



Risk Assessment Guide - Judicial Reconstitution

Activity	Responsible Unit/ Person	Objective	Risks	Likelihood of Occurrence	Significance of Risk	Control Activities	Assessment/ Areas for Improvement
1. Secure certification from Registry of Deeds that the certificate of title on file in the Registry was either lost or destroyed.	<ul style="list-style-type: none"> Petitioner ROD 	To certify on the fact of lost or destruction of the certificate of title	<ul style="list-style-type: none"> Misrepresentation/ inaccuracy (1) the fact of loss or destruction of the certificate of title; and (2) identity of applicant 	Medium	High	<ul style="list-style-type: none"> Verification done by Records Officer and Certification by the Registrar of Deeds (monitoring) Checking of lost titles with Micrographics & Computer Division 	<ul style="list-style-type: none"> Improvement of filing and retrieval system of records (i.e. automation of certification)
			<ul style="list-style-type: none"> Delay in the issuance of the certification 	Low	Low	<ul style="list-style-type: none"> RA 6713 (15 days to act on request) 	<ul style="list-style-type: none"> Indicate processing time
2. Filing of Petition with the Regional Trial Court (RTC) concerned							
3. Receipt of Petition and Annexes from RTC and forwarding to Reconstitution Division	Central Records Section	To receive and record the petition and annexes from the Court; and comply with the requirement of the law	<ul style="list-style-type: none"> Delay in the transmittal to Reconstitution Division 	Medium	High	<ul style="list-style-type: none"> Receive documents only through registered mail with return card Memo on immediate action to be taken on certain documents Recording through the use of logbooks 	<ul style="list-style-type: none"> Mechanize the recording and tracking of all incoming documents Address high absenteeism rate in the CRS Set processing time
			<ul style="list-style-type: none"> Misrouting of documents 	Low	Low		
4. Recording of Petitions, Placing in folder (indexing and assigning Serial Number) and assignment to examiners	Receiving Clerk Head of Reconstitution Division	To receive and prepare folder for each petition and keep the records intact and to maintain a control number on the petition To assign folders to examiners	<ul style="list-style-type: none"> Delays (preparation of folders, & in distribution of assignments to examiners) 	High	High	<ul style="list-style-type: none"> Logbook of receiving clerk 	<ul style="list-style-type: none"> Develop scheme in distribution of workload to examiners Institutionalize use of routing slip Set processing time



Activity	Responsible Unit/ Person	Objective	Risks	Likelihood of Occurrence	Significance of Risk	Control Activities	Assessment/ Areas for Improvement
5. Initial Examination of Petition	Reconstitution Division	To look into the completeness of the petition	<ul style="list-style-type: none"> • Delay in the conduct of initial examination 	Medium	Medium	<ul style="list-style-type: none"> • Preliminary examination by the Clerk 	<ul style="list-style-type: none"> • Increase efficiency rate of personnel by setting work target and processing time • Motivate personnel to improve attitude towards work • Increase personnel complement • Address habitual absenteeism/tardiness and loitering of personnel
6. Plotting of Lot in MIS	Cartographer-Land Projection Section (LPS)	To determine overlaps and existence of lot	<ul style="list-style-type: none"> • Inaccurate technical description • Lot is not existing • Delay in plotting of lot • Risk of facilitation fee to expedite processing 	Low Low Medium Low	High Medium Medium Low	<ul style="list-style-type: none"> • Logbook • Assigned specific cartographers from the Reconstitution Division • Initials of the cartographer 	<ul style="list-style-type: none"> • Counter-checking of a Senior cartographer • Increase personnel complement • Applicant should not be allowed to access the cartographer and personally make follow ups
7. Verification of Status of Lot	Examiner (CDS)	To verify the status of the lot (whether petitioned lot is decreed or not)	<ul style="list-style-type: none"> • Delay in the verification of status of lot • Risk of facilitation fee to expedite verification 	Medium	Medium	<ul style="list-style-type: none"> ▪ Initials of the examiner 	<ul style="list-style-type: none"> ▪ Set work target and processing time ▪ Motivate personnel to improve attitude towards work ▪ Increase personnel complement ▪ Applicant should not be allowed to access the examiners and personally make follow ups
8. Forward Records of Petition to the Chief of Ordinary and	OCDD Chief	To affix signature	<ul style="list-style-type: none"> • Delay in the transmittal of petitions to OCDD Chief and 	Medium	Medium	<ul style="list-style-type: none"> ▪ Review by the Chief of OCDD ▪ Routing Slip ▪ Initials of the 	<ul style="list-style-type: none"> ▪ Set processing time



Activity	Responsible Unit/ Person	Objective	Risks	Likelihood of Occurrence	Significance of Risk	Control Activities	Assessment/ Areas for Improvement
Cadastral Decree Division (OCDD)			affixation of signature			examiner	
9. Preparation of Technical Report (Lost of both original and duplicate)	Reconstitution Division	To craft a Technical Report for reference of the court	<ul style="list-style-type: none"> Delay in the preparation of Technical Report Risk of facilitation fee to expedite processing 	<p>Medium</p> <p>Low</p>	<p>Medium</p> <p>Low</p>	<ul style="list-style-type: none"> Reconstituting Officer checks the draft report 	<ul style="list-style-type: none"> Set work target and processing time Motivate personnel to improve attitude towards work Increase personnel complement
10. Review of Initial draft	Director, Legal Affairs Department	To review the Technical Report prepared by the Reconstitution Division	<ul style="list-style-type: none"> Delay in the review Leniency in reviewing the Technical Report 	Low	Low	<ul style="list-style-type: none"> Routing Slip Director, Legal Affairs Department reviews the report and affixes his signature 	<ul style="list-style-type: none"> Set processing time
11. Final review and affixing of signature	Reconstitution Division	To come up with a final Technical Report	<ul style="list-style-type: none"> Delay in the preparation of Final Technical Report Alteration of material/significant facts on the lot subject for reconstitution 	<p>Medium</p> <p>Low</p>	<p>Medium</p> <p>High</p>	<ul style="list-style-type: none"> Reconstituting Officer checks the final report 	<ul style="list-style-type: none"> Set work target and processing time Motivate personnel to improve attitude towards work Increase personnel complement
12. Review of Technical Report							
13. Transmittal of Petition with the Technical Report to the Clerk of Court	Docket Division RTC	To submit Technical Report to the RTC	<ul style="list-style-type: none"> Delay in transmittal of Technical Report 	Medium	Low	<ul style="list-style-type: none"> Logbook 	<ul style="list-style-type: none"> Set work target and processing time
14. Issuance of Order of Reconstitution	RTC	To reconstitute the lost/destroyed certificate of title	<ul style="list-style-type: none"> Petition for reconstitution is granted by RTC despite the adverse report of LRA Order of Reconstitution is issued 				



Activity	Responsible Unit/ Person	Objective	Risks	Likelihood of Occurrence	Significance of Risk	Control Activities	Assessment/ Areas for Improvement
			even without report from LRA				
15. Preparation/Issuance of Reconstituted Certificate of Title	ROD	To prepare a reconstituted certificate of title	<ul style="list-style-type: none"> • Delay in the preparation of reconstituted certificate of title • Risk of facilitation fee to expedite processing • Lack of monitoring on the compliance of ROD on the order of reconstitution 				<ul style="list-style-type: none"> • Monitor compliance of ROD on the order of reconstitution • Maintain a database for reconstituted certificates of title • Set work target and processing time • Motivate personnel to improve attitude towards work