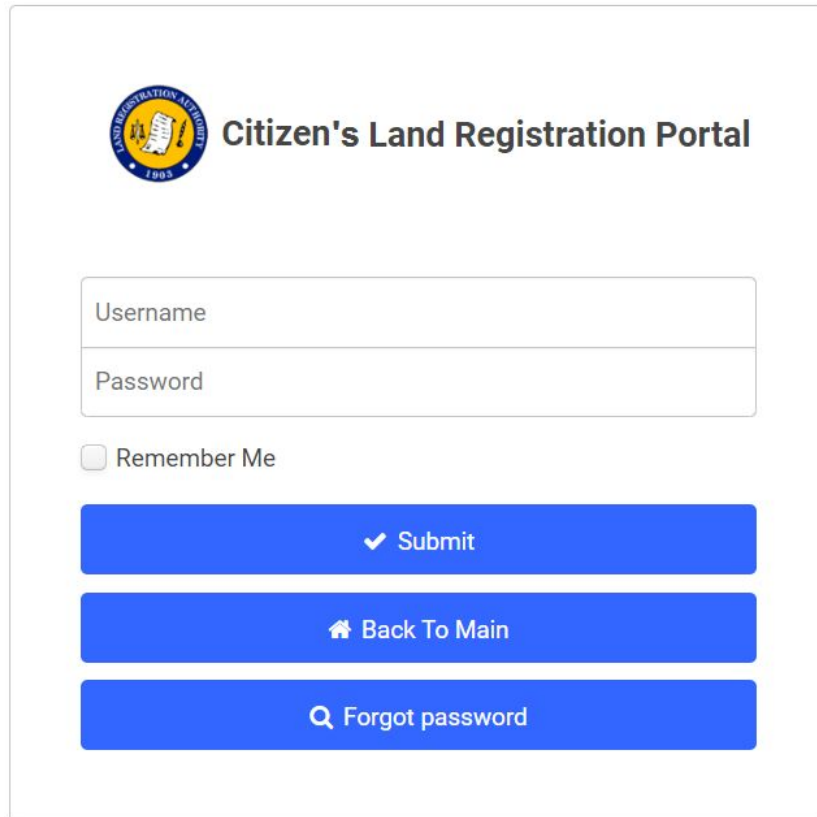


Document Type:	User Manual
Document Reference No.:	TMM No.: 20-008
Covered System:	Citizen's Land Registration Portal (CLRP)
Document Name:	User Manual for Unregistered Land - Special Power of Attorney
Date:	2020.05.28
Version:	1.0
Document Classification:	Proprietary
Circulation:	General Public

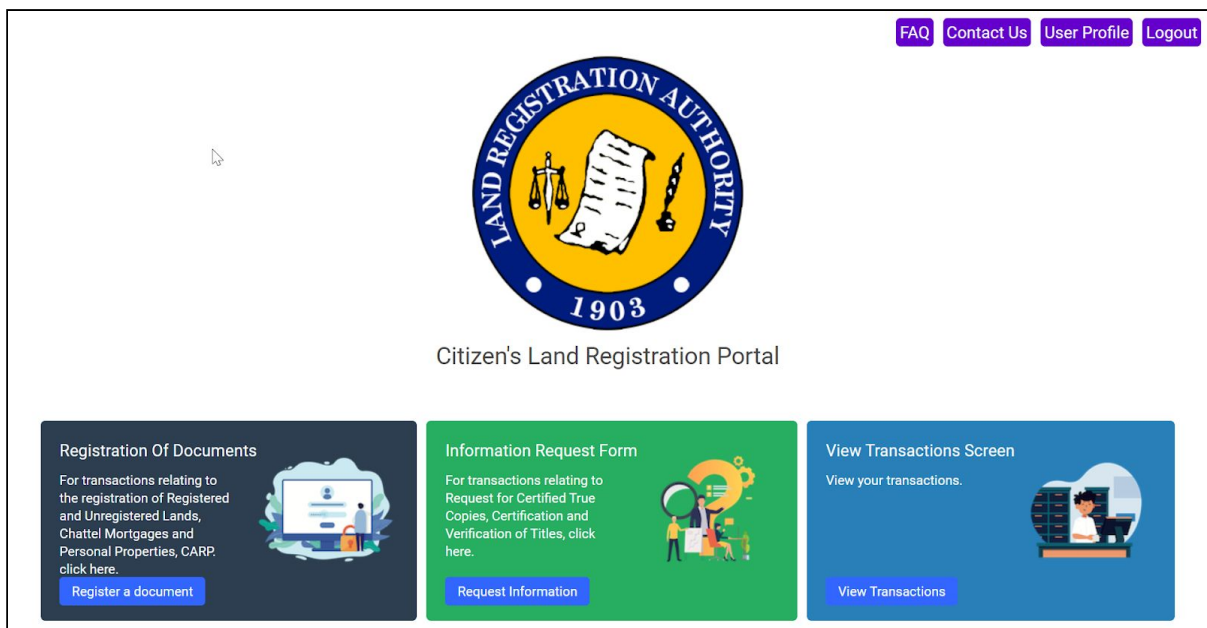
Proseso para sa Unregistered Land - Special Power of Attorney

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, there 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, there are three main content cards. The first card is dark blue and titled 'Registration Of Documents', with a description: 'For transactions relating to the registration of Registered and Unregistered Lands, Chattel Mortgages and Personal Properties, CARP, click here.' and a 'Register a document' button. The second card is green and titled 'Information Request Form', with a description: 'For transactions relating to Request for Certified True Copies, Certification and Verification of Titles, click here.' and a 'Request Information' button. The third card is blue and titled 'View Transactions Screen', with a description: 'View your transactions.' and a 'View Transactions' button.

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 tax declaration ng lupa na paggagamitan ng Special Power of Attorney.

Book Type. Kapag ang lupa ay may titulo, piliin ang Registered Land at kapag ito ay walang titulo, 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

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

Pindutin ang “Next” button.

Type Name

Address Phone Number

ID Presented

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

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

The screenshot shows a web form with the following elements: a dropdown menu for 'Registry Of Deeds' set to 'Baguio City', a text input field for 'UL NO', a dropdown menu for 'UL Type' set to 'Unregistered Land', and two buttons: 'Add Entry' and 'Remove'. Below these is a table with columns 'Registry Of Deeds', 'UL Type', and 'UL NO', currently showing 0 rows. At the bottom are buttons for 'Save', 'Cancel', 'Previous', 'Next', and 'Submit'.

UL Type. Ito ay hindi nababago.

UL No. I-type ang “NEW”.

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

The screenshot shows a web form with the following elements: a dropdown menu for 'Owner Type' set to 'GENERIC', a text input field for 'Executed By', and two buttons: 'Add Entry' and 'Remove'. Below these is a table with columns 'Owner Type' and 'Executed by', currently showing 0 rows. At the bottom are buttons for 'Save', 'Cancel', 'Previous', 'Next', and 'Submit'.

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.

The screenshot shows a web form with the following elements: a dropdown menu for 'Owner Type' set to 'GENERIC', a text input field for 'In Favor Of', and two buttons: 'Add Entry' and 'Remove'. At the bottom are buttons for 'Save', 'Cancel', 'Previous', 'Next', and 'Submit'.

Owner Type. Hayaan lang na Generic.

In Favor Of. Basahin ang “Special Power of Attorney” at ilagay ang pangalan ng pinayagan ng may-ari mag proseso ng transaksyon.

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 Special Power of Attorney/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
Special Power of Attorney

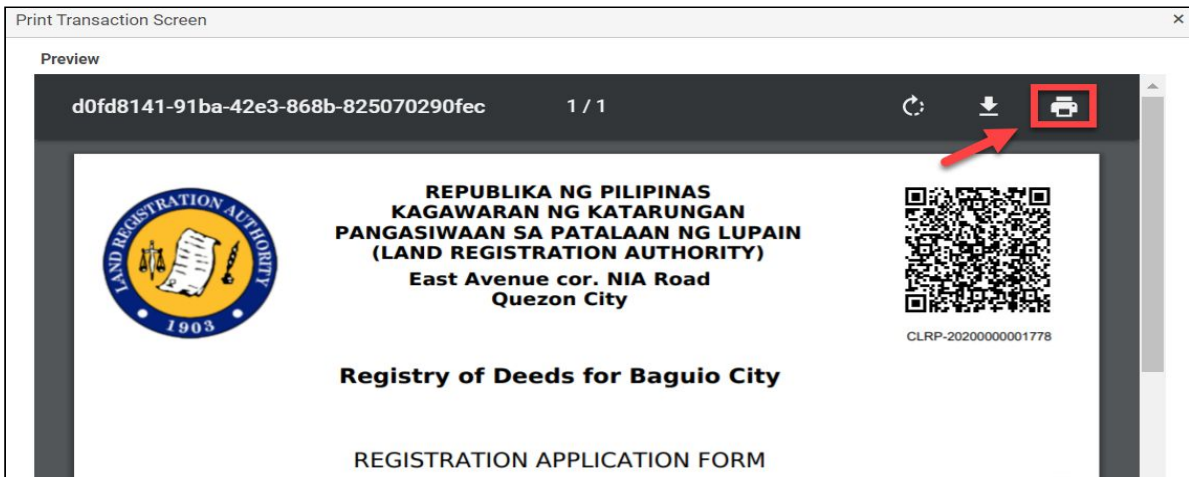
1 row

Ang mga nakalista ay ang mga kinakailangan na mga documents 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: 05-14-2020 06:41 PM

Presenter Name: MARSA JUAN Address: SUBIVAN, BAGUIO CITY

Major Transaction: Recording of Transactions on Unregistered Land Minor Transaction: Special Power Of Attorney

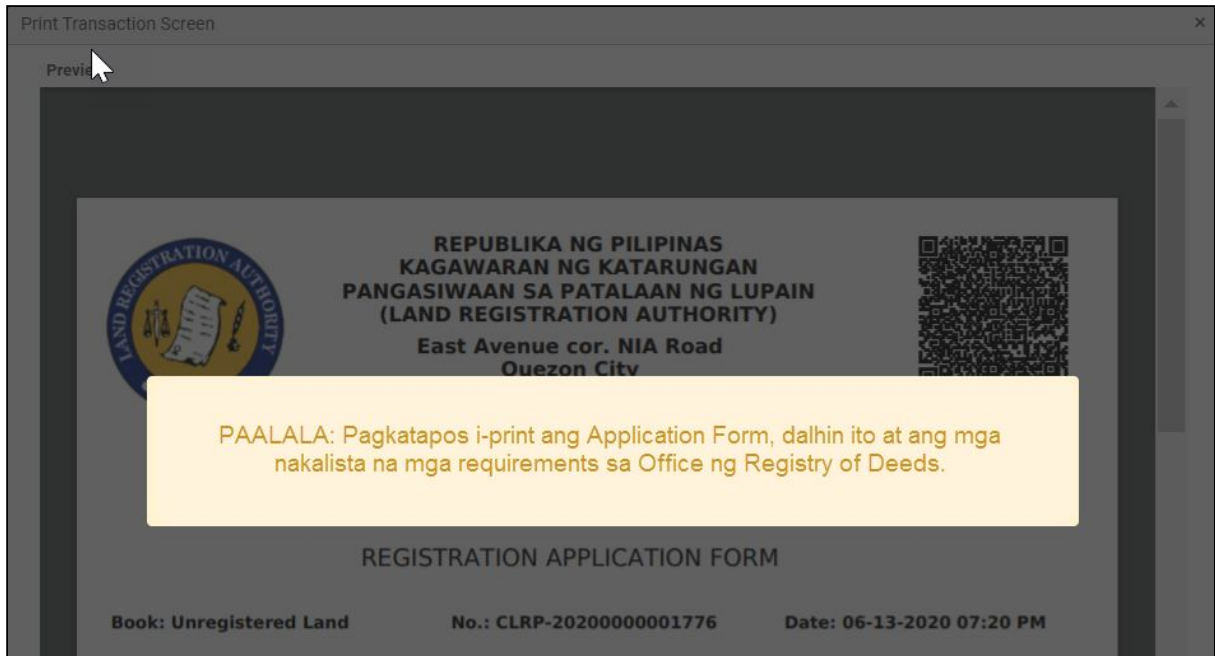
Registry of Deeds	WL Number
Baguio City	NEW

Documentary Requirements	Qty	Received	No. of Copies
Special Power of Attorney	1	0	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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