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(LAMP)

User Manual PIO2 Cross Index

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Prototype 2 – Land Records Management
Quezon City



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ABBREVIATIONS AND ACRONYMS

A&D	Alienable and Disposable (land)
AO	Administrative Order
ARC	Agrarian Reform Community
AusAID	Australian Agency for International Development
BBM	Barangay Boundary Monument
BIR	Bureau of Internal Revenue (DOF)
BLGF	Bureau of Local Government Finance (DOF)
BLLM	Bureau of Lands and Location Monument
BSWM	Bureau of Soils and Water Management (DA)
BOO	Build-Own-Operate
CARL	Comprehensive Land Reform Law
CARP	Comprehensive Land Reform Program
CENRO	Community Environment and Natural Resources Office/Officer
CGSD	Coastal Geodetic Survey Division
CIM	Cadastral Index Mapping
CLOA	Certificate of Land Ownership Award
CLR	Court of Land Registration
COSLAP	Commission on the Settlement of Land Disputes (DOJ)
CRS	Community Relations and Services
CT	Certificate of Title
DA	Department of Agriculture
DAR	Department of Agrarian Reform
DBM	Department of Budget Management
DENR	Department of Environment and Natural Resources
DILG	Department of Interior and Local Government
DOF	Department of Finance
DOJ	Department of Justice
EMB	Environmental Management Bureau (DENR)
EO	Executive Order
ERDB	Ecosystem and Research Development Bureau (DENR)
FMB	Forest Management Bureau (DENR)
GIS	Geographic Information System
GOP	Government of the Philippines
GPS	Global Positioning System
ha	Hectare = 10,000 m ²
HLURB	Housing and Land Use Regulatory Board (HUDCC)
HRD	Human resources development
HUDCC	Housing and Urban Development Coordinating Council
LAM	Land Administration and Management

ABBREVIATIONS AND ACRONYMS

LAMP	Land Administration and Management Project
LGU	Local Government Unit
LIL	Learning and Innovation Loan (World Bank)
LIS	Land Information System
LMB	Land Management Bureau
LMO	Land Management Officer
LMS	Land Management Services
LRA	Land Registration Authority
M&E	Monitoring and evaluation
MARO	Municipal Agrarian Reform Office/Office
MBM	Municipal Boundary Monument
MGB	Mines and Geoscience Bureau (DENR)
NAMRIA	National Mapping and Resource Information Agency
NEDA	National Economic Development Agency
NHA	National Housing Authority (HUDCC)
NGO	Non-government organisation
NRMDP	National Resources Management and Development Project
OCT	Original Certificate of Title
OSS	One-Stop-Shop
PARO	Provincial Agrarian Reform Office/Office
PAWB	Protected Areas and Wildlife Bureau (DENR)
PEA	Public Estate Authority
PENRO	Provincial Environment and Natural Resources Office/Officer
PIO	Project Implementation Office
PIP	Project Implementation Plan
PMO	Project Management Office
PPCS-TM	Philippines Plane Coordinate System/Transverse Mercator
PPR	Project Preparation Report
PRS	Philippines Reference System
PTM	Philippines Transverse Mercator (projection)
RED	Regional Executive Officer (of DENR)
ROD	Registry of Deeds
SAT	Systematic Adjudication Team
SNS	Survey Notification Sheets
TA	Technical Assistance
TCT	Transfer Certificate of Title
TOR	Terms of Reference
UPI	Unique Parcel Identifier

1 Introduction

The PIO2 Cross Index has been developed in Access this manual sets out the basic operations and is a guide to the features that have been developed as at the day of publication. Where enhancements are made to the Cross Index this manual must also be updated.

1.1 Purpose of the Cross Index

The Cross Index is used to locate land records from existing systems held by the Registry of Deeds (ROD), Local Government Unit (LGU), both assessor's and treasurer's and the Bureau of Internal revenue (BIR). It also references back to the Cadastral Index Maps (CIM) that will be held in the One Stop Shop (OSS).

The Cross index also holds the workflow system initially this is being used by the office validation staff to track work and provide management information. As it is further developed it should be used for all PIO2 activities to enable ease of reporting against weekly targets.

1.2 Updating of the index

The initial updating of the index will be carried out as part of the office/field validation. There have been two methods of producing CIMs adopted by the prototype and this manual can be used for either method. The first method was initially developed and in that initial system CIM numbers were based on a breakup within a barangay. Two complete Barangays were broken up in this manner, Holy Spirit and Batasan Hills, with CIMs produced and the assessor's records updated with CIM and parcel numbers. While a handful of CIM numbers were updated on the assessor's records for the other barangays no CIMs were drawn. From the Assessor's records pulling lists of TCTs were produced and these were sent to the Registry of Deeds (ROD).

The second method involves creating CIMs based on the position of the CIM within PRS90 and using the co-ordinates of the bottom left hand corner of the CIM as its CIM number. The records will only be updated on the cross index after the CIM is produced and from an office validation view point it is reliant on the TCTs being collected and in most cases already held in the cross index, prior to the CIM being completed.

Once in the OSS the updating will occur as part of the day to day operations.

In Access records are automatically written to the database when entered so the user does not have to press save at any time.

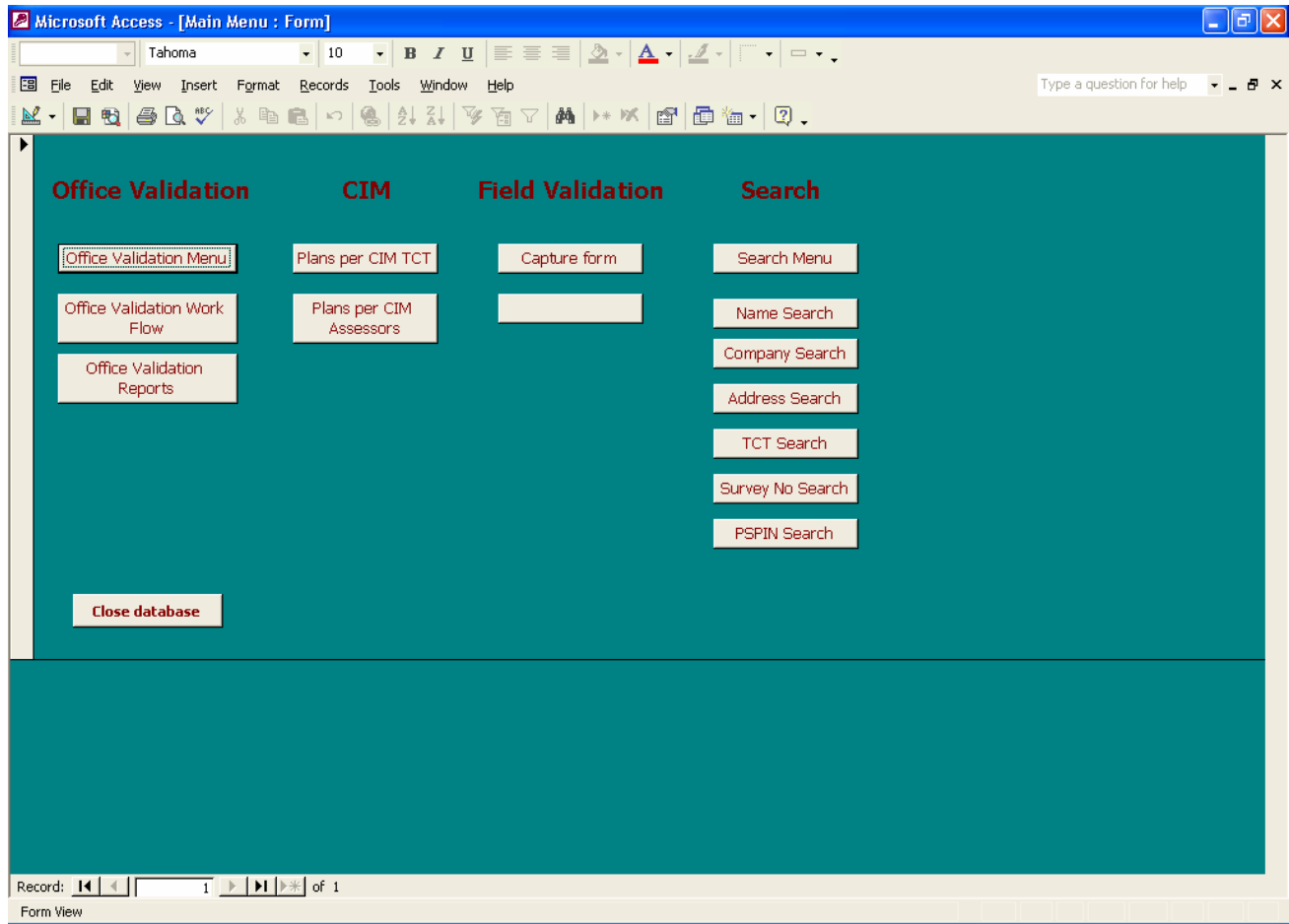
1.3 Changes to the Cross Index formats

The cross index will be maintained under full documentation control. Once the initial system has been documented, tested and accepted by PIO2 all requests for changes will come under change control and an appropriate change control form will be filled out. The systems analyst will be responsible for the change control system and will supply an

estimate of the time to make the change, including updating of documentation and retraining of staff. The PIO2 managers will then decide if the change is agreed to or not and prioritise its completion.

2 Main Menu

The main menu (as shown below) will automatically be displayed when the database is opened.



The main menu allows the user to select the area of operations that they require.

Any functionality created within the cross index for an area of the PIO2 operations will be displayed. Where an operation has many sub operations, eg Office validation the selection will lead to its submenu.

To make a selection click on the button for the desired operation, for example to access the office validation menu click on the “Office Validation Work Flow” button and the window will be displayed.

When the operator has completed using the database they can select the Close Database button to exit Access and close the Cross Index.

The functionality available is broken up into the operational areas that use them. Currently functions are available for Office Validation, CIM Production and Field validation. A prototype enquiry system for searching records is also displayed, this will be further

developed and moved to a separate menu when the OSS becomes operational. The operations available on the main menu are:

- Office validation Menu, this is a set of submenus that access data entry formats, reports and other functions required to perform office validation. More detail is set out in section 3 of this document.
- Office Validation Work Flow which is set out in section 2.1
- A report on the plans contained in a CIMs as entered by the data entry operator, this report is set out in detail in section 2.2

2.1 Office Validation Work Flow

The office validation work flow window is used to record data that can be used to help manage and plan the office validation operation. It is important that the operators update the workflow at all times to ensure that the data held is relevant and useful.

The workflow can provide information on the number of titles requested from the ROD and the number actually returned, as well as how long the retrieval takes. This is vital information for planning the number of staff required to finish the process and to determine the dates that the first round of the title retrieval can be finished.

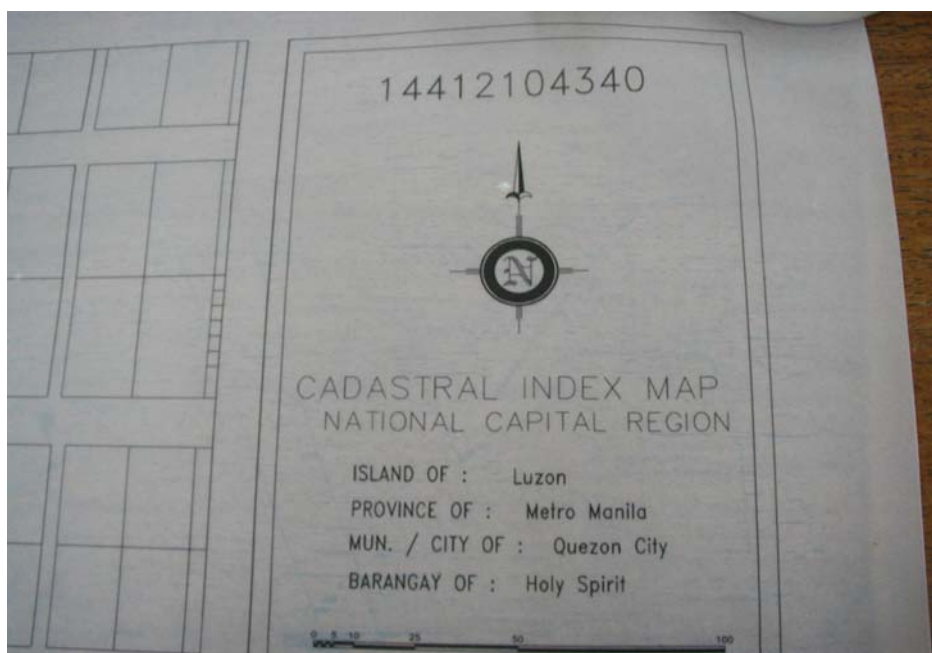
It also provides information on how long a CIM takes to be office validated and how long the QA (Quality Assurance) takes. These are vital in planning the number of staff required to maintain the level of production necessary to keep pace with CIM production and field validation.

The workflow also takes into account that a second retrieval will be required to collect the titles that were unavailable in the first round of title searching. Again the workflow will be used for the gathering of statistics but the information is only relevant if the workflow system is kept up to date.

To access the workflow system select "Office Validation Work Flow" in the main menu and the following screen will be displayed.

CIM Number

The CIM number is taken from the CIM which has been delivered from the CIM group. When a complete workflow system is developed the CIM number will have been entered by the CIM group and have been tracked to the “Awaits office validation” storage area. In the interim the CIM number is entered by the person who picks up the CIM. If the TCTs being entered are for an old CIM number, based on the Barangay then the CIM number is a combination of the Barangay number and the CIM Number as shown in the example above, eg 21-138-02, where 21-138 is the barangay code and 02 is the CIM number. If the CIM is a new preliminary CIM the number is in the top right hand corner of the CIM, as shown below.



The number is entered as displayed; therefore in this case the number entered would be 14412104340.

Enter the number then press the Tab Key to go to the “Barangay” field.

Barangay

The Barangay is also displayed on the plan in this case it is Holy Spirit. When a complete workflow system is developed the CIM number will also have been entered by the CIM group. In the interim it is keyed in by the operator in this case enter Holy Spirit then press Tab to go to the “Number of Titles requested” field.

Number of Titles requested

The number of titles requested for a CIM is a short term reporting measure that is used to monitor the requests from the original CIMs produced from the Assessor’s records. In the initial system CIM numbers were based on a breakup within a barangay. The person responsible for the allocation of parcel identification numbers for a CIM would update the assessor’s records with the CIM sheet number and the parcel number. The sheet numbers were then used to create the TCT pulling lists. Where one of these lists have been used the “Number of Titles requested” can be entered, however for new CIMs using the number shown above, this field will be blank.

A separate workflow screen will be developed for the capture of this information when the requirements have been specified until then these fields will form part of the current workflow. In normal operations this field and the next three fields should have already been filled in, however if the operator is performing this operation, then where the number is known enter it then press tab to go to the “Date sent to the ROD” field

Date sent to the ROD

Each time a list is sent to the ROD the date it is sent must be recorded to allow the monitoring of how long it takes from the time a list is sent until the TCTs are pulled and the list returned. The date can be entered as MM-DD-YYYY, eg 07-30-2002 or as 30 JUL 2002. The system will display the date in standard US format as 07-30-2002.

Date returned from the ROD

Each time a list is returned to the ROD the date it is sent must be recorded to allow the monitoring of how long it takes from the time a list is sent until the TCTs are pulled and the list returned. The date can be entered as MM-DD-YYYY, eg 07-30-2002 or as 30 JUL 2002. The system will display the date in standard US format as 07-30-2002.

Date encoding started

When a CIM is picked up ready for encoding the date is entered in the workflow system. The date can be entered as MM-DD-YYYY, eg 07-30-2002 or as 30 JUL 2002. The system will display the date in standard US format as 07-30-2002.

Date encoding finished

When encoding of a CIM is completed the date is entered in the workflow system, to allow the monitoring of how long it takes to encode CIMs. The date can be entered as MM-DD-YYYY, eg 07-30-2002 or as 30 JUL 2002. The system will display the date in standard US format as 07-30-2002.

Encoder Name

To assist in the location of a CIM and to monitor the output of staff the encoder's name must be entered, where multiple people work on a CIM all the names must be entered.

Date QA Started

When Quality Assurance validation of a CIM is started the date is entered in the workflow system. The date can be entered as MM-DD-YYYY, eg 07-30-2002 or as 30 JUL 2002. The system will display the date in standard US format as 07-30-2002.

Date QA ended

When Quality Assurance validation of a CIM is completed the date is entered in the workflow system, to allow the monitoring of how long it takes to QA CIMs. The date can be entered as MM-DD-YYYY, eg 07-30-2002 or as 30 JUL 2002. The system will display the date in standard US format as 07-30-2002.

Validator

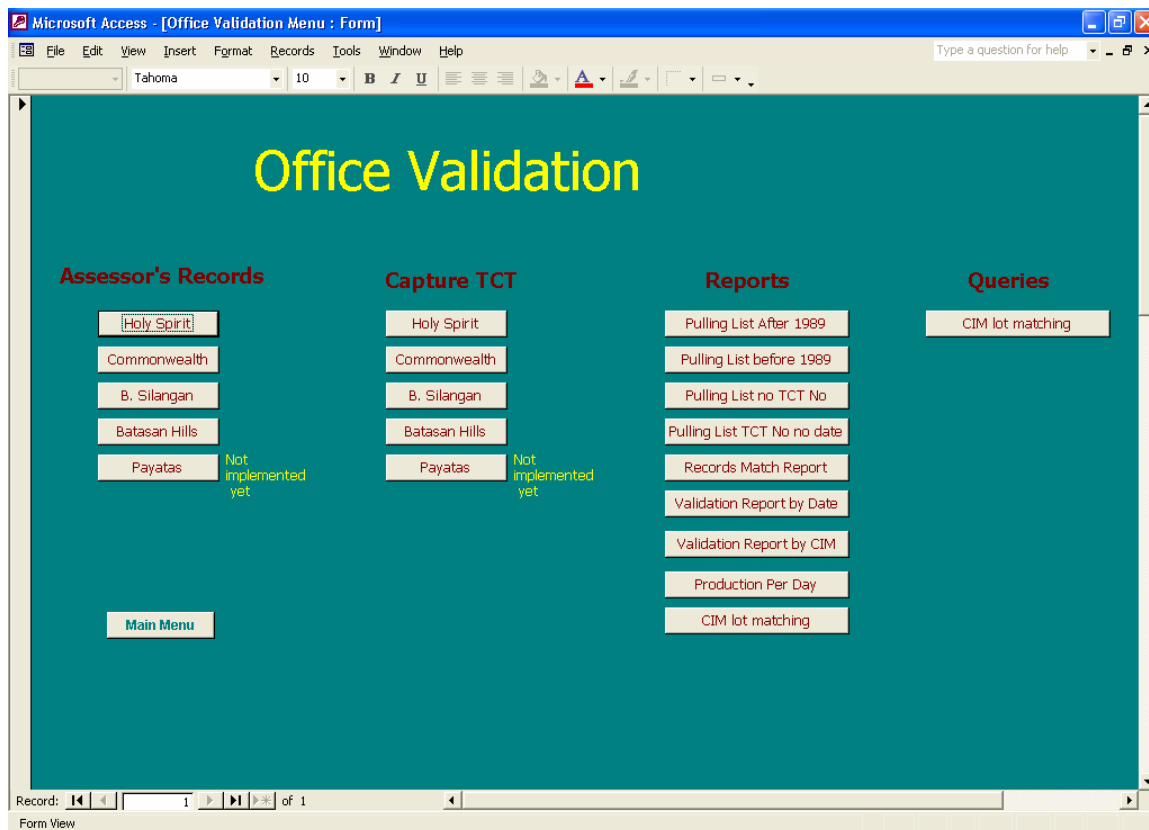
To assist in the location of a CIM and to monitor the output of staff the validator's name must be entered, where multiple people work on a CIM all the names must be entered.

Second Retrieval request

When the CIM capture has been completed from the TCT's obtained a second request for TCT's may be necessary to collect those TCTs which were not available in the first request. The fields are repeated for a second retrieval request and the updating of the CIM from that retrieval, the fields should be filled in as set out above.

3 Office Validation Menu

The office validation menu allows the operator to check and modify (where relevant) the Assessor’s records, capture parcel details, look at pre-defined reports or perform the CIM lot matching query. The menu is selected by clicking on “Office Validation Menu” in the main menu, when selected the screen shown below will be displayed.



The menu allows the user to select the operations, which they wish to perform.

The Assessor’s records for any of the Barangays can be displayed and either enquire on or modify the records.

Land Parcel records for land parcels within any of the Barangays can be displayed and either enquire on or modified.

Reports can be generated for retrieval of TCT from the ROD or for field validation.

Or the CIM lot matching query can be displayed.

To make a selection click on the button for the desired operation, for example to add parcels into Holy Spirit click on Holy Spirit under TCT Capture.

The Reports available are set out in Section 4 of the Manual, and the Queries in Section 5.

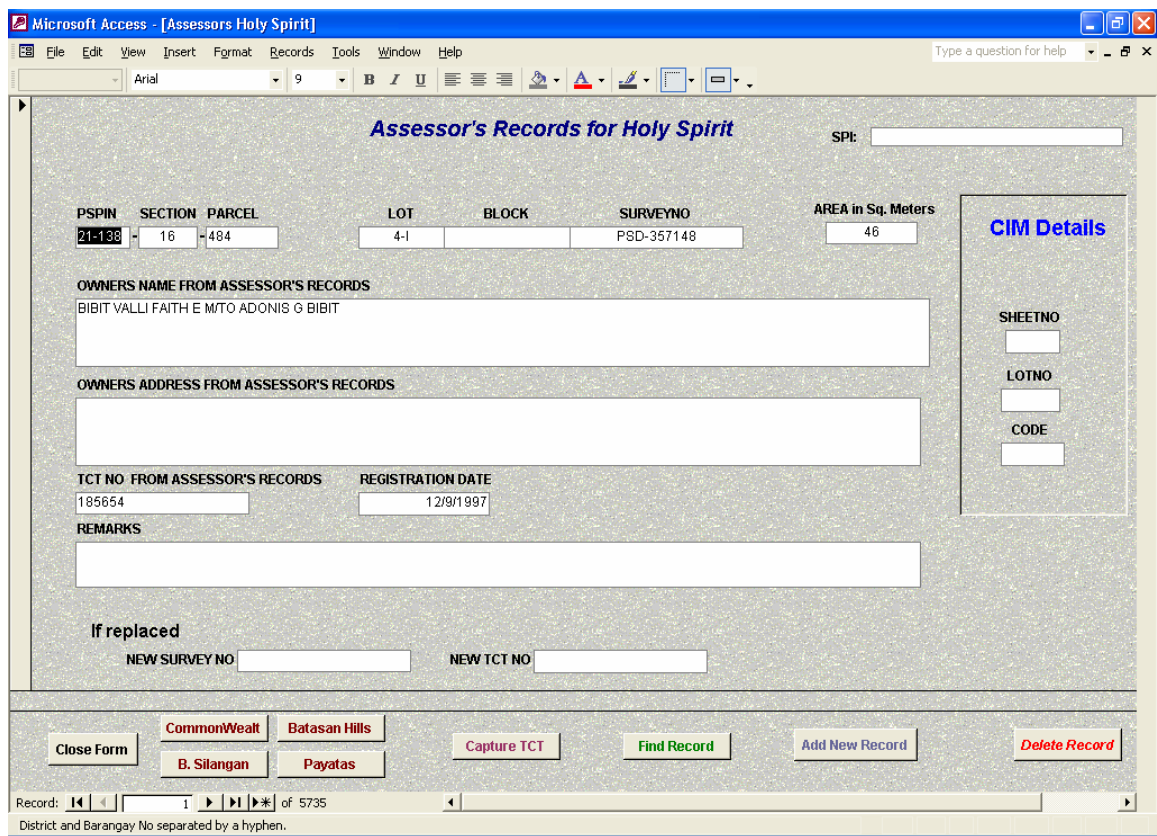
To return to the main menu at any stage click on the main menu button, this window will be closed and the main menu will be displayed.

3.1 Assessor's Records

The assessor's records have been modified from a file that was obtained in November 2001. The main use of the assessor's records has been to locate the plans to be used in CIM production and to produce a list of TCT's to be pulled. Not all fields in the assessor's database have been converted and some of the entries have been split into separate fields, see the office validation manual.

A record from the Assessor's can be enquired on or modified. There are separate screens for each Barangay with the exception of Payatas, which also forms part of the area but it is not yet a recognised Barangay and has not been allocated any official status.

These separate screens were created to reduce the number of entries that had to be searched through to find a record and make the enquiries quicker. The operation of all screens is the same the only difference being that they only display records within the one Barangay.



PSPIN

The PSPIN number combined with the section and Parcel number form a unique number for each parcel within the Assessor's database. This is a single field in the Assessor's database but for some reason was split into three fields within the original cross index. The PSPIN part of the field contains two numbers separated by a dash. The first number is the District number the second is the Barangay number within that district. In the example show the PSPIN of 21-138 is the code for Holy Spirit. Because of changes with boundaries some parcels have a mixture of numbers and for example Holy Spirit does contain some

records that have a PSPIN of 21-041. The break up into the current barangays has been conducted by the Assessor's office and until the CIM proves the situation to be different, this break up has been accepted as correct.

Section

Section numbers are areas allocated by the Quezon City Government within the Barangays. Together with the PSPIN and the Parcel number this forms a unique number for each parcel.

Parcel

The parcels numbers are unique within each section. Within each section they begin at one and the field is 3 characters to allow for 999 parcels within a section. Together with the PSPIN and the Section number this forms a unique number for each parcel.

Lot

Lot numbers will be unique on a survey plan, the only time they are duplicated is when the plan is broken up into sections. All parcels represented on a plan need to be uniquely identified and the combination of lot, block and survey number will not be duplicated.

Block

Where a plan covers a large area the preference is to break the area into blocks and then allocate lot numbers within the blocks. All parcels represented on a plan need to be uniquely identified and the combination of lot, block and survey number will not be duplicated.

Survey Number

Survey numbers are either allocated by the LRA or the DENR. These numbers are not duplicated within the agencies and each has been allocated their own unique set of numbers so they should not be duplicated between agencies.

Area in Square Meters

This is the area of the lot and is displayed in square meters.

Owner's Name from the Assessor's records

The owner's name that has been recorded by the Assessor's office, in some cases this will be abbreviated, eg RP for the Republic of the Philippines, or Edith Yap, Ellence Tulip et al.

Owner's address from the Assessor's records

The owner's address that has been recorded by the Assessor's office, in most cases this will empty.

TCT No from the Assessor's records

The TCT no that has been recorded by the Assessor's office, in some cases this will blank. These numbers have been used to create the pulling lists for the ROD.

Registration Date

The date that the TCT was registered in the ROD this has been recorded by the Assessor's office from the TCT presented to them. In many cases this field could be blank.

Remarks

The remarks are recorded by the Assessor's office where it is necessary to clarify matters. In most cases this field is blank.

New Survey No

When a parcel has been re-subdivided or consolidated, the new survey plan will be recorded by the Assessor's office.

New TCT No

When a parcel has been transferred, re-subdivided or consolidated, the new TCT No will be recorded by the Assessor's office.

Sheet No

The sheet number was allocated by the CIM group when the hand drawn CIMs were created. The CIM sheet numbers are only unique within a barangay and a parcel is uniquely identified by the combination of Barangay, sheet number and Lot number.

Lot No

The lot number was also allocated by the CIM group. The lot numbers are only unique within a sheet and a parcel is uniquely identified by the combination of Barangay, sheet number and Lot number.

Code

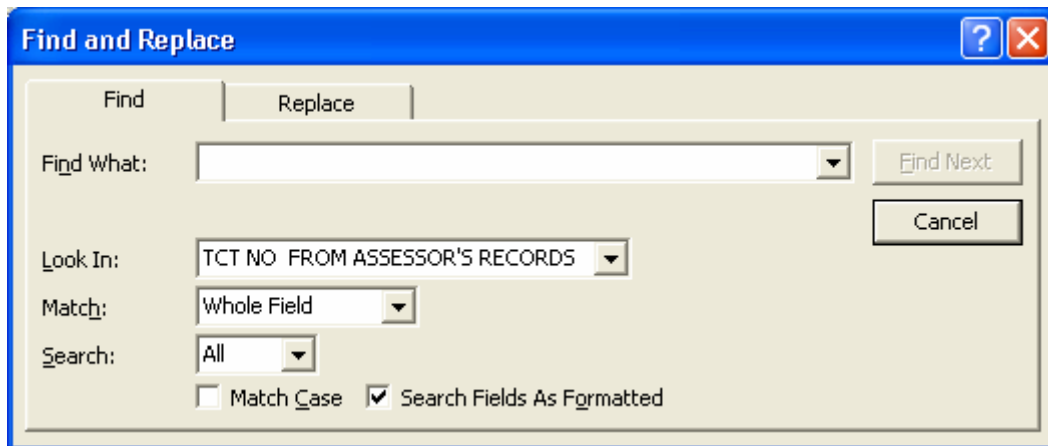
The code was added when a validation was carried out between the plan, TCT and the CIM sheet. Parcels that are validated are coded V, however some have been coded TR (transferred). This coding does not relate to the current office validation.

3.1.1 Locating Records

Most records will be located by searching for the TCT number, however any value in any field within a record can be used to locate that record.

Finding a record with a TCT Number

The quickest and easiest way to locate a record is through the TCT number. To locate the assessor's record click in the "TCT No from Assessors records" field then select find from the menu. The find and replace screen will be displayed.



Enter the TCT no in the “Find What:” field and click on find next. When the record is displayed click the cancelled field to close the Find and replace window or click on the red X in the top right hand corner.

NOTE: If the whole field option is changed to “Any part” the whole number does not have to be entered. However all combinations with the entry will be located and it may be necessary to repeat using “Find next” until the record required is found.

Finding a record with a SPI

Finding a record by SPI is the next easiest option, the whole SPI or part of the SPI can be used. Change the selection on the Find and Replace window from “whole field” to “Any part”, click into the “SPI” field and enter the SPI or part thereof. It may be necessary to repeat using “Find next” until the record required is found.

Finding a record with the owner’s name

To finding a record by name the whole name or part of the name can be used. Change the selection on the Find and Replace window from “whole field” to “Any part”, click into the “Owners name from Assessor’s records” field and enter the name or part thereof. If part of the SPI is entered it may be necessary to repeat using “Find next” until the record required is found.

Finding a record with the land description

Finding a record with a land description is not as simple. The advantage is that the records that will be searched are only the records for that barangay. There are three options that can be used, the lot number, the block number or the survey number. At this stage a multiple field search has not been developed but this is planned for further enhancements to the system. In the required field enter the selection, noting that. if the whole field option is changed to “Any part” the whole number does not have to be entered. However all combinations with the entry will be located and it may be necessary to repeat using “Find next” until the record required is found.

It may take a whole to find some records and this is not a recommended way to locate a record unless there are no other alternatives.

Locate the record by any other field

Any field can be used to locate the record as long as you select that field first then follow the steps as above.

3.2 Parcel Capture

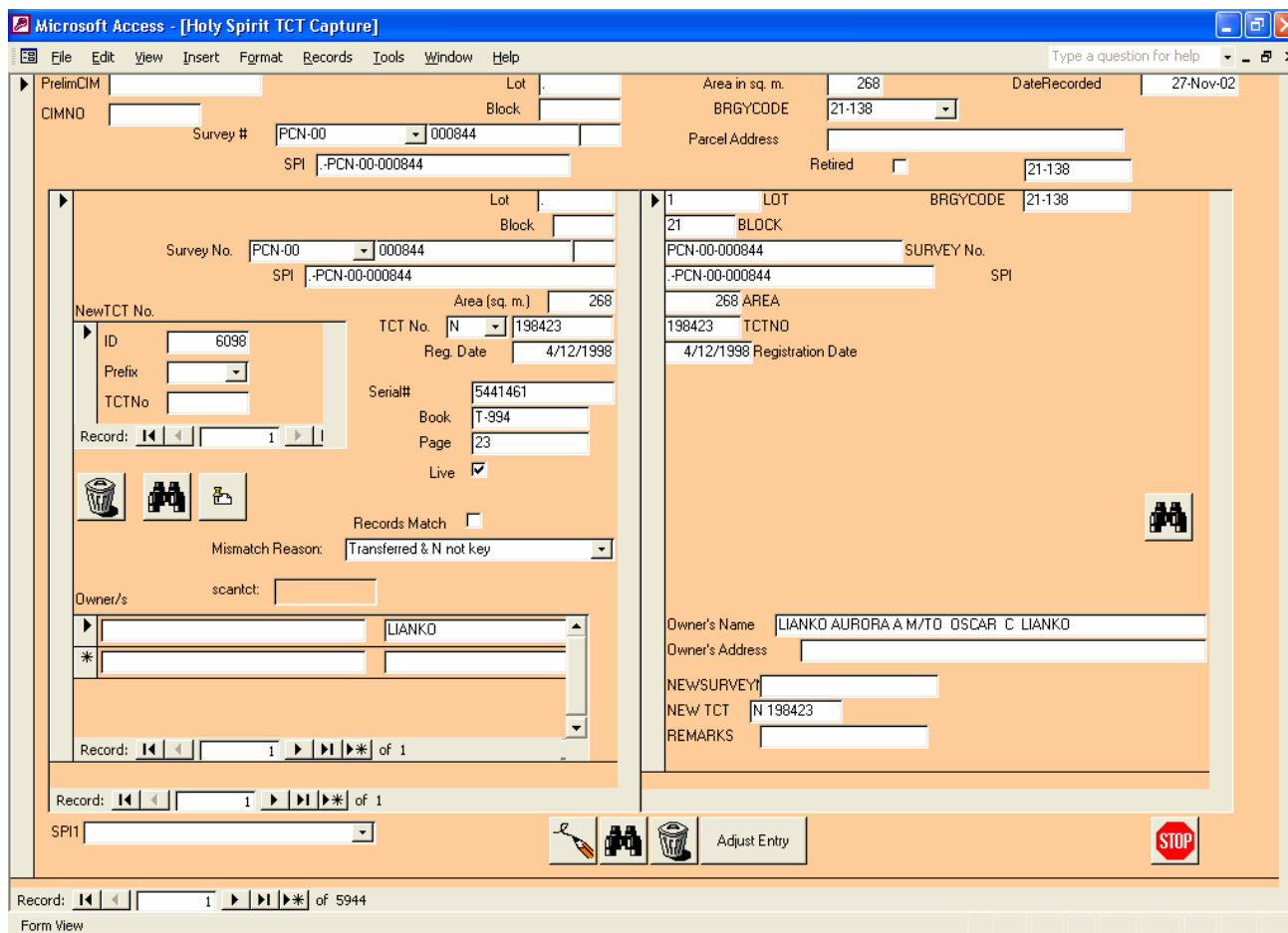
The capture of parcel records is carried out depending on the Barangay they reside in. Each Barangay has its own data capture screens as the Barangay number is automatically added to the parcel records entered.

If the operator selects the wrong screen the parcels will appear in the wrong barangay, so care must be taken to ensure that the correct barangay is selected before beginning the data capture.

The Barangays available are:

- Holy Spirit (code 21-138)
- Batasan Hills (code 21-139)
- Commonwealth (Code 21-023)
- Bagong Silangan (Code 21-008)

While Payatas also forms part of the area it is not yet a recognised Barangay and has not been allocated any official status by the LGU where the barangay information comes from.



To link the records a SPI has been developed for the Cross Index database. The ideal situation would be to use the CIM number to link the records from the different tables, but as the CIM number is unknown and can be dynamic, eg could change if the CIM

boundaries are shifted as a result of adjustments made from the GPS and orthophotos, the CIM is not suitable at this stage.

Unlike the situation at PIO1, where the data resides in books and can be captured to the Cross Index after a CIM is produced, database already exist in the agencies that PIO2 are working with. The Cross Index was created initially from one of these database, ie the Assessor’s database. Also CIM production is not ahead of Office and field validation and may be catching up right through the project. In these circumstances an alternative was needed to link data between the agencies. The solution was to use a Standard Parcel Identifier, or SPI. The SPI is based on the fact that all plan numbers should be unique. It is purely used as a linking mechanism between agencies data.

The SPI is a combination of the lot, block, plan type, plan number and plan suffix, separated by a dash (-).

For example the SPI for lot 123 on PSD21997 would be 123-PSD-21997. For lot 34 Block 3 PSD-00-0704-133667-D the SPI would be 34-3- PSD-00-0704-133667-D.

As a rule the (LRC) has been dropped so the SPI for a plan from LRA would be as follows, Lot 28 Block 17 (LRC) PSD 133767, the SPI would be 28-17-PSD-133767.

3.2.1 Locate the Assessors Record

In the capture screen click on the find assessor’s record button the following screen will be displayed:

The screenshot shows a Microsoft Access form titled "frmAssessorRecord". The form is divided into two main columns of input fields. The left column contains fields for: PSPIN (21-023), SECTION (29), PARCEL (20), LOT (13), BLOCK (1), SURVEY # (PSD-13-0013606), NEWSURVEY, AREA (88), Owner's Address, and TCTNO (137982). The right column contains fields for: NEW TCT# (N 234372), Registration Date (21/08/1995), Owner's Name (JAMILA SERGIO III O M/T O MARLENE O JAMIL), CIM#, Assigned, CODE, REMARKS, BRGYCODE (21-023), and SPI. At the bottom of the form, there are two search dropdown menus labeled "Search (TCT#):" and "Search (SPI):", a binoculars icon, and a "Back to TCT Capture" button. The status bar at the bottom indicates "Record: 1 of 34920" and "Form View".

Finding a record with a TCT Number

The quickest and easiest way to locate a record is through the TCT number. This search will especially be used where the record does not have a SPI. To locate the assessor's record click in the "Search (TCT #)" field then enter the number. As each number is entered the first record that matches it will be displayed in the field. When the number is keyed press enter if the record exists it will be displayed on the screen.

Finding a record with a SPI

When finding a record by SPI the whole SPI or part of the SPI can be used. To locate the assessor's record click in the "Search (SPI #)" field then enter the number. As each number is entered the first record that matches it will be displayed in the field. When the number is keyed press enter if the record exists it will be displayed on the screen.

Finding a record with the owner's name

Finding a record by name is the next easiest option, the whole name or part of the name can be used. Change the selection on the Find and Replace window from "whole field" to "Any part", click into the "Owners name from Assessor's records" field and enter the name or part thereof. It may be necessary to repeat using "Find next" until the record required is found.

Finding a record with the land description

Finding a record with a land description is not as simple. The advantage is that the records that will be searched are only the records for that barangay. There are three options that can be used, the lot number, the block number or the survey number. At this stage a multiple field search has not been developed but this is planned for further enhancements to the system. In the required field enter the selection, noting that. if the whole field option is changed to "Any part" the whole number does not have to be entered. However all combinations with the entry will be located and it may be necessary to repeat using "Find next" until the record required is found.

It may take a while to find some records and this is not a recommended way to locate a record unless there are no other alternatives.

Locate the record by any other field

Any field can be used to locate the record as long as you select that field first then follow the steps as above.

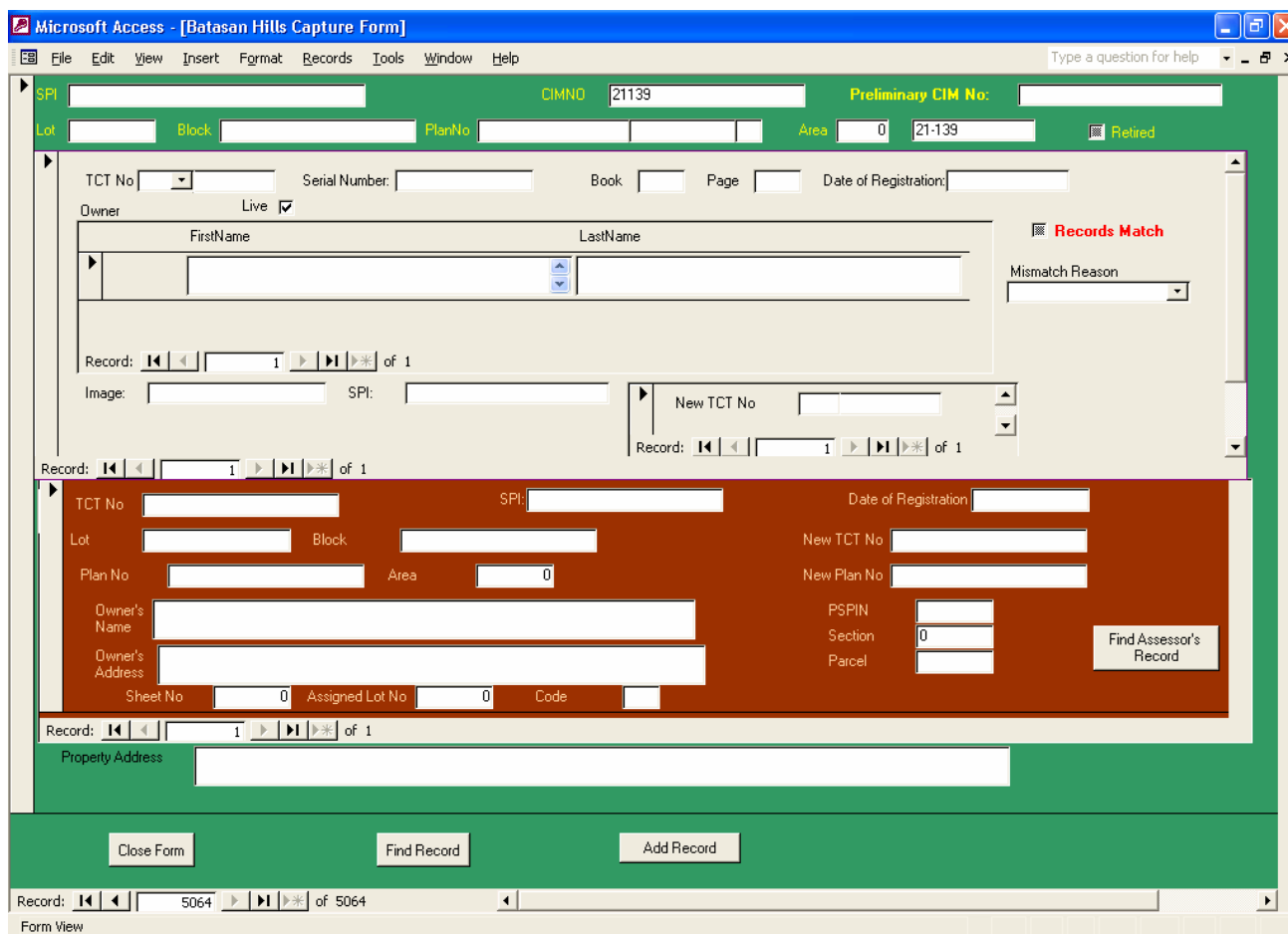
Adding the SPI

Once the record is found the SPI can be added to it. This will now tie the assessor's record to the parcel that is to be created. If many parcels are to be captured this process can be repeated until all are created or the process can be done before creating each individual parcel.

Before returning to the Parcel Capture window close the current window.

3.3 Capturing the Parcel Record

The Capture form displays the first record held in the database to enter a new record click on the Add record button. A blank screen as shown below will be displayed.



New Parcel Capture

Enter the SPI of the parcel to be entered. If the SPI has been created for the Assessor's record it, the fields for the assessor's will be filled when tab is pressed.

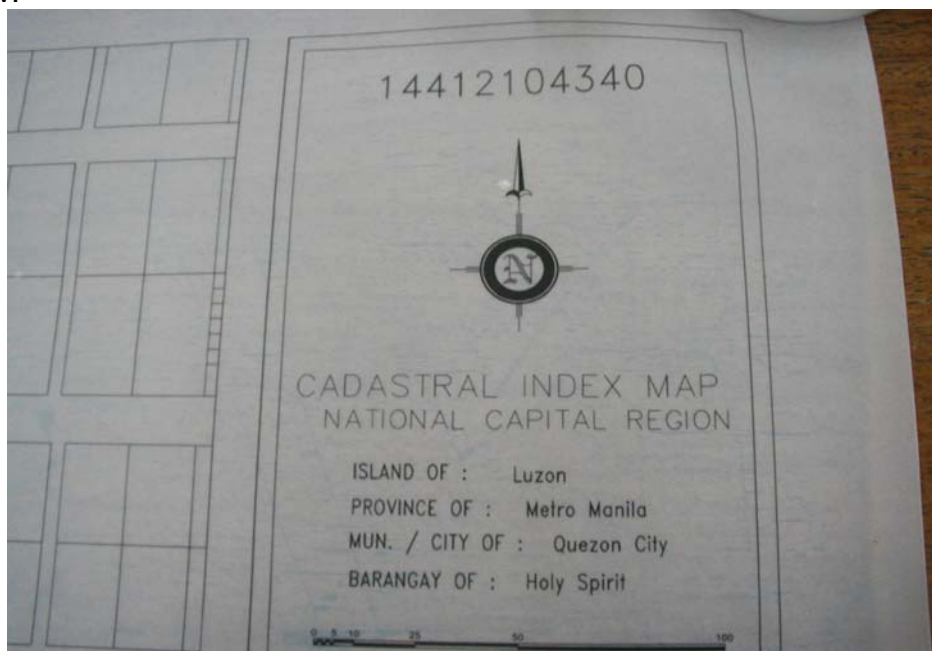
CIM Number

The CIM number field holds the old CIM number if the capture is from an old CIM the number must be entered. The field will display the barangay coed add the CIM sheet number as a two digit number, eg 1 would be 01, then add the parcel number. These number are the sheet and assigned number held with the assessor's record. If the parcel is Assigned Lot number 23 on Sheet 3 in the Barangay of Holy Spirit the number would be 211380323.

Were the parcel is being entered from a new preliminary CIM and there is no old sheet number this field should be blank, ie remove the barangay code.

Preliminary CIM number

The preliminary CIM number is a combination of the CIM number and the unique parcel identification number (UPI). The CIM number is in the top right hand corner of the CIM, as shown below.



The number is entered as displayed; therefore in this case the number entered would be 14412104340. The parcels are numbered individually on the sheet and have been circled by the cartographer. Add the UPI to the CIM number to form the preliminary CIM number, eg if the parcel is 33 the preliminary CIM number will be 1441210434033.

Lot Number

The lot number will be drawn on the CIM by the cartographer; it must match the lot number on the TCT. If they do not match then the original plan should be consulted to determine if the plan is in error or the Assessor's records. If the plan is incorrect it should be returned to the CIM group, if the Assessor's record is incorrect consult the Office validation team leader. Where there is no TCT to validate the information the lot number will be entered from the CIM, otherwise it should be taken from the TCT.

Block Number

Not all plans have block numbers and were a parcel has been consolidate and or re-subdivided the old block number may have been removed. The block number is also drawn on the CIM by the cartographer; it must match the block number on the TCT. If they do not match then the original plan should be consulted to determine if the plan is in error or the Assessor's records. If the plan is incorrect it should be returned to the CIM group, if the Assessor's record is incorrect consult the Office validation team leader. Where there is no TCT to validate the information the block number will be entered from the CIM, otherwise it should be taken from the TCT.

Plan Number

The plan number will be drawn on the CIM by the cartographer; it must match the plan number on the TCT. If they do not match then the original plan should be consulted to determine if the plan is in error or the Assessor's records. If the plan is incorrect it should be returned to the CIM group, if the Assessor's record is incorrect consult the Office validation team leader. Where there is no TCT to validate the information the plan number will be entered from the CIM, otherwise it should be taken from the TCT.

Area

The area of the parcel is taken from the TCT and is used to validate against the Assessor's record. If there is no area this field is left blank.

Barangay code

This field does not have a label and is displayed to show the encoder that they are entering records against the correct barangay. If the correct code is not displayed the window being used is incorrect. The codes are:

- Holy Spirit (code 21-138)
- Batasan Hills (code 21-139)
- Commonwealth (Code 21-023)
- Bagong Silangan (Code 21-008)

Currently all parcels are displayed in the parcel capture window and it is possible that a record being displayed is in another barangay. The code should only be changed when the encoder is positive that it is correct.

Retired

This field is used to change a parcels status from current to retired. When a parcel is consolidate and or re-subdivided the new parcels will be allocated new UPIs and the old parcel number will be retired. Retired numbers will not be reused and the retired record will stay as part of the index.

Property Address

As part of the field validation the property address of a parcel will be identified. These will be captured and recorded in the cross index.

3.3.1 TCT capture

The grey area of the window is used to capture the details from the TCT. It also contains the option to find a TCT record which can be searched by clicking on the "Find TCT record" button, see section 3.4.

Once the TCT has been entered the data is compared, by the encoder, to the Assessor's records if the two match the parcel is flagged a s matching, otherwise the flag is not set.

TCT Number

The TCT number is broken up into two fields the TCT prefix and the TCT numeric. The TCT prefix contains a drop down list of the allowable entries. These are:

- Blank, which is the most common and the default
- N; and
- RT (reconstituted title)

The numeric is the key to where the record is stored, as all TCTs are stored in TCT order. Once the TCT number has been entered the SPI field will automatically be updated with the SPI number.

Serial Number

TCTs are printed on bonded paper which has been given a serial number. An original and the duplicate are given the same number and that number is held at the LRA in an index with the TCT number for authentication purposes. It is intended to add this index to the cross index to allow the authentication of records as they are keyed.

Book

The book and page number are the physical location of the document. Traditionally Titles were stored in large bound books and each title formed a page within that book.

Page

The page number is the physical location of the document within the book, but more importantly it is used to help validate the correct TCT number has been entered. This check is automatically carried out and where the TCT number or the page number is incorrect an error message is displayed.

Date of Registration

The date that the TCT was registered and became the official record for the parcel. Dates are entered in the US format of MM/DD/YYYY.

Live

The live flag is used to indicate if the TCT is the current record for a parcel. The flag is set to true (ticked) however if a TCT has been cancelled and a new TCT or group of TCTs created the flag must be set to false (not ticked).

Owner's First Name

For searching purposes the owner's name is split into two fields, forename or first name and surname. All forenames should be entered into this field. Where the owner is a company or organisation this field is left blank.

Owner's Last Name

The surname of the proprietor is entered into this field. Where the owner is a company or organisation the entire name is entered into this field.

Image

PIO2 does not have the storage capacity to hold large numbers of documents. Where a TCT has been supplied it will be imaged and the image will be hyperlinked to the record. This field holds the hyperlink address for the image.

SPI

The SPI is a combination of the lot, block, plan type, plan number and plan suffix, separated by a dash (-).

For example the SPI for lot 123 on PSD21997 would be 123-PSD-21997. For lot 34 Block 3 PSD-00-0704-133667-D the SPI would be 34-3- PSD-00-0704-133667-D.

As a rule the (LRC) has been dropped so the SPI for a plan from LRA would be as follows, Lot 28 Block 17 (LRC) PSD 133767, the SPI would be 28-17-PSD-133767.

New TCT Number

Where a TCT is no longer live the New TCT(s) created from it will be entered into the cross index against the superseded TCT record. This allows the maintaining of a trail of records for parcels and the retention of historical data.

Records Match

The records match flag is set to false (not ticked), where the data in the TCT record and the data in the assessor's record match in all fields this flag will be set to true (ticked). If the records do not match a mismatch reason must be entered.

Mismatch reason

The mismatch reason will determine the type of report that is generated for the assessor's records. Part of the objectives of the LAM project is to ensure that the records of the various agencies are aligned, and to remove ambiguity between agency records. To assist the assessors in cleaning up their records the reason for the mismatch must be entered.

The reasons are held in a pull down list and currently the options are:

- Reconstituted
- N not keyed
- N not keyed and et al
- et al
- Transferred
- No assessors record
- Area different
- Date of Registration different
- LRA reference not keyed
- Names different
- Land Description different

This is not an exhaustive list and as new reasons are found they should be added to the manual.

4 Reports

The reports required from the cross index can be constructed on a needs basis, however where a report is constantly used it will be added to a menu and be available for running as required.

A report is usually based on a query and the report can be a combination of data from different tables. New reports can be created at any time and will be created through a request to the office validation team leader.

4.1 Reports from the Assessors Office

While there is the potential to display many reports from the assessor's records the only ones that have been formally setup and are available from the menu are the TCT lists. The menu has been broken up into the four barangays recognised by the Assessor's Office:

- Bagong Silangan
- Batasan Hills
- Commonwealth and
- Holy Spirit

There are no records held for Payatas as it forms part of Bagong Silangan and Commonwealth in the Assessor's records.

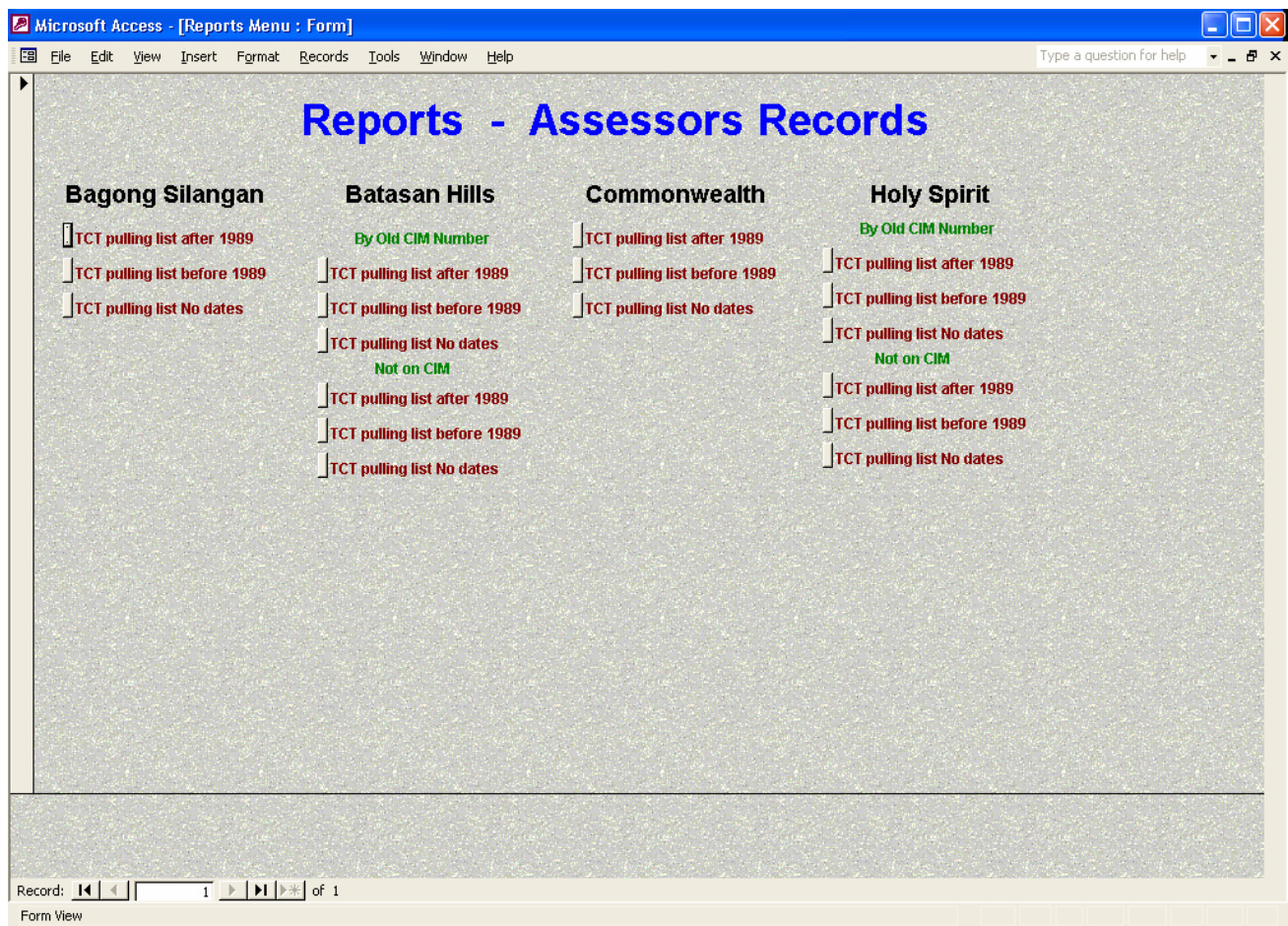
For each barangay the lists are broken up into sub lists for:

- TCTs with a registration date after 1989
- TCTs with a registration date before 1989
- TCTs with no registration date

This was necessary as the TCTs registered before 1989 and those without a registration date need to be checked before they are taken from the register and copied. If the land description does not match then the TCT is not copied.

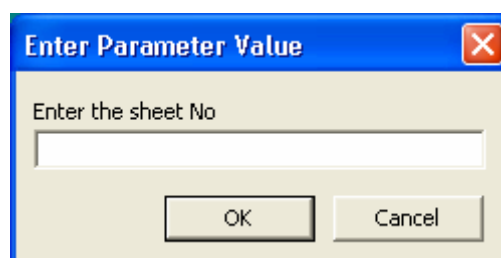
For the two barangays that had old CIMs drawn for them there is a further breakdown by CIM number. By entering the CIM number the list is limited to those TCTs that are known to be on the CIM sheet.

The reports from the assessors office menu is accessed from the main menu and the following screen will be displayed.

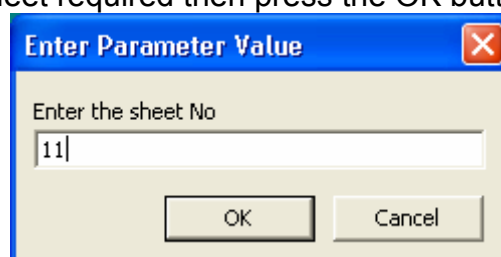


For reports from Bagong Silangan, Commonwealth or where not on a CIM, selecting the button will display the report. All reports are displayed in report view and can be printed from that display.

For a report by Old CIM number the following window will be displayed when the button is selected.



Key in the number of the sheet required then press the OK button.

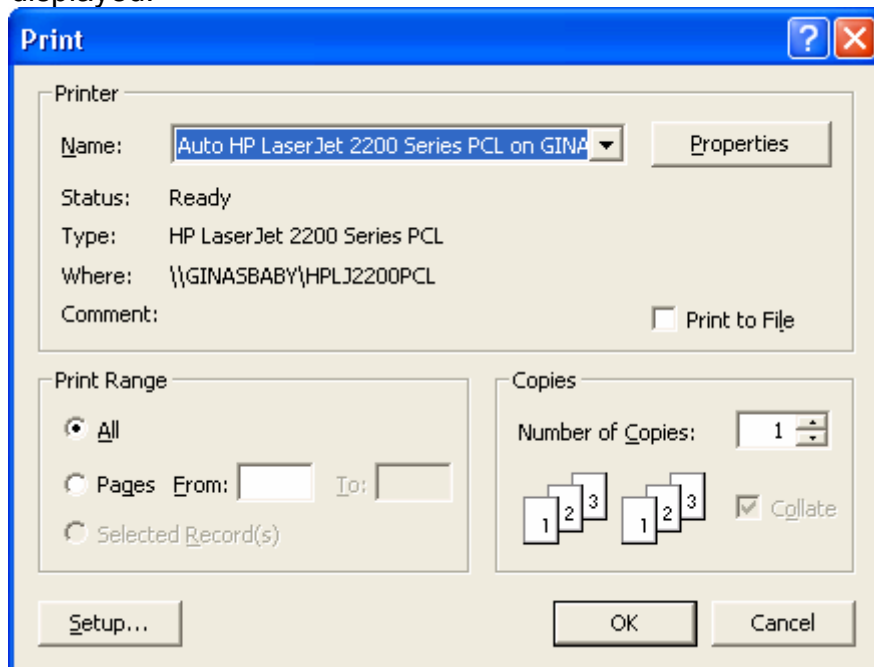


The reports will then be displayed in print preview mode as shown below.

The screenshot shows a Microsoft Access window titled "[Pulling List before 1989]". The report displays a table with the following data:

LOTNO	BLOCKNO	SURVEYNO	AREA	TCTNO	REGDATE	OWNERNAME	SHTNO	REMARKS
120		PSD-21997	398			TAYAO CORDELIA	11	
287		PSD-21997	400			VILLAR MALOLES SUBD	11	
38		PSD-21997	421			VILLAR MALOLES SUBD	11	
382		PSD-21997	400			TAMTOCO ANGEL	11	
9		PSD-21997	400			VILLAR-MALOLES SUBD	11	
195		PSD-21997	397			YUJUICO JESUS S	11	
144		PSD-21997	400			VILLAR MALOLES SUBD	11	
149		PSD-21997	400			VILLAR MALOLOS SUBD	11	

To print the report select File from the main menu then click on the print option the printer window will be displayed.



Check that the printer is correct if it is press OK, otherwise change the printer to the required printer.

Note: If you are confident that the correct printer is set as the default the print can be obtained quicker by pressing the printer icon in the print preview menu.