of title/s. The designated personnel shall input the transaction details in the LAMS, then the LAMS shall send a CTC verification request to LRA through the API/web service, with the following parameters:
 - (a) If the transaction is a CTC of Title:
 - (a.1) RD Code of the Requesting Site; and,
 - (a.2) Any of the Serial Number ("SN") of the accountable form issued by LRA where the CTC is printed.
 - (b) If the transaction is a CTC of Survey Plan:
 - (b.1.) Plan Number of the LRA-approved Survey Plan; and,
 - (b.2.) Any of the SN of the accountable form issued by LRA where the CTC is printed.
3. Upon receipt of API request for verification of CTC of title/s/survey plans, the LRA shall validate the details with that received from DENR in the API request. If the details are not verified, LRA shall inform DENR through the API. If validated by LRA, the following information of the CTC transaction shall be sent to DENR:

(a) If the transaction is a CTC of title:

- (a.1) RD Name;
- (a.2) Title Type;

- (a.3) Title Number;
- (a.4) Title Registration Date;
- (a.5) Registered Owner's Name;
- (a.6) Plan, Block, Lot (the Common Parcel Identifier);
- (a.7) Title Status (i.e., Active, Cancelled or Partially Cancelled); and,
- (a.8) Survey Plan Number of the LRA-approved Survey Plan or the survey plan currently being processed in LRA, covering the subject title.

(b) If the transaction is a CTC of Survey Plan:

- (b.1) Image of the LRA-approved Survey Plan; and,
- (b.2) Encoded technical description/s ("e-TD") if the plan was approved by the Subdivision and Consolidation Plan Approval System ("SCPAS") of LRA.

4. After the verification of status of the title and the plan, the DENR shall process the approval of the survey plan;
5. After approval of the plan, the client shall be notified by DENR, and the list of requirements for the registration of the DENR-approved Plan in the RD shall be provided to the client;
6. If the client chooses to register the DENR-approved Plan with LRA, through its RD, the client shall be required by DENR to pay the cost of the eTD/s, which shall be the pre-requisite for DENR to send the eTD/s corresponding to the DENR-approved Plan to LRA through the Linkage;
7. Once paid by the client, DENR shall forward to LRA the corresponding eTD/s and the image/s of the DENR-approved Plan, which shall be considered by LRA as part of its mandatory documentary requirement for the entry and registration of the same.

In the absence of these eTD/s, as per item 6 above, the subject DENR-approved Plan shall be denied entry, subject to existing LRA policy;

8. The corresponding eTD/s of the lots/parcels to be registered shall be accessed and used by the RD for the processing of transaction; and,
9. Once the transaction is registered, a confirmation shall be sent to DENR providing the following title details:
 - (a) Common Parcel Identifier (CPI);
 - (b) RD where the property is registered;
 - (c) Title type;
 - (d) Title number;
 - (e) Title registration date; and,
 - (f) Registered owner.

B. Processing, registration and issuance of subsequent titles in relation to the LRA-approved Plans

1. Prior to the acceptance of survey returns at the LRA, the LRA shall be able to send verification requests of DENR-approved plan using the CPI through the API/web service;

2. Upon receipt of API request for verification of the DENR-approved survey plans, the DENR shall validate the details with that received from LRA in the API request. If the details are not verified, DENR shall inform LRA through the API. If validated, DENR shall send the eTD and image of the DENR-approved Survey Plan;
3. Once an LRA-approved plan is registered, a confirmation shall be sent to DENR providing the following data and title details:
 - (a) eTD;
 - (b) image of the LRA-approved plan/s;
 - (c) RD where the property is registered;
 - (d) Title type;
 - (e) Title number;
 - (f) Title registration date; and,
 - (g) Registered owner.

VI. OPERATING PROCEDURES AND GUIDELINES FOR DENR-ISSUED PATENTS

A. Processing and Original Registration of DENR-issued Patents

1. Issuance of Certification as to the Lot Status of the Parcel as a requirement on the processing of Public Land Application (PLA)

- a. The client shall be able to lodge a request for a lot status certification through the LRA Central Office, LRA eSerbisyo Portal or in any RD offices and pay for the corresponding fees;
- b. Using the API, LRA shall forward the Official Receipt (OR)/Payment Acknowledgement Receipt (PAR) number including the lot, block, and plan number of the subject lot parcel to DENR API. The OR/PAR number shall be the sole basis of DENR to forward the following requirements:
 - (1) eTD/s;
 - (2) Image of the DENR-approved Plan;
 - (3) Cadastral lot number with full technical description;
 - (4) Cadastral map, if available; and,
 - (5) Certification Status if Cadastral map is not available.
- c. After evaluation of the requirements needed, the lot and plan status transactions shall proceed to the regular process of the LRA PHILARIS-CO System. Once approved, LRA shall send to DENR through the LRA-DENR Linkage the following information as may be agreed upon:
 - (1) Certification of lot and plan status with findings;
 - (2) Title number of the registered lot overlapping the subject parcel;
 - (3) Plan, Block, and Lot number of the registered lot parcel/s overlapping the subject parcel; and,
 - (4) Scanned image of the LRA Approved Plan, if available.

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2. Manually transmitted DENR-issued patents (Original Registration)

- a. The DENR through its CENROs/implementing PENROs, and Licenses, Patents and Deeds Division for the National Capital Region ("NCR"), shall receive and process application for the issuance of patents from the patentee or a duly authorized representative;
- b. After approval of the patent, the DENR shall manually transmit the judicial form to the concerned RD. Simultaneously, the following patent information shall be immediately forwarded to LRA through the linkage:
 - (1) Patent Type;
 - (2) Patent Number;
 - (3) Name of Patentee;
 - (4) Address of the Patentee;
 - (5) Lot Number;
 - (6) Block Number, if available;
 - (7) Survey Number;
 - (8) Location; and
 - (9) Area.
- c. The RD shall access through system linkage the relevant patent information upon presentation of the judicial form for entry and registration at the RD;
- d. The RD shall compare the patent information received through the linkage with the manually transmitted judicial form and process the same accordingly; and,
- e. The LRA shall provide the DENR a confirmation that the patent was successfully registered, including information on the registered patent:
 - (1) RD where the property is registered;
 - (2) Title type;
 - (3) Title number;
 - (4) Title registration date; and,
 - (5) Registered owner.

3. Registration of e-Patents approved by the DENR

- a. After approval of the e-Patent at the concerned DENR Office, the DENR shall immediately forward the e-Patent to LRA for registration;
- b. The RD shall access the e-Patent for entry and registration at the concerned RD;
- c. The LRA shall provide the DENR a confirmation that the e-Patent was successfully registered, including information on the registered e-Patent:
 - (1) RD where the property is registered;
 - (2) Title type;
 - (3) Title number;

- (4) Title registration date; and,
- (5) Registered owner.

B. Original Registration of Judicially Decreed Titles under Presidential Decree No. 1529

1. Issuance of Certification as to the Status of the Lot as a requirement for the Judicially Decreed Titles under Presidential Decree No. 1529

- a. The LRA shall forward the request for Certification of Status of the Lot by providing the lot and survey number and location of the subject lot parcel to DENR;
 - b. The concerned Regional Office/CENRO/PENRO shall check the status of the subject parcel. The following certification shall be issued to LRA through the linkage:
 - (1) Certification of Isolated Survey Plans if covered by previously applied and issued patent;
 - (2) Certification of status of cadastral land if it is a portion of previously-approved isolated survey;
 - (3) Land Classification Status whether the subject parcel is within Alienable and Disposable (A&D) Land or not; and,
 - (4) Status whether the subject parcel is (a) patented or not and (b) with or without ongoing PLA.
 - c. The LRA shall access the certification issued by DENR and continue the registration of judicial application;
2. Once a judicial decree is registered, LRA shall send a confirmation to DENR providing the following data and the title details of the registered decree:
- a. RD where the property is registered;
 - b. Title type;
 - c. Title number;
 - d. Decree number;
 - e. Title registration date; and,
 - f. Registered owner.

VII. MONITORING AND EVALUATION

The DENR and the LRA shall supervise and keep track of the activity and ensure the compliance with this Joint Memorandum Order.

VIII. TRANSITORY PROVISIONS

A. Operating Procedures

The LRA Administrator and the LMB Director shall issue the corresponding Circulars and directives to their respective offices to ensure the effective implementation of this Joint Memorandum Order such as policy adopting digital signature, paperless

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submission of public land application, Transition Plan and Operational Manual, among others.

B. Manual Transmittal of Notice of Patent Issuance

The concerned DENR Office assigned in the approval of patent shall continue transmitting manually the Notice of Patent Issuance (Transmittal) to the concerned Registry of Deeds for entry and registration until such time that all Judicial Forms are utilized.

C. Adoption of e-Patent

Pursuant to the DENR-LRA Joint Memorandum Circular No. 01 series of 2021, the DENR shall endeavor to adopt the issuance of Patents in electronic/digital format to replace the manual Judicial Form. For this purpose, a Transition Plan for the full adoption of the process shall be developed by the DENR in consultation with LRA.

D. Pilot Implementation in DENR Offices

To test the efficiency of the system linkage as provided by the JMC, this Joint Memorandum Order shall be piloted in Regions 4-A (CALABARZON), 7, 10 and NCR, and will be implemented to other Regions in the succeeding years.

IX. FUNDING

All activities including consultancy, hardware and software procurement to implement the provisions of this Joint Memorandum Order shall be funded separately under DENR and LRA budget.

X. PERIODIC REVIEW AND AMENDMENTS ON THE MEMORANDUM ORDER

This Joint Memorandum Order may be amended as may be deemed necessary. All amendments shall be in writing and shall be jointly approved by the LRA Administrator and LMB Director. The DENR and LRA shall conduct a joint periodic review of this Joint Memorandum Order for future system and hardware adjustment/enhancement.

XI. SEPARABILITY CLAUSE

If any provision of this Joint Memorandum Order, or application to such provision to any circumstance, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

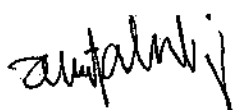
XII. REPEALING CLAUSE

All orders, circulars, memoranda, and other issuances inconsistent herewith are hereby superseded, amended and/or repealed accordingly.

XIII. EFFECTIVITY

This Joint Memorandum Order takes effect within fifteen (15) days after its publication in any newspaper of general circulation.

Done in Diliman, Quezon City on JUN 28 2022



LAND REGISTRATION AUTHORITY

By:



ROBERT NOMAR V. LEYRETANA, CESO II
OIC Administrator



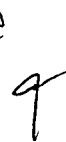
**DEPARTMENT OF ENVIRONMENT AND
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Publication: The Philippine Star
July 15, 2022

Acknowledgement: ONAR, U.P. Law Center
July 20, 2022