

User Guide for CLRP - LRA Online Tracking System

A. Background

The Land Registration Authority (“LRA”) Clients have requested to automate the entries of the title information of registrants in the PHILARIS-RD (“PRD”) via the Citizen’s Land Registration Portal (“CLRP”), a web-based application system which is accessible for public use. This shall ease the process of creating the transaction of the registrant as well as to minimize user errors.

To maximize the services of the CLRP, a feature to track the status of transactions in the Live Registry of Deeds has been implemented.

B. Purpose of this Guide

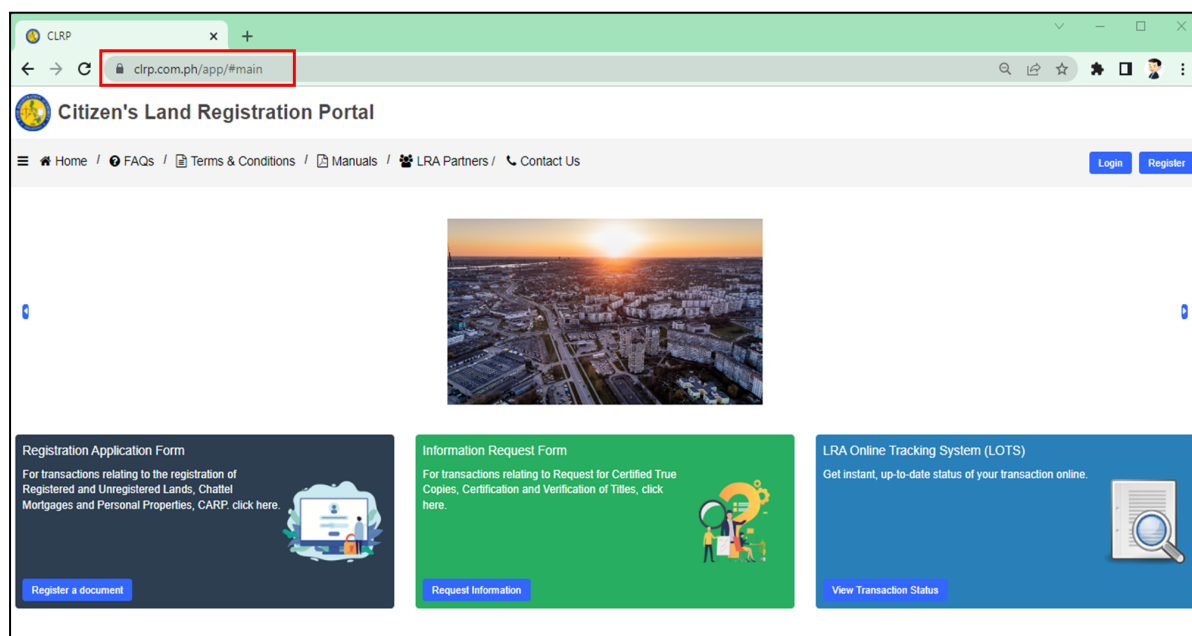
This user guide provides the detailed steps to take when using the LRA Online Tracking System (“LOTS”). This system, which may be accessed through the CLRP, aims to provide the status of a transaction entered in a specific Registry of Deeds (“RD”).

This document shall be treated as a “living document” and shall be modified and improved as may be required.

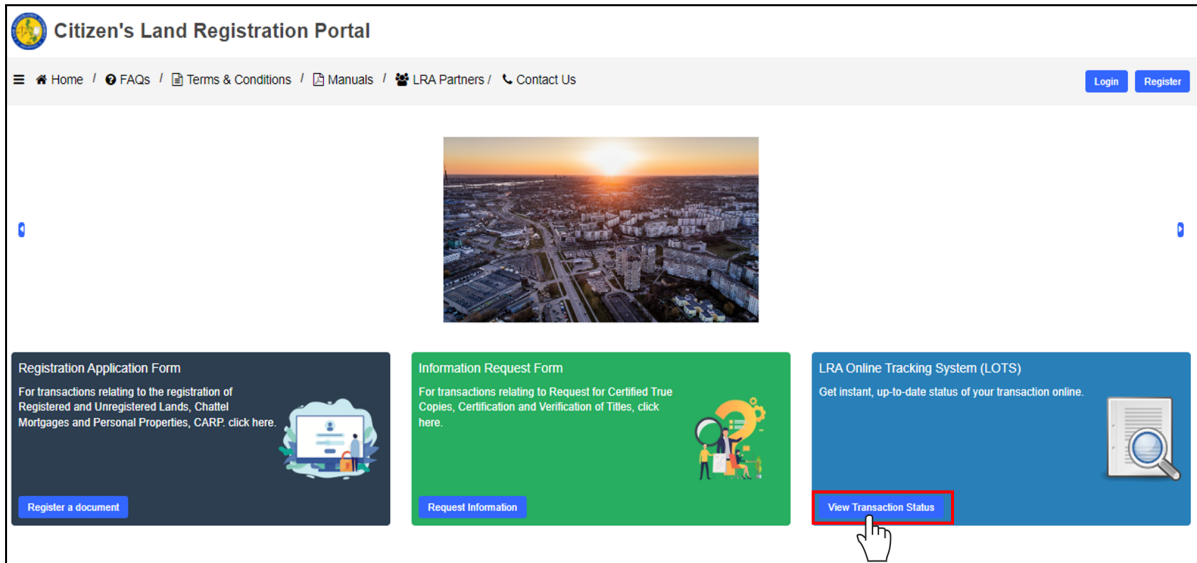
C. User Guide for LOTS

1. Accessing the LOTS through the CLRP

1.1. Visit the link <http://clrp.com.ph/app/#mainCLRP>





1.2. Click the **View Transaction Status** button in the LOTS section which is found on the bottom-right side of the screen.



- 1.3. Upon clicking the **View Transaction Status** button, the user shall be redirected to LRA Online Tracking System Window.

LRA On-line Tracking System

* Registry of Deeds : 

* EPEB Type : 

* EPEB No :

2. Checking the Transaction Status

 **Note:**

1. For the succeeding illustrations, a sample Official Receipt issued is used as a reference in searching for transaction status.

Accountable Form No. 51
(Revised 2008)



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
LAND REGISTRATION AUTHORITY

Date:
Entry/Ref No.: EPEB496 2022000999

OFFICIAL RECEIPT

1000520001

Issuing Office: Cebu City

Received From (Last Name, First Name, Middle Initial)

Address (No., Street, City/Municipality, Province , Zip Code)

~ UNOFFICIAL COPY ~

2. The Assessment Form and Payment Order can also be used as a reference in searching for transaction status.

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

Please claim registered documents on: _____

Registry of Deeds for **Cebu City**

ASSESSMENT FORM AND PAYMENT ORDER

Book: **Registered Land** EPEB No.: **2022000999** EPEB Date: 12/14/2022 04:08:43 PM

Presenter Name
NATZ MONTALBAN

Presenter Address
32 MAYON STA. TERESITA, QUEZON CITY

Registry of Deeds	Title Classification	Title Type	Title No.	Title Date
Batangas, Lemery Branch	Computerized Title	TCT	2022000338	11/09/2022 22:45:58

2.1. Choose from the Registry of Deeds drop-down list.

a. Registry of Deeds - RD Office where the transaction was entered.

LRA On-line Tracking System

* Registry of Deeds :
* EPEB Type :
* EPEB No :

Cebu City
Catamban, Northern Samar
Catbalogan, Western Samar
Cavite City
Cebu City
Cebu, Cebu
Central Office
China Bank Extension Office
City of Manila
City of Muntinlupa
Cotabato City
Cotabato Province
Dagupan City
Danao City
Davao City

⚠ Note:

1. The user may click the question mark (?) button beside the **Registry of Deeds** drop-down arrow to know where to find the required information.

The screenshot shows the 'LRA On-line Tracking System' interface. On the left, there is a search form with three fields: 'Registry of Deeds' (a dropdown menu with '--Select--'), 'EPEB Type' (a dropdown menu with '--Select--'), and 'EPEB No.' (a text input field). Below these fields is a 'Search' button. To the right of the search form is a preview window of an 'OFFICIAL RECEIPT' from the Land Registration Authority. The receipt includes the text 'Accountable Form No. 51 (Revised 2008)', 'REPUBLIC OF THE PHILIPPINES DEPARTMENT OF JUSTICE LAND REGISTRATION AUTHORITY', 'Date: Entry/Ref No.:', 'Issuing Office: Iloilo, Sultan Kudarat', and 'Received From (Last Name, First Name, Middle Initial)'. The receipt number '1000520001' is highlighted in red. At the bottom of the receipt, it says '~ UNOFFICIAL COPY ~'. A question mark icon is visible next to the 'Registry of Deeds' dropdown menu.

- 2.2. EPEB Type - the type of book where the transaction was entered in the RD.

- a. Choose from the EPEB Type drop-down list.

The screenshot shows the 'LRA On-line Tracking System' interface with the 'EPEB Type' dropdown menu open. The 'Registry of Deeds' dropdown is set to 'Cebu City'. The 'EPEB Type' dropdown is open, showing a list of options: '--Select--', 'Certified True Copy, Certification, Verification (CCV)', 'Chattel Mortgage (CM_1508)', 'Comprehensive Agrarian Reform Program (CARP)', 'Personal Properties (PP)', 'Registered Land (RL_496)', and 'Unregistered Land (UL_3344)'. The 'Registered Land (RL_496)' option is highlighted in blue. A question mark icon is visible next to the 'EPEB Type' dropdown menu.

Note:

1. The user may click the question mark (?) button beside the **EPEB Type** drop-down arrow to know where to find the required information.

The screenshot displays the 'LRA On-line Tracking System' interface. On the left, there are three search filters: 'Registry of Deeds' set to 'Cebu City', 'EPEB Type' set to '--Select--', and 'EPEB No.' which is empty. A 'Search' button is located below these filters. On the right, a preview of an 'OFFICIAL RECEIPT' is shown. The receipt is from the 'REPUBLIC OF THE PHILIPPINES DEPARTMENT OF JUSTICE LAND REGISTRATION AUTHORITY'. It includes the text 'Date: Entry/Ref No.: EPEB496 2011002098' and a large purple number '1000520001'. At the bottom of the receipt preview, it says '~ UNOFFICIAL COPY ~'. There are small question mark icons next to the 'Registry of Deeds' and 'EPEB Type' dropdowns.

- 2.3. EPEB No. - the reference and control number of the transaction as entered in the RD (e.g., 2022000999).

Note:

1. The EPEB No. is composed of 10 digits.

- a. Input the EPEB No. on the designated field.

This screenshot shows the same 'LRA On-line Tracking System' search interface. The 'Registry of Deeds' dropdown is set to 'Cebu City', the 'EPEB Type' dropdown is set to 'Registered Land (RL_496)', and the 'EPEB No.' text field is now populated with the number '2022000999'. A cursor is visible at the end of the text. The 'Search' button remains below the fields. Question mark icons are present next to each dropdown and text field.

⚠ Note:

- The user may click the question mark (?) button beside the **EPEB No.** field to know where to find the required information.

- After inputting the required fields, click the **Search** button to filter the search results. The transaction workflow shall be displayed and the trace details of the transaction can be viewed, as shown in the table below.




 Print

Transaction Workflow

The Transaction status provided as of August 17, 2022 9:00 AM

RD/Office	EPEB Type	EPEB No	Entry Date	Status	Closed Date
Cebu City	Registered Land	2022000999	Feb 16 2022	Closed	Mar 23 2022



Note: Please check our website for regular updates on your transaction

- 2.5. The user may click the **Print** button and another window shall appear showing the print option.

The screenshot shows the LOTS website navigation menu at the top: ABOUT US, LTCP, OUR PRESENCE, PLANS AND PROGRAMS, GALLERY, SERVICES, FEES, CONTACT US. A 'Print' button with a printer icon is highlighted in a red box. Below the menu is the 'Transaction Workflow' diagram, which is a sequence of steps: Entry, Payment, Encoding, Examination, Approval, Scan/Uploading, Printing, Releasing, and Closed. Below the diagram, the text reads 'The Transaction status provided as of August 22, 2022 9:00 AM'. A table displays transaction details:

RD/Office	EPEB Type	EPEB No	Entry Date	Status	Closed Date
Cebu City	Registered Land	2022000999	Feb 16 2022	Closed	Mar 23 2022

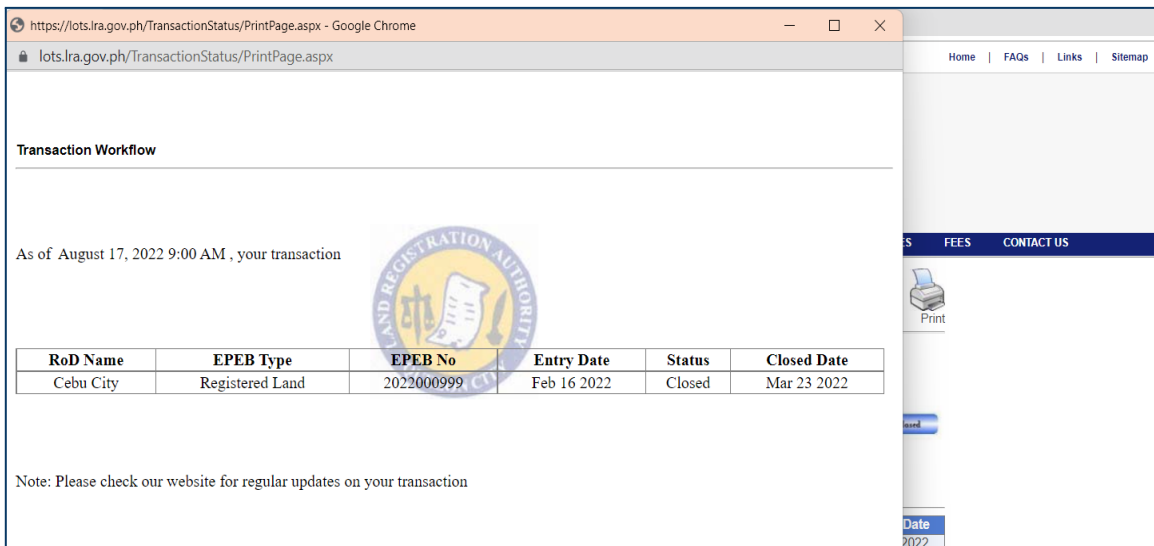
Below the table is a 'Back' button. At the bottom, a note states: 'Note: Please check our website for regular updates on your transaction'.

- 2.6. The transaction status may be printed by clicking the blue **print** button or saved in PDF by clicking **Save as PDF**. Click **Cancel** to return to the LOTS screen.

The screenshot shows the LOTS website's 'Transaction Status PrintPage.aspx' in a Google Chrome browser window. The page displays the transaction workflow diagram and the same table as in the previous screenshot. A print dialog box is open over the page, showing '1 sheet of paper' and various settings. The 'Destination' dropdown menu is open, and the 'Save as PDF' option is highlighted in a red box. Other options in the menu include 'EPSON L360 Series' and 'See more...'. At the bottom of the dialog, there are 'Print' and 'Cancel' buttons, with the 'Print' button also highlighted in a red box.

2.7. To Print a copy

- a. Click the **Print** button and wait for the page to be printed.



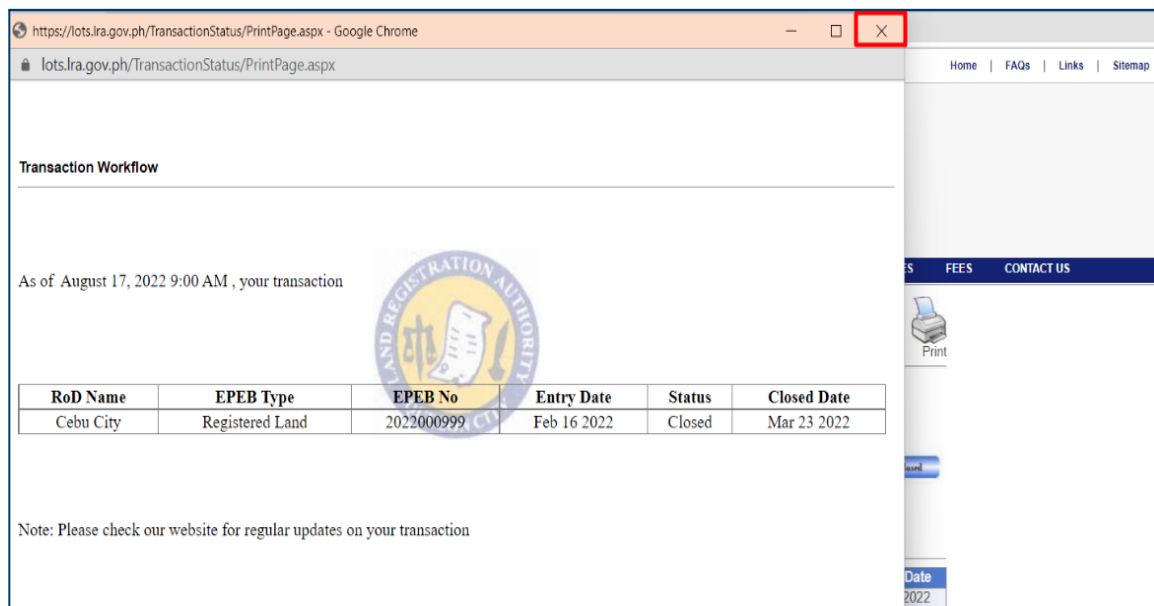
Transaction Workflow

As of August 17, 2022 9:00 AM , your transaction

RoD Name	EPEB Type	EPEB No	Entry Date	Status	Closed Date
Cebu City	Registered Land	2022000999	Feb 16 2022	Closed	Mar 23 2022

Note: Please check our website for regular updates on your transaction

- a. Once done printing, click the **(X)** button on the upper right corner of the window to exit. Click the **(-)** button to minimize the screen or click the **(□)** button to maximize the screen.



Transaction Workflow

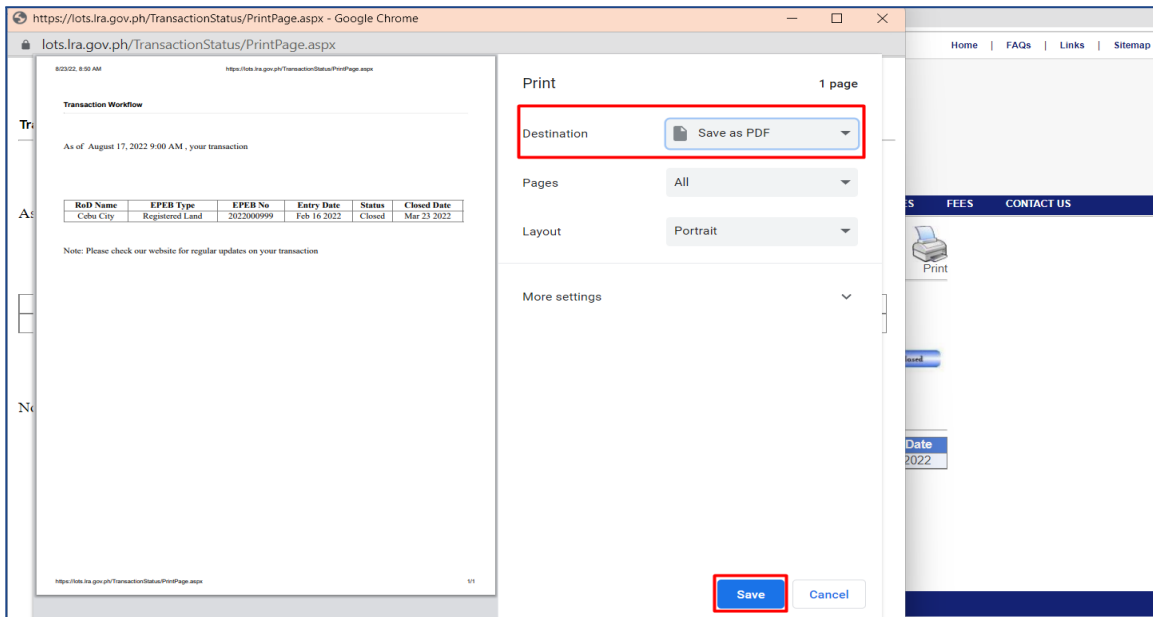
As of August 17, 2022 9:00 AM , your transaction

RoD Name	EPEB Type	EPEB No	Entry Date	Status	Closed Date
Cebu City	Registered Land	2022000999	Feb 16 2022	Closed	Mar 23 2022

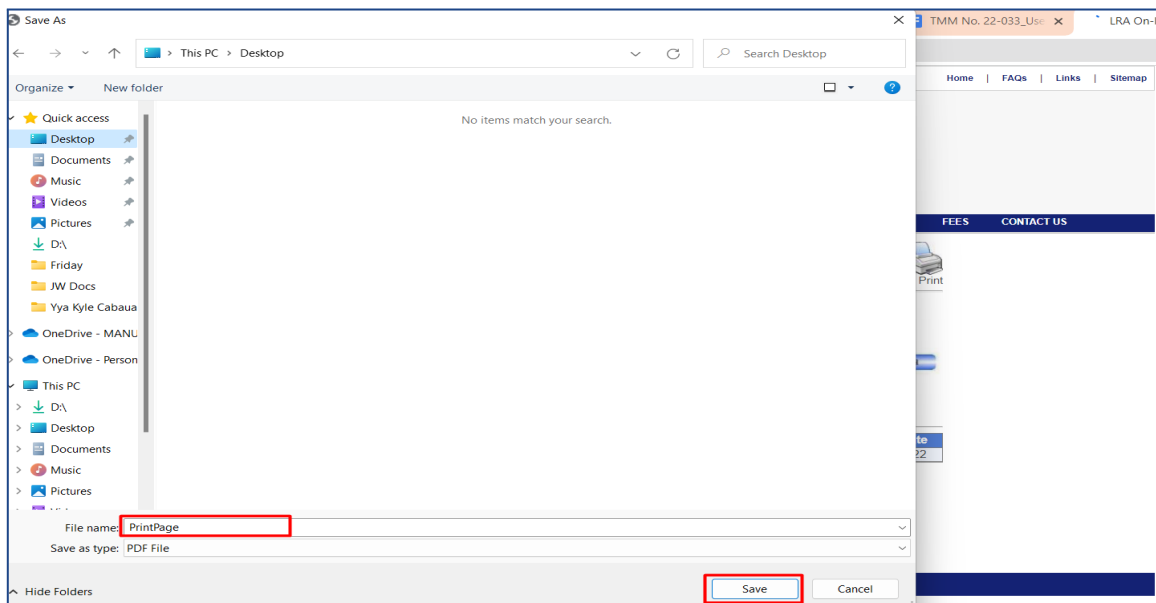
Note: Please check our website for regular updates on your transaction

2.8. To save a copy in PDF format.

- a. Choose **Save as PDF** from the dropdown list. Click **Save** to save a copy. Click **Cancel** to drop the action.



2.9. Input the **File Name** then click **Save**.



2.10. Upon saving, the user may click the **Back** button to search for another transaction.

lots.lra.gov.ph/TransactionStatus/Result.aspx

Date Today : Tuesday, August 23, 2022

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Print

Transaction Workflow

```

    graph LR
      Entry --> Payment
      Payment --> Encoding
      Encoding --> Examination
      Examination --> Approval
      Approval --> ScanUploading
      ScanUploading --> Printing
      Printing --> Releasing
      Releasing --> Closed
  
```

The Transaction status provided as of August 17, 2022 9:00 AM

RD/Office	EPEB Type	EPEB No	Entry Date	Status	Closed Date
Cebu City	Registered Land	2022000999	Feb 16 2022	Closed	Mar 23 2022

[← Back](#)

Note: Please check our website for regular updates on your transaction

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3. Closing the LOTS tab

3.1. To close the LOTS tab, click the **(X)** button on the upper right corner of the tab.

LRA On-line Tracking System **X** +

lots.lra.gov.ph/TransactionStatus/Result.aspx

Date Today : Tuesday, August 23, 2022

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This plugin is not supported

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Print

Transaction Workflow

```

    graph LR
      Entry --> Payment
      Payment --> Encoding
      Encoding --> Examination
      Examination --> Approval
      Approval --> ScanUploading
      ScanUploading --> Printing
      Printing --> Releasing
      Releasing --> Closed
  
```

The Transaction status provided as of August 17, 2022 9:00 AM

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[← Back](#)

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