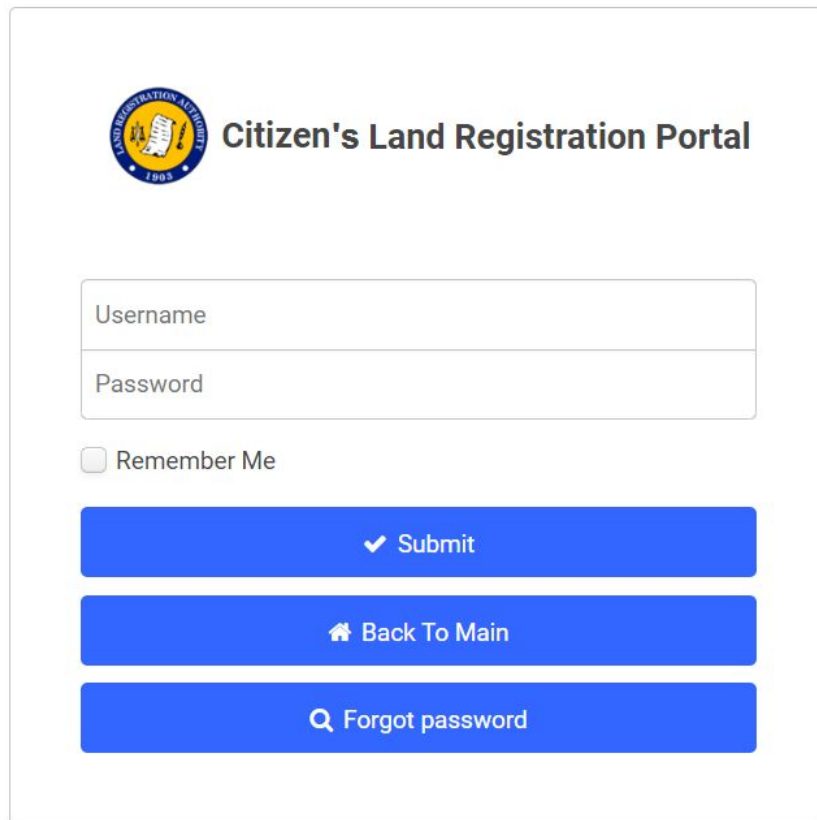


Document Type:	User Manual
Document Reference No.:	TMM No.: 20-006
Covered System:	Citizen's Land Registration Portal (CLRP)
Document Name:	User Manual for CLRP Unregistered Land - Deed of Sale
Date:	2020.06.09
Version:	1.0
Document Classification:	Proprietary
Circulation:	General Public

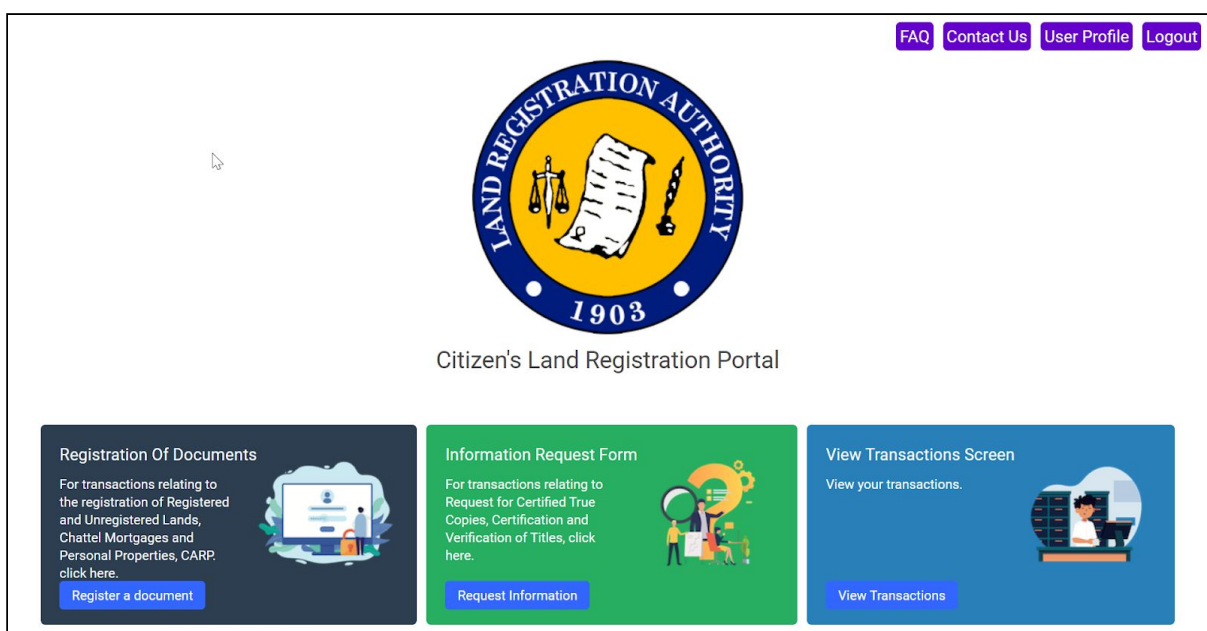
Proseso para sa Unregistered Land Deed of Sale

REKOMENDASYON: I-print ang CLRP Step-by-Step Procedure na ito habang nag-eencode sa portal upang maiwasan ang magpalipat-lipat ng screen sa computer.



The screenshot shows the login interface of the Citizen's Land Registration Portal. At the top left is the Land Registration Authority logo, which is a circular emblem with a yellow center containing a scale of justice and a document, surrounded by a blue ring with the text 'LAND REGISTRATION AUTHORITY' and '1903'. To the right of the logo is the title 'Citizen's Land Registration Portal'. Below the title are two input fields: 'Username' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember Me'. At the bottom of the form are three blue buttons: 'Submit' with a checkmark icon, 'Back To Main' with a house icon, and 'Forgot password' with a magnifying glass icon.

I-type ang **Username** at **Password** na binigay sa iyo ng Office ng Register of Deeds (RD) at pagkatapos ay pindutin ang “Submit” button.



The screenshot shows the home page of the Citizen's Land Registration Portal. At the top right are four purple buttons: 'FAQ', 'Contact Us', 'User Profile', and 'Logout'. In the center is the Land Registration Authority logo, identical to the one in the previous screenshot, with the text 'Citizen's Land Registration Portal' below it. At the bottom are three main service cards. The first card, 'Registration Of Documents', has a dark blue background and a 'Register a document' button. The second card, 'Information Request Form', has a green background and a 'Request Information' button. The third card, 'View Transactions Screen', has a blue background and a 'View Transactions' button. Each card includes a brief description of the service and an illustrative icon.


I-click ang “**Register a document**” button upang magpatuloy sa susunod na screen.

Registration Of Documents

For transactions relating to the registration of Registered and Unregistered Lands, Chattel Mortgages and Personal Properties, click here.

Registry Of Deeds

Book Type



Registry of Deeds. Piliin ang Registry of Deeds kung saan matatagpuan ang lupa na binibenta.

Book Type. Piliin ang Unregistered Land.

Kopyahin ang **Verification Code** na makikita sa kaliwang box at i-type ito sa box na nasa kanan.

Kapag natapos na ma fill-in lahat ng boxes pindutin ang **“Create”** button.

Major Minor

Currency Consideration Value

Current Assessed Value

Major. Minor. Piliin ang “Recording of Transactions on Unregistered Land” para sa Major Transaction, at piliin ang “Sale” para sa Minor Transaction.

Currency. Ang karaniwang currency ay Philippine Peso.

Consideration Value. Basahin ang kontrata. Ito ay makikita sa Contract Deed of Sale kung saan naroon ang presyo ng transaction.

Current Assessed Value. Ito ay makikita sa Tax Declaration ng Assessor’s Office ng lungsod, bayan o probinsya.

Pindutin ang “Next” button.

Type	<input type="text" value="OWNER"/>	Name	<input type="text"/>
Address	<input type="text"/>	Phone Number	<input type="text"/>
ID Presented	<input type="text"/>		

Type. Pindutin ang arrow at may dalawang salita na lalabas: **Owner** at **Representative**.

Ang impormasyong kailangan dito ay kung sino ang taong personal na pupunta sa RD para ipa-register ang transaction. Kung ang Registered Owner ang mismong pupunta, pindutin and Owner. Kung hindi, pindutin ang Representative.

Name. Address. Phone Number. ID Presented. Base sa pinili, i-type ang kanyang Name, Address, Phone Number at ang ipi-presentant government-issued ID.

Pindutin ang “Next” at ang screen ay kusang lilipat sa susunod na page.

Registry Of Deeds	<input type="text" value="Baguio City"/>	UL NO	<input type="text"/>
UL Type	<input type="text" value="Unregistered Land"/>		

0 rows

Registry Of Deeds	UL Type	UL NO

UL Type. Ito ay hindi nababago.

UL No. I-type ang “NEW”.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Owner Type Executed By

0 rows

Owner Type	Executed by

Owner Type. Hayaan lang na Generic.

Executed By. I-type ang pangalan ng Registered Owner na makikita sa hawak na Tax declaration. Siguraduhin na tama ang spelling.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Owner Type New Owner Address

In Favor Of

New Owner Name

0 rows

Owner Type	In Favor Of	New Owner Name	New Owner Address

Owner Type. Pindutin ang arrow at piliin ang tamang type ng vendee, buyer, o purchaser.

In Favor Of. Basahin ang “Deed of Sale Contract” at ilagay ang pangalan ng “Vendee, Buyer, o Purchaser”.

Pindutin ang “Add Entry” button saka pindutin ang “Next” button.

Notarial Details Of Main Document <input checked="" type="checkbox"/>	Consular Notarial Details <input type="checkbox"/>
Document No. <input type="text"/>	Document No. <input type="text"/>
Page No. <input type="text"/>	Service No. <input type="text"/>
Book No. <input type="text"/>	Book No. <input type="text"/>
Series Of <input type="text"/>	Series Of <input type="text"/>
Name Of Notary Public <input type="text"/>	Consul General <input type="text"/>
Notary Date <input type="text"/>	Consular Office <input type="text"/>
Notary Date 2 <input type="text"/>	Consular Address <input type="text"/>
Notary Date 3 <input type="text"/>	Consular Notary Date <input type="text"/>
Notary Date 4 <input type="text"/>	Consular Notary Date 2 <input type="text"/>
Place Of Notary <input type="text"/>	Consular Notary Date 3 <input type="text"/>
	Consular Notary Date 4 <input type="text"/>

Mayroong dalawang pagpipilian: **Notarial Details of Main Document** o Consular Notarial Details. Kung pipiliin ang isa, hindi na kailangang maglagay ng detalye sa hindi napili.

Para malaman ang **Document No., Page No., Book No., Series of., Name of Notary Public, Place of Notary**, ang mga ito ay makikita sa hawak na **Deed of Sale/Main Document**.

PAALALA: Kung ang dokumento ay ipinanotaryo sa loob ng bansa, piliin ang Notarial Details of Main Document. Kung ang dokumento ay ipinanotaryo naman sa ibang bansa, piliin ang "Consular Notarial Details".

Pindutin ang "Next" button.

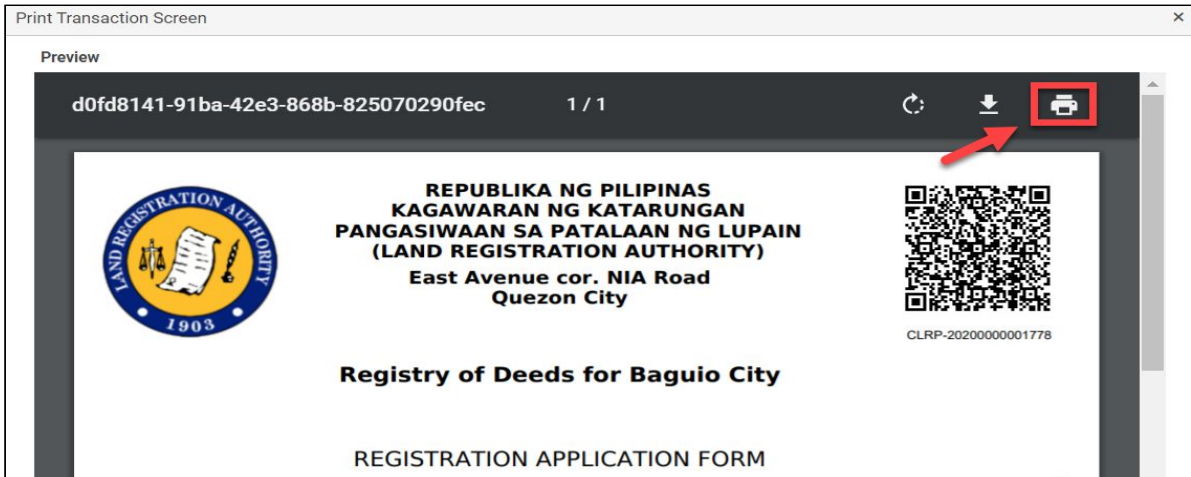
Type
BIR CAR / Tax Clearance Certificate
Deed of Absolute Sale
Realty Tax Clearance
Tax Declaration (Certified Copy)
Transfer Tax Receipt/Clearance

Ang mga nakalista ay ang mga kinakailangan na mga dokumento na dadalhin sa Registry of Deeds. Pagkatapos basahin, pindutin ang "Next" button.

You have an option to send a copy of this transaction to the following email address :

Email: Email 2:

I-type ang email address kung nais makakuha ng soft copy ng transaksyon at pagkatapos ay pindutin ang Preview para masuri ang detalye ng transaction. Pindutin ang Submit para magpatuloy sa susunod na page.



Upang ma-print ang Application form, pindutin ang “**Print**” icon sa itaas.

Print 1 page

Destination

Pages

Pages per sheet

REPUBLICA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City

Registry of Deeds for Baguio City

REGISTRATION APPLICATION FORM

Book: Unregistered Land No.: DRAFT Date: 06-14-2020 06:44 PM

Presenter Name: MARIA LUN Address: SUBIVAN, BAGUIO CITY

Major Transaction: Recording of Transactions on Unregistered Land Minor Transaction: Sale

Consideration Value: 1,000,000 Assessed Value: 1,500,000

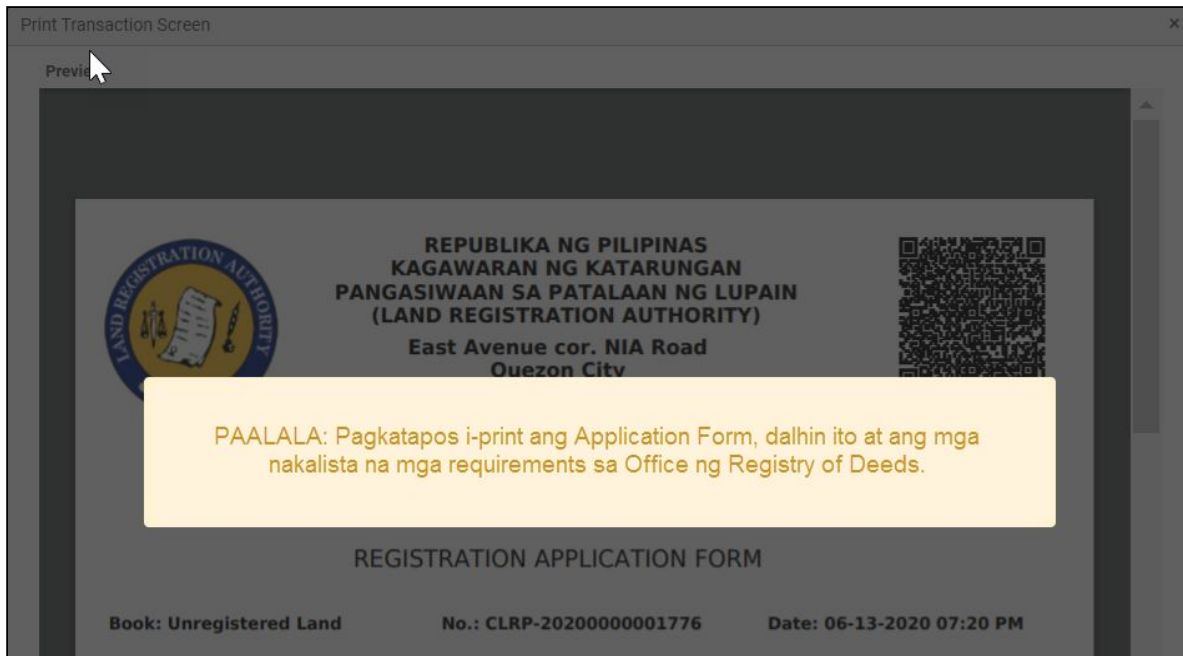
Registry of Deeds	UK Number
Baguio City	NRB

Documentary Requirements	Qty	Received	No. of Copies
Tax Declaration (Certified Copy)	1	N	1
BIR CAR / Tax Clearance Certificate	1	N	1
Deed of Absolute Sale	1	N	1
Transfer Tax Receipt/Clearance	1	N	1
Health Tax Clearance	1	N	1

Page 1 of 1

Destination. Piliin sa drop-down kung saan mo nais i-print ang transaksyon.

I-click ang “Save” button.



Pagkatapos ng transaksyon, makakatanggap ng mensahe na maaari nang i-print ang Application Form.

PAALALA: Pagkatapos i-print ang Application Form, dalhin ito at ang mga nakalista na mga requirements sa Office ng Registry of Deeds.

Approved for Release/Publication:

LRA Approver:	<hr/> <p style="text-align: center;">Renato D. Bermejo Administrator</p>
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