



Risk Assessment Guide - Issuance of Decree of Registration

Activity	Responsible Unit/ Person	Objective	Risks	Likelihood of Occurrence	Significance of Risk	Control Activities	Assessment/Areas for Improvement
1. Applicant gets copies of application form from Docket division (optional)	▪ Docket Division	▪ To make applicant follow the prescribed form and requirements in applying for the decree of registration					
2. Application in Court	▪ Applicant and Court						
3. Transmittal of Approved Plan to LRA	▪ Court						
4. Receipt and record applications	▪ Central Records Section	▪ To receive and record the documents and comply with the requirements of the law	<ul style="list-style-type: none"> ▪ Delay in the transmittal to Docket Division ▪ Document Security Risk (Misrouting of documents, Loss of Documents) 	<ul style="list-style-type: none"> ▪ Medium ▪ Medium 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ Memo on immediate action to be taken on certain documents ▪ Receive documents only through registered mail with return card ▪ Recording through the use of logbooks 	<ul style="list-style-type: none"> ▪ Address absenteeism issue ▪ Institutionalize a central database of all received documents ▪ Resume document tracking system (which will help track document from the records section until receipt of the Decree of registration by the ROD)
5. Index and cluster applications	▪ Docket Division, Document Index Section	<ul style="list-style-type: none"> ▪ To evaluate and classify documents received ▪ To docket the case, assign docket number ▪ Prepare expedientes 	<ul style="list-style-type: none"> ▪ Document Integrity Risk (misclassification of document) ▪ Document Security Risk 	<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Division Chief sorts documents before transmittal to units concerned ▪ 3 Logbooks kept by Document and Index Section (OID, Misc for file, Misc – Cadastral, Valt, Clerks of Court, recons, legal, OCD, PES, LPS) ▪ Routing slip as covering page of each expediente ▪ Section 36 of 	<ul style="list-style-type: none"> ▪ Resume indexing of applications at Document Indexing section to prevent loss of files ▪ Prepare checklist of requirements to be stored/filed in the expediente (all part of the requirements that should have been forwarded by the Court together with a duplicate copy of the application: ▪ Court Order setting date of initial hearing ▪ Copy of plan on



						<p>PD 1529</p> <ul style="list-style-type: none"> ▪ LRA Circular Nos 06-2000, 21-2003, 23-2003 on Papers to Accompany the Application and Manual of Instructions to be observed relative to the submission of Survey Plans in Ord Land Reg Cases ▪ LRA Circular No 25-2003 on Request for the Release of the expedients, copies of decrees, reports & other documents on file with the Docket Division (form to be accomplished by head of Dept/Div or section or requestor is part of the list of personnel authorized to request the docs. ▪ Application Route Slip 	<p>tracing cloth or Diazo Polyester Film duly approved by the Regional technical Director, Land Management Service of the DENR and duly certified by the Clerk of Court</p> <ul style="list-style-type: none"> ▪ Duplicate Original Copy of Technical Description ▪ Surveyor's certificate ▪ Latest Tax Declaration ▪ f. Proof of Payment of Publication Fee in Official Gazette
6. Pre-Publication examination	<ul style="list-style-type: none"> ▪ Docket Division, Publication of Notices Section 	<ul style="list-style-type: none"> ▪ Determine completeness of documents prior to publication in the official gazette 	<ul style="list-style-type: none"> ▪ Delay (for possible extortion) ▪ Inconsistent requirements being asked from applicant ▪ Document Integrity Risk (Authenticity of document) ▪ Docu- 	<ul style="list-style-type: none"> ▪ Low 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Reviews done by Section Chief ▪ Templates for additional requirements needed ▪ Court sets date of hearing 	<ul style="list-style-type: none"> ▪ Examiner should not be allowed to write applicant directly; should be checked by Section Chief ▪ Review positions and SGs of examiners (1 examiner at Docket occupies clerk position) ▪ Applicant should not be allowed to access the examiners and personally make follow ups



			ment Security Risk				
7. Issue Notice Publication by LRA (Official Gazette, Newspaper)	<ul style="list-style-type: none"> ▪ Docket Division, Publication of Notices Section 	<ul style="list-style-type: none"> ▪ Inform public of such claim and solicit comments and reactions from other interested parties on said application 	<ul style="list-style-type: none"> ▪ Delay in the preparation of notices of hearing ▪ Document Security Risk 	<ul style="list-style-type: none"> ▪ Low 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Time period is set by Court ▪ (LRC Cic # 297 dated May 1976) ▪ LRC Cir # 353 on publication in the Official gazette of NIH in land Registration cases 	<ul style="list-style-type: none"> ▪ Negotiate with NPO for shorter processing for publication so LRA does not need to rush things and avoiding errors
8. Hearing	<ul style="list-style-type: none"> ▪ Court , Applicant, Opposition/ counter claims 	<ul style="list-style-type: none"> ▪ To present evidence to prove or counter ownership of land 					
9. Plotting of Lot in MIS	<ul style="list-style-type: none"> ▪ Land Projection Section (LPS) 	<ul style="list-style-type: none"> ▪ To determine overlaps ▪ Determine correctness of plan in terms of measurement, technical description, exact location, identification of the adjoining lots to ensure there are no overlaps and there are no inconsistencies with the MIS and the PIS and adjoining lots plan 	<ul style="list-style-type: none"> ▪ Lot may have been issued with an earlier patent ▪ Delay in plotting of lot ▪ Document Integrity Risk (wrong plotting) ▪ Document Security risk 	<ul style="list-style-type: none"> ▪ Medium ▪ High ▪ Medium ▪ Medium 	<ul style="list-style-type: none"> ▪ High ▪ High ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ Patent clearance is submitted to the Court by DENR (LRA Circ #36, Oct 1991 on dispensing with patent clearance as prerequisite to the issuance of decree of registration ▪ Monthly monitoring of accomplishment ▪ Sr. checker reviews work done by junior cartographer ▪ Logbooks ▪ LRA Circ # 97-11 dated Oct 1997 on Court Orders directing the issuance of titles inspite of overlaps 	<ul style="list-style-type: none"> ▪ Monitor performance done by cartographers ▪ Ensure quality output that will come out of LPS ▪ Applicant should not be allowed to access the cartographers working on the plan
9. Plan Examination	<ul style="list-style-type: none"> ▪ Plan Examination Section (PES) 	<ul style="list-style-type: none"> ▪ To examine plans ▪ Establish consistency of all documents with the findings of the LPS ▪ To prepare report on 	<ul style="list-style-type: none"> ▪ Document Integrity Risk (Overlaps) ▪ Collusion with LPS (will endorse 	<ul style="list-style-type: none"> ▪ Medium ▪ Medium 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ Routing slip ▪ Template for report ▪ Initials done by examiner & the PES Chief 	<ul style="list-style-type: none"> ▪ Exact accountability on the output from the LPS so there will be no need to repeat review ▪ Applicant should not be allowed to access the examiner



		technical findings on land projection	approval despite some inconsistent/incomplete documents /overlaps) ▪ Document security Risk				working on the application ▪ Monitor performance of examiners & reward consistent performers and penalize consistent low performers
10. Review and transmit report	▪ OCDD ▪ Records Section	▪ To review and transmit report to Court	▪ Collusion with examiner ▪ Abuse of discretion ▪ Document Integrity risk (authenticity of documents –in terms of what was received from the courts) ▪ Document Security Risk (loss of document)	▪ Low ▪ Low ▪ Medium ▪ High	▪ High ▪ High ▪ High ▪ High	▪ Report goes to DA Feliciano and is made an integral part of the expediente ▪ Routing slip in expediente	▪ Prepare checklist of what the OCDD Chief looks at so there will be minimal rework and this will facilitate the process ▪ Discuss reasons for the long process and introduce schemes to fast track process
11. Release of Court Decision to LRA	▪ Court ▪ Records Section	▪ To transmit decision confirming the title of the person who has proven his ownership to Docket Division ▪ To transmit copy of the Order to issue decree to LRA Administrator to issue a Decree of registration in favor of the person	▪ Delay in transmitting to Docket Division	▪ Medium	▪ Medium	▪ Record Book/Logbook ▪ Registered mail no. and signature of recipients	▪ Reiterate the immediate action to be taken on OIDs
12. Authenticate Court decision	▪ Docket Division, Authentication Section	▪ To check specimen signatures of judge and clerk	▪ Intentional delay (for possible	▪ Low	▪ High	▪ Logbook of specimen signature of judges and clerk	▪ Public should not be allowed to make follow ups directly to the authentication



		of court to determine veracity of documents	<ul style="list-style-type: none"> extortion) Collusion of applicant with authentication Chief Document Integrity Risk (Fake OIDs, Inconsistent entries in OID) 	<ul style="list-style-type: none"> Low Medium 	<ul style="list-style-type: none"> High High 	<ul style="list-style-type: none"> of court Authentication goes thru Chief of Docket Division & Authenticating officer initials AO 369, Nov 1987 Requirements for Authentication of Docket Division LRA Circular No. 51-A on expeditious issuance of decrees of registration LRA Circular # 58 and #62 Jan 1985 on confirmation of decisions and orders for the issuance of decrees 	<ul style="list-style-type: none"> officer Checklist of requirements for authentication should be made an attachment of the expediente and should be signed by Authenticating Officer in order to exact accountability.
13. Review and examine expedientes	<ul style="list-style-type: none"> Ordinary Decree Section (ODS) 	<ul style="list-style-type: none"> To examine documents found in expediente page by page To advise the Court of any technical discrepancies 	<ul style="list-style-type: none"> Delays in preparation of report to the Court and in review Document Integrity Risk (Inconsistent review done by different examiners) Document Security (loss of files/expedientes) 	<ul style="list-style-type: none"> High High High 	<ul style="list-style-type: none"> High High High 	<ul style="list-style-type: none"> Routing slip Rqmts for the grant of decree 	<ul style="list-style-type: none"> Prepare checklist to provide standard basis for evaluating the expedientes Scheme to monitor outputs of examiners and adjudicating officer
14. Issuance of OID	<ul style="list-style-type: none"> Court 						
15. Preparation of the Decree of Registration	<ul style="list-style-type: none"> Ordinary Decree Section 	<ul style="list-style-type: none"> To prepare the Decree of Registration 	<ul style="list-style-type: none"> Delays on preparatio 	<ul style="list-style-type: none"> Medium 	<ul style="list-style-type: none"> Medium 	<ul style="list-style-type: none"> Section chief and Director checks and 	<ul style="list-style-type: none"> Prepare database of prepared draft OIDs and link with



	<ul style="list-style-type: none"> ▪ (ODS) ▪ OCDD ▪ DOR (the expedientes stay with this office) ▪ LRA Administrator 	<ul style="list-style-type: none"> ▪ To issue decree number 	<ul style="list-style-type: none"> ▪ n of the Decree of Registration ▪ Document Integrity Risk ▪ Document Security Risk 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ countersigns decree before issuance of number ▪ Scheme in issuing decree numbers ▪ Routing slip ▪ Indorsement templates of OCTs issued by the DOR for signature and approval of the Administrator ▪ Template for decrees ▪ Standard letter templates to Courts as to why it cannot issue a decree despite the OID 	<ul style="list-style-type: none"> ▪ DOR on released OID ▪ Computerized scheme in issuing decree numbers (to avoid human error)
16. Signed documents are forwarded to the CRS which will transmit these to the Registry of Deeds (RD)	<ul style="list-style-type: none"> ▪ CRS 	<ul style="list-style-type: none"> ▪ To transmit Decrees typed in Original Certificate of Title including the original and owner's duplicate copies of the same to the Registry of Deeds 	<ul style="list-style-type: none"> ▪ Delay in mail ▪ Document security ▪ Document Integrity Risk 	<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Logbooks ▪ Registered Mails 	<ul style="list-style-type: none"> ▪
17. Expedientes are forwarded to Docket-Vault for filing	<ul style="list-style-type: none"> ▪ DOR 	<ul style="list-style-type: none"> ▪ To store expedients for future reference 	<ul style="list-style-type: none"> ▪ Document security risk ▪ Document Integrity Risk 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Logbooks 	<ul style="list-style-type: none"> ▪ Do spot audit of transmittal of expedientes and documents inside
18. Registration of Decree	<ul style="list-style-type: none"> ▪ Registries of Deeds 	<ul style="list-style-type: none"> ▪ To register and assign the title number on newly issued decrees 	<ul style="list-style-type: none"> ▪ Document security ▪ Collusion risk (RD and applicant) ▪ Intentional delay 	<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Database of transmitted OIDs in CO 	<ul style="list-style-type: none"> ▪ Match issued OIDs at CO and the OIDs issued at RDs
19. Releases Title to Owner upon payment of Registration Fee and Assurance Fund	<ul style="list-style-type: none"> ▪ RD 	<ul style="list-style-type: none"> ▪ To issue the owner's duplicate copy of the OCT to the registered owner upon payment of 	<ul style="list-style-type: none"> ▪ Intentional delay (for extortion) ▪ Undervaluation of assessments 	<ul style="list-style-type: none"> ▪ Medium ▪ High 	<ul style="list-style-type: none"> ▪ Medium ▪ High 	<ul style="list-style-type: none"> ▪ Review of DRDs/RDs of examiners valuation ▪ Database of documents received from 	<ul style="list-style-type: none"> ▪ Prepare tracking system



		legal fees	nt			CO	
20. RD returns to CO the form identifying the OCT number issued for the decree.	<ul style="list-style-type: none"> ▪ RD ▪ Central Records 	<ul style="list-style-type: none"> ▪ To complete file in expediente showing the OCT number issued for the decree 	<ul style="list-style-type: none"> ▪ Document security risk ▪ Records Management Risk 	<ul style="list-style-type: none"> ▪ Medium ▪ Medium 	<ul style="list-style-type: none"> ▪ Medium ▪ Medium 	<ul style="list-style-type: none"> ▪ Registered Mail 	