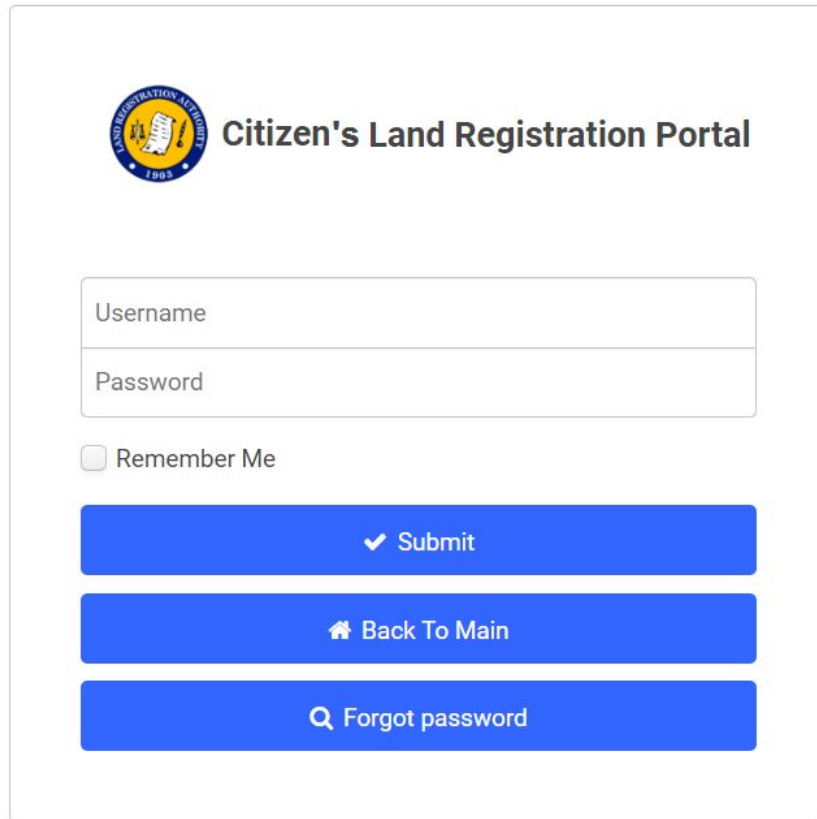


Document Type:	User Manual
Document Reference No.:	TMM No.: 20-009
Covered System:	Citizen's Land Registration Portal (CLRP)
Document Name:	User Manual for CLRP for Registered Land - Deed of Sale
Date:	2020.05.04
Version:	1.0
Document Classification:	Proprietary
Circulation:	General Public

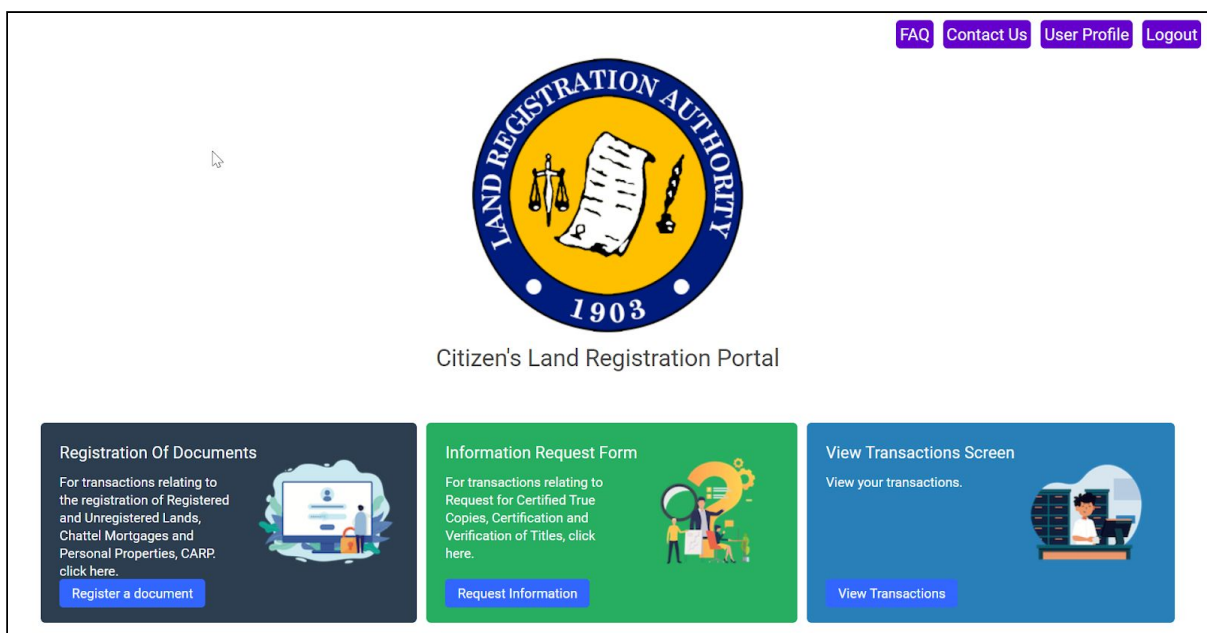
## Proseso para sa Registered Land - Deed of Sale

**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, a circular emblem with a yellow center, a blue border, and 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, a circular emblem with a yellow center, a blue border, and the text 'LAND REGISTRATION AUTHORITY' and '1903'. Below the logo is the title 'Citizen's Land Registration Portal'. At the bottom are three main content cards. The first card is dark blue and titled 'Registration Of Documents', with a sub-heading 'For transactions relating to the registration of Registered and Unregistered Lands, Chattel Mortgages and Personal Properties, CARP, click here.' and a blue button 'Register a document'. The second card is green and titled 'Information Request Form', with a sub-heading 'For transactions relating to Request for Certified True Copies, Certification and Verification of Titles, click here.' and a blue button 'Request Information'. The third card is blue and titled 'View Transactions Screen', with a sub-heading 'View your transactions.' and a blue button 'View Transactions'.

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 o condominium na binibenta.

**Book Type.** Piliin ang “Registered 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.

**Registry Of Deeds : Baguio City** **Book Type : Registered Land**

Major  Minor

Currency

Consideration Value

Current Assessed Value

**Major. Minor.** Piliin ang “Issuances of Certificate Title in Subsequent Registration” 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 at 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"/>
Title Type	<input type="text"/>
Title No.	<input type="text"/>

0 rows

Registry of Deeds	Title Type	Title No.

**Title Type.** Pindutin ang arrow at lalabas ang tatlong maaaring pagpilian. Tingnan mabuti ang hawak na titulo upang makasiguro sa pipiliing Title Type.

**Title No.** Upang malaman ang title number, tingnan ang hawak na titulo at kopyahin ang eksaktong title number na nakasulat dito. Ang number lang ang i-type at huwag na isali ang TCT, OCT, at CCT.

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

Owner Type	<input type="text" value="GENERIC"/>	Executed By	<input type="text" value="MARIA JUAN"/>
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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 titulo. Siguraduhin na tama ang spelling.

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

The screenshot shows a form with the following elements:

- Owner Type:** A dropdown menu with "GENERIC" selected.
- In Favor Of:** A text input field.
- New Owner Name:** A larger text input field.
- New Owner Address:** A text input field.
- Buttons:** "Add Entry" (blue), "Remove" (grey with 'x' icon), "Save" (blue with checkmark), "Cancel" (blue with 'x' icon), "Previous" (blue with left arrow), "Next" (blue with right arrow), and "Submit" (grey with checkmark).
- Table:** A table with 4 columns: "Owner Type", "In Favor Of", "New Owner Name", and "New Owner Address". It shows "0 rows" of data.

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

**New Owner Name.** Basahin ang Contract of Sale at ilagay ang “pangalan, marital status at citizenship” ng Vendee, Buyer o Purchaser.

Ang **New Owner Address** ay tumutukoy sa address ng Buyer at hindi sa lokasyon ng lupa na ipinagbibili. Ilagay ang kumpletong address dahil ito ay lalabas sa titulo. Ito rin ay importante sa pagpapadala ng abiso para sa taxation at re-assessment.

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

The screenshot shows two sections of a form:

- Notarial Details Of Main Document:** Includes fields for Document No., Page No., Book No., Series Of, Name Of Notary Public, Notary Date (with calendar icon), Notary Date 2, Notary Date 3, Notary Date 4, and Place Of Notary.
- Consular Notarial Details:** Includes fields for Document No., Service No., Book No., Series Of, Consul General, Consular Office, Consular Address, Consular Notary Date (with calendar icon), Consular Notary Date 2, Consular Notary Date 3, and Consular Notary Date 4 (with calendar icon).
- Buttons:** "Save", "Cancel", "Previous", "Next", and "Submit" are located at the bottom right.

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 Contract of Sale.

**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.

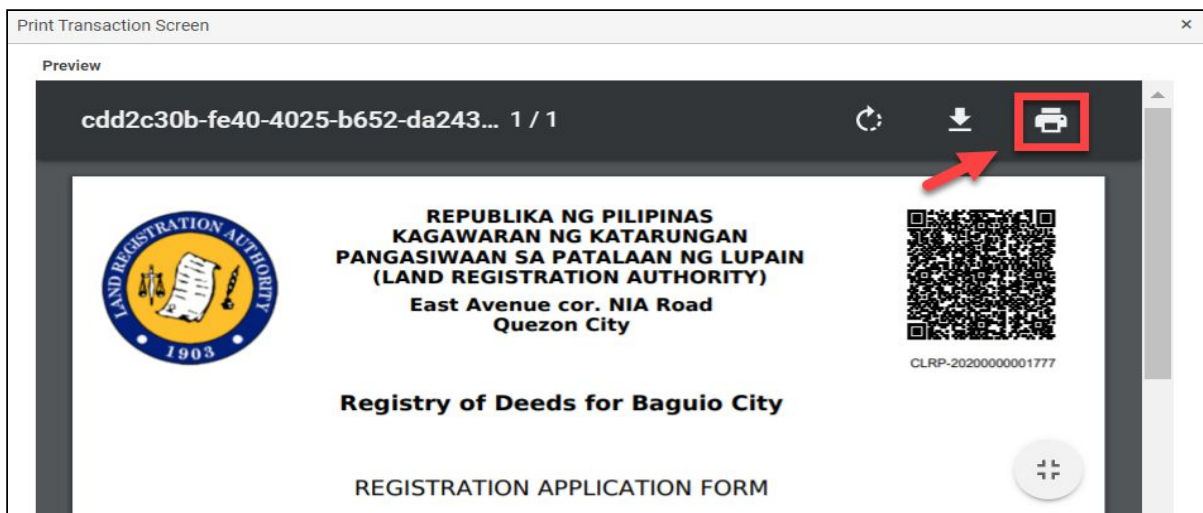
Type
BIR CAR / Tax Clearance Certificate
Tax Declaration (Certified Copy)
Deed of Absolute Sale
Owners Duplicate Copy of Title
Realty Tax Clearance
Transfer Tax Receipt/Clearance

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 ang 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.

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: Registered Land No.: DRAFT Date: 06-14-2020 06:48 PM

Presector Name: MARIA LUAN Address: BULWAGAN, BAGUIO CITY

Major Transactions: Issuance of Certificate Title in Subsequent Registration Minor Transactions: Sale

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

Registry of Deeds	Title Type	Title Number
Baguio City	TCT	XXXXXXXXXX

Documentary Requirements	Qty	Received	No. of Copies
Deed of Absolute Sale	1	N	1
Transfer Tax Receipt/Clearance	1	N	1
BSR CAR / Tax Clearance Certificate	1	N	1
Overseas Qualifying Copy of Title	1	N	1
Tax Declaration (Certified Copy)	1	N	1
Ready Tax Clearance	1	N	1

Page 1 of 1

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Save Cancel

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

I-click ang “Save” button.

Print Transaction Screen

Preview

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

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

REGISTRATION APPLICATION FORM

Book: Registered Land No.: CLRP-2020000001777 Date: 06-13-2020 08:52 PM

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;"><b>Renato D. Bermejo</b> Administrator</p>
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