



Risk Assessment Guide - Administrative Reconstitution

Activity	Responsible Unit/ Person	Objective	Risks	Likelihood of Occurrence	Significance of Risk	Controls/ Control Activities	Assessment/ Areas for Improvement
1. Registries of Deeds (RDs) receive applications/affidavits and other related documents for administrative reconstitution	<ul style="list-style-type: none"> ▪ Registries of Deeds ▪ Applicant (Registered Owner/ Authorized Representative) 	<ul style="list-style-type: none"> ▪ To apply for reconstitution of lost titles due to fire, flood and other natural disasters ▪ To prove the loss of the original title, authenticity of the title being applied for reconstitution and the ownership of the persons applying for reconstitution 	<ul style="list-style-type: none"> ▪ Document Integrity Risk (Submission of dubious photocopies of Original Certificate of Title (OCT), Transfer Certificate of Title (TCT) and attached documents) 	<ul style="list-style-type: none"> ▪ Low 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Security features of the Judicial Form ▪ Transmittal (Endorsement) Letter from RD to the Reconstitution Division of the application 	<ul style="list-style-type: none"> ▪ Standardize checklist of security features of titles ▪ Capacity-building for fraud detection ▪ The Registry of Deeds should employ transaction monitoring system (i.e. database of applicant's name, contact info, checklist of documents required and received by RD and date of application) ▪ Stringent authentication process as to source of reconstitution (Owner's duplicate copy of OCT and identity of petitioner vis-à-vis registered) ▪ Issue policies that will require RODs to check applications and attachments submitted to them ▪ Monitor performance of ROD staff in receiving applications for reconstitution
			<ul style="list-style-type: none"> ▪ Applicant may not be the rightful claimant of the property 	<ul style="list-style-type: none"> ▪ Medium 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Certification or SPA from the rightful owner 	



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2. RD sends application/affidavit to the Central Records Section (CRS) in the Central Office (except for RD in Quezon City)	<ul style="list-style-type: none"> ▪ Registries of Deeds ▪ CRS Section 	<ul style="list-style-type: none"> ▪ To transmit the applications /affidavits from RD to the Central Office 	<ul style="list-style-type: none"> • Delay in transmittal of applications from RD to Central Office ▪ Document Security Risk (Loss of applications and attached documents while in transit) 	<ul style="list-style-type: none"> ▪ Medium ▪ High 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ Directive on regular transmittal of requests/applications for administrative reconstitution (PD 1529) 	<ul style="list-style-type: none"> ▪ Develop and strictly implement transmittal monitoring system (i.e. how many days, mode of transmittal and who transmits the applications to Central Office) ▪ Exact responsibilities and corresponding penalties among RD personnel in cases of document loss in transit ▪ Remind RODs of LRA's franking privilege ▪ RDs should send applications on a weekly basis with a quota of 30 applications
3. CRS forwards applications to the Reconstitution Division	<ul style="list-style-type: none"> ▪ CRS ▪ Reconstitution Division 	<ul style="list-style-type: none"> ▪ To forward the applications from CRS to the Reconstitution Division 	<ul style="list-style-type: none"> ▪ Delay in the forwarding of application from CRS to Reconstitution Division 	<ul style="list-style-type: none"> ▪ Low 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ Logbook of receipt of applications from RD 	<ul style="list-style-type: none"> ▪ RODs should forward applications directly to the Reconstitution Division ▪ Develop a routing and document tracking system
4. Receiving Clerk assigns Folder Number and Index Applications	<ul style="list-style-type: none"> ▪ Receiving Clerk 	<ul style="list-style-type: none"> ▪ To receive, index, assign folder number and prepare a table of contents for each application 	<ul style="list-style-type: none"> ▪ Delay in the indexing and preparation of table of contents for each application 	<ul style="list-style-type: none"> ▪ Low 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ List of Attached Documents ▪ Folder of Transmittal/ Endorsement Letters ▪ Folder of Listing of Applications received by the Reconstitution Division ▪ Folder of applications received 	<ul style="list-style-type: none"> ▪ Develop an electronic system to assign folder number and index each application (i.e. Indexing by Lot number, plan number and location to avoid multiple applications to same lots or properties) ▪ This will significantly lessen the paper trail for each application and



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		<ul style="list-style-type: none"> To assign folders to respective examiners 	<ul style="list-style-type: none"> Partiality in the assigning of applications to examiners 	<ul style="list-style-type: none"> Low 	<ul style="list-style-type: none"> High 	<ul style="list-style-type: none"> Scheme in the assigning of applications to examiners 	<ul style="list-style-type: none"> increase the ease of monitoring the status/deficiencies of each application
5. Examiner 1 conducts assessment of application and attached documents	Examiner 1	<ul style="list-style-type: none"> To determine the completeness of the application and its attached documents 	<ul style="list-style-type: none"> Lapses in examination Delay in examination 	<ul style="list-style-type: none"> Low Low 	<ul style="list-style-type: none"> High High 	<ul style="list-style-type: none"> Examiner affixes his initials to the application after checking it Written guidelines (LRA Circular No. 13) 	<ul style="list-style-type: none"> Implement quota to finish examination Implement supervisory accountabilities for erring examiners/cartographers Additional staff to handle examination to address the voluminous number of applications for reconstitution Set timeline for examination Monitor performance of examiners
6. Cartographers plot the technical description of the Lot in the Municipal Index Sheets (MIS)	<ul style="list-style-type: none"> Cartographer 	<ul style="list-style-type: none"> To determine the veracity of the bounds and limits of the Petitioned Lot and the relative position of decreed or plotted surveys in the area 	<ul style="list-style-type: none"> Delay in plotting Lapses in plotting Collusion between the cartographer and petitioner (to cover-up overlaps, expanded areas, other errors in plotting) 	<ul style="list-style-type: none"> High High Low 	<ul style="list-style-type: none"> High High High 	<ul style="list-style-type: none"> Using the Municipal Index Sheets (MIS) as reference Initials of cartographer are stamped on the title 	<ul style="list-style-type: none"> Implement supervisory accountabilities for erring examiners/cartographers No direct interaction between the petitioner and the cartographer Additional cartographer to plot the technical description of plans in order to address the voluminous number of applications for reconstitution
7. Examiner 2 conducts initial	<ul style="list-style-type: none"> Examiner 2 	<ul style="list-style-type: none"> To check the 	<ul style="list-style-type: none"> Lapses in examination 	<ul style="list-style-type: none"> High 	<ul style="list-style-type: none"> High 	<ul style="list-style-type: none"> Examiner affixes his 	<ul style="list-style-type: none"> Provide a written guidelines or



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examination of the titles and its accompanying documents		<p>correctness of the details of the OCT/TCT (i.e. typographical errors and availability of records)</p> <ul style="list-style-type: none"> ▪ To verify the plotting's findings ▪ To examine the attached documents e.g. tax declarations ▪ For properties situated in Quezon City – to check the inclusion in the "Expanded Areas" 	<ul style="list-style-type: none"> ▪ Delay in examination ▪ Collusion between the examiner and petitioner 	<ul style="list-style-type: none"> ▪ High ▪ Low 	<ul style="list-style-type: none"> ▪ High ▪ High 	<p>initials to the application after checking it</p> <ul style="list-style-type: none"> ▪ Logbook of examined applications 	<p>checklist of what to examine in the application and attached documents</p> <ul style="list-style-type: none"> ▪ Implement supervisory accountabilities for erring examiners/cartographers ▪ Give rewards and sanctions ▪ Monitor performance of staff
8. Examiner 3 conducts final examination of the titles and its accompanying documents	<ul style="list-style-type: none"> ▪ Examiner 3 	<ul style="list-style-type: none"> ▪ To do the final checking of all details of the application ▪ To check the serial number of the Judicial Form (Title) 	<ul style="list-style-type: none"> ▪ Lapses in examination ▪ Delay in examination ▪ Collusion between the examiner and applicant 	<ul style="list-style-type: none"> ▪ High ▪ High ▪ Low 	<ul style="list-style-type: none"> ▪ High ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ Examiner affixes his initials to the application after checking it ▪ Logbook of examined applications 	<ul style="list-style-type: none"> ▪ Provide a written guidelines or checklist of what to examine in the application and attached documents ▪ Implement supervisory accountabilities for erring examiners/cartographers
9. Reconstituting Officer (Head of the Reconstitution Division) examines the application and its attached documents and affixes his initials	<ul style="list-style-type: none"> ▪ Reconstituting Officer 	<ul style="list-style-type: none"> ▪ To give credence to the findings and initial examinations conducted of the Petition 	<ul style="list-style-type: none"> ▪ Delay in the examination of application and its attached documents and affixing of his initials 	<ul style="list-style-type: none"> ▪ High 	<ul style="list-style-type: none"> ▪ High 		<ul style="list-style-type: none"> ▪ Level-off expectations of Reconstituting Officer from staff ▪ Need to clarify the authorities and functions of Reconstituting Officer ▪ Formulate guidelines on when the Reconstituting Officer may



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							approve or deny applications for reconstitution
10. Clerk 1 types the Order for Reconstitution	<ul style="list-style-type: none"> ▪ Clerk 1 	<ul style="list-style-type: none"> ▪ To prepare the actual Order for Reconstitution that will be sent to the RD and applicant 	<ul style="list-style-type: none"> ▪ Delay in the typing of Order for Reconstitution ▪ Typographical errors in the Order for Reconstitution 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ A proof-reader checks the initial draft of order for reconstitution ▪ Clerk 1 affixes initials to draft of Order 	<ul style="list-style-type: none"> ▪ Make a written document on the responsibilities and corresponding penalties from the Clerk 1 (typist) over lapses and typographical errors in the Order for Reconstitution ▪ Weekly preparation of Orders for Reconstitution should be mandatory regardless of the number of approved petitions ▪ Monitoring of performance of Clerks
11. Clerk 2 proof-reads initial copy of Order for Reconstitution	<ul style="list-style-type: none"> ▪ Clerk 2 	<ul style="list-style-type: none"> ▪ To recheck the typed Order for Reconstitution for typographical errors 	<ul style="list-style-type: none"> ▪ Delay in proof-reading of the Order for Reconstitution ▪ Lapses in the proof-reading of the Order for Reconstitution 	<ul style="list-style-type: none"> ▪ Medium ▪ High 	<ul style="list-style-type: none"> ▪ High ▪ High 	<ul style="list-style-type: none"> ▪ Clerk 2 affixes initials to the Order for Reconstitution 	<ul style="list-style-type: none"> ▪ Stipulate responsibilities and corresponding penalties from the Clerk 2 (proof-reader) over lapses in proof-reading of the Order for Reconstitution ▪ Monitoring of performance of Clerks
12. Reconstituting Officer affixes his signature in the Order for the Reconstitution	<ul style="list-style-type: none"> ▪ Reconstitution Division/ Reconstitution Officer 	<ul style="list-style-type: none"> ▪ To give finality in the Order for Reconstitution approving the covered applications 					<ul style="list-style-type: none"> ▪ Weekly issuances of Orders for Reconstitution should be mandatory regardless of the number of approved applications
13. The Director of the Legal Affairs Department is informed of the	<ul style="list-style-type: none"> ▪ Director of Legal Affairs Department 	<ul style="list-style-type: none"> ▪ To inform the Director of the Legal Affairs Department 					<ul style="list-style-type: none"> ▪ Remove this process



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newly issued Order for Reconstitution		about the forthcoming release of new Orders for Reconstitution					
14. The Reconstitution Division sends copies of the Order for Reconstitution to the concerned RDs and applicants	▪ Clerk	▪ To inform the RD and petitioners about the approved applications through the Order for Reconstitution	▪ Delay in the transmittal of the Order for Reconstitution to the concerned RDs and applicants	▪ Low	▪ High	▪ A template of Order for Reconstitution is made by the Division	▪ Monitor the date the Order for Recon was prepared and sent to the RD and parties concerned
15. Applicants obtain copy of Order from Recon Division to bring to ROD							
16. The Reconstitution Division prepares and transmits Judicial Forms (to be used for Reconstituted Titles) to the concerned RDs upon the finality of the Order	▪ Clerk	▪ To provide the Judicial Form in which the new Original Title and Owner's Duplicate will be typed	▪ Delay in the transmittal of the Judicial Forms (to be used for Reconstituted Titles) to the concerned RDs	▪ High	▪ High	▪ Courier or registered mail	<ul style="list-style-type: none"> ▪ Formulate a scheme of sending Judicial Forms to the RODs to be used for administratively reconstituted titles (timetable) ▪ Monitor the judicial forms released for reconstituted titles from the Property Section
			▪ Document Security Risk (Loss of the Judicial Forms to be used for Reconstituted Titles to the concerned RODs while in transit)	▪ Low	▪ High		
17. The RD issues the Reconstituted Titles	▪ RD	▪ To effect that cancellation of the Owner's Duplicate copy of Title	▪ Delay in the preparation (typing) and release of Reconstituted Title to applicants	▪ Low	▪ High		



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		held by petitioner and issue the newly reconstituted Title					