

# **PHILIPPINES-AUSTRALIA LAND ADMINISTRATION AND MANAGEMENT PROJECT**

## **OFFICE VALIDATION PROCEDURE MANUAL**

**Version 3**

**Prototype 2 – Land Records Management  
Quezon City**

**March 2004**

**REPORT D32**



# DOCUMENT VERIFICATION

## DOCUMENT APPROVAL

**TITLE:** Manual on Field Validation Procedures

**GENERAL DESCRIPTION:** Procedural Manual to support the validation and management of land records for Prototype 2 of the Philippines Land Administration and Management Project (LAM Project).

**REFERENCED DOCUMENTS:** DENR Manual on Settlement of Land Disputes (also prepared under the Italian funded project GOP/PH/040/ITA).

LAMP Project Preparation Report, February 2000.

LAMP Project Implementation Plan (maintained by the PMO).

LAMP Financial Management Manual

LAMP Framework Monitoring and Evaluation

World Bank Procurement Guidelines

LAMP PIO2 One-Stop-Shop Manual (not yet prepared)

LAMP PIO2 CRS Manual (not yet prepared)

Social Assessment Phase 1 for LAM Project (Prototype 2 IAW)

Technical Specifications for Orthophotography

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REV NO.	DATE	DESCRIPTION	BY	CHKD	APPROVED
1	17 May 02	Created by Barry Dick	BD		
2	24 June 02	Updated from review	BD		
3	27 Aug 03	Revised to the agreed procedure after trailed methods evaluated	BD		
4					
5					
DISTRIBUTION LIST					
COPY	DATE	RECIPIENT			
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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 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 <sup>2</sup>
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
CROSS INDEX	Cross-index

# 1 INTRODUCTION

## 1.1 Use and Update of the Manual

The manual is intended for use by staff working in the Project Implementation Office 2 (PIO2) in Quezon City, particularly the staff working on the validation of land records and the Community Relations and Services (CRS) activities. The manual is intended to support staff training and to provide procedural guidance to staff during project implementation.

A limited number of controlled versions of the manual will be available. From time to time, it will be necessary to make modifications or additions to the content of this manual. Such amendments to the manual must be approved by the Prototype Manager for PIO2, who will be responsible for circulating amended documentation to be forwarded to all registered holders of the manual. The revision of the manual or of any section will be duly identified in the manual in the Document Verification/Document Approval form set out at the beginning of the manual.

## 2 BACKGROUND TO OFFICE VALIDATION PROCEDURES

### 2.1 Introduction

Office validation is the consolidation of records for land parcels from various sources to create a single set of land records. The information is gathered from the Registry of Deeds (ROD) the City Assessors/Treasurers (LGU), the Land Registration Authority (LRA) and the Department of Environment and Natural resources (DENR).

The office validation is the next step after the production of the preliminary Cadastral Index Map (CIM) for a particular area. See also the process diagram in appendix 1. Once the preliminary CIM has been created and each parcel allocated a CIM number the parcels records are validated against the records of the ROD, and the LGU.

The office validation will then give the field validation teams the necessary information to allow them to carry out their work in the field. The level of effort required to validate existing land records and reconstitute lost records will not be known until project implementation. In the project design it was assumed that there are 40,000 lots in the 5 barangay, all of which are titled. It was further assumed that 12,000 titles have been reconstituted in the District, leaving 28,000 titles to be reconstituted. A further assumption was that 10% of the reconstituted titles would need to be validated in the field. This leaves a total estimate of about 30,000 for the number of titles that will have to be validated in the field. It is further assumed that in field validation, two thirds of land owners will have a copy of their title – that is, that one third of the parcels requiring reconstitution will need to be processed judicially.

#### Statistics for Field Validation

Estimated land parcels in the 5 barangay	40,000
Estimate of titles reconstituted	12,000
Remaining titles requiring reconstitution	28,000
Reconstituted titles requiring field validation	1,200
Total of titles requiring field validation	29,200

To date (August 2003) the Assessor's records have estimated 35,000 land parcels and Office Validation has found that 20,000 titles have been reconstituted in the area with an additional 480 titles that were not burnt in the fire.

### 3 OFFICE VALIDATION PROCEDURES

Office validation consists of three steps, the first is the Collection of data from the ROD, the second is the capture of the TCTs, validating the record against the Assessors data, and the third is the linking of the Parcels to the CIM. The purpose of the office validation is to ensure that the records created by the prototype are correct and to identify gaps in the records. There will be records that exist in one agency but not in others and there will be records where no information can be found, these records will require validation in the field. The output of the office validation will be a set of valid records that match in each agency, a set of records that differ between agencies that need to be investigated and a set of records that we have no information for. Records from LRA and DENR will have been added to the CIM during its production and are added to the database during the capture of the parcel. Once office validation is completed the field validation team will be given a copy of the CIM which shows the properties that have been office validated and the properties that need to be verified in the field.

It is assumed that the CIM production has validated the CIM against the plan as per appendix 3.

#### 3.1 Handover of the CIM for Office Validation

The handing over of the CIM will be a formal process at the end of the preliminary CIM production. The CIM will be marked on the workflow system as being handed over to the office validation team and the date recorded. Once a CIM has been handed over it will remain in the office validation team until:

- It has been fully office validated and passed to field validation;
- It is returned to the CIM group because information is missing; or
- The CIM group require it back to plot new plans that have been delivered to the prototype from LRA or DENR.

Any CIM returned to the CIM group will be marked back to them and the reason for returning will be documented along with the date returned.

#### 3.2 Storage of CIMs prior to office validation

Where CIM production gets ahead of office validation the CIMs must be stored in the storage area provided for them. Anyone searching a CIM should be able to locate it at any stage in the process, by looking on the workflow system.

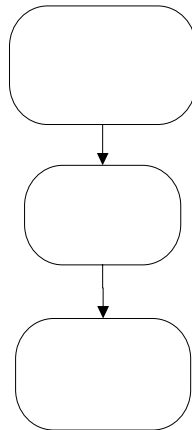
#### 3.3 Steps in the office validation

A complete office validation for an area can only be carried out once the CIM has been completed (See the CIM Manual for the steps to complete the CIM). However as it is anticipated that office validation will be much quicker than CIM production, TCT records will still be captured prior to the CIM being completed. The records will be attached to the CIM via the CIM No at a later stage when the CIM is ready and handed over. The office validation will be a two step process, the steps are set out in the charts below:

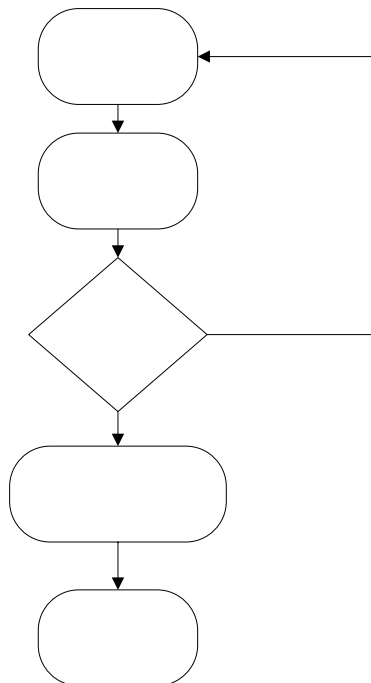
**3.4 Step 1 – Collection of Records from the ROD.**

In the initial stages the collection was based on the first round of hand drawn CIMs. This method was not cost effective or sustainable. The current practice is preferred for areas where the TCTs will be captured by Barangay. However if the whole registry is to be captured a different process would be adopted

Production of Lists



Return of collected TCTs to PIO2



### **Select the Barangay from the Cross Index and display the pulling list**

Pulling lists have been set up in the cross index for the TCTs known for Holy Spirit, Batasan Hills, Commonwealth and Bagong Silangan. Where this is the case the TCT lists can be printed using the office validation menu in the cross index database. There are three reports than can be produced:

- Pulling list after 1989;
- Pulling list before 1989; and
- Pulling list TCT No. no date.

Click on the appropriate report and then enter the Barangay code 21-138 for Holy Spirit, 21-139 for Batasan Hills, 21-023 for Commonwealth or 21-008 for Bagong Silangan. It should be noted that at this stage there is no specific data held for Payatas, as the Assessor's records do not officially recognise the area.

### **Producing a list of TCTs for an area without sheet numbers**

Where the TCTs do not have a sheet reference the only option is to produce a pulling list of all TCTs within the Barangay not on sheets. Where this is the case the TCT lists can also be printed using the office validation menu in the cross index database.

There are three reports than can be produced:

- Pulling list after 1989;
- Pulling list before 1989; and
- Pulling list TCT No. no date.

The lists can then be printed by selecting print from the file menu (see the cross index user manual for more details).

### **3.4.3 Producing a list of TCTs for an area with sheet numbers**

Once the report has been displayed they can be checked on the screen to determine if there are any TCTs within that sheet. If the list is blank try one of the other reports if they are all blank then a list of all TCTs within the Barangay not on sheets (see the previous process). If the list contains TCTs it can be printed by selecting print from the file menu (see the cross index user manual for more details).

### **3.4.4 Send the list to the ROD for pulling**

Once printed, the lists can be sent to the ROD for pulling of the TCTs. After the lists are printed they should be consolidated, ie the three lists for one sheet or Barangay should be kept together and sent at the same time. When the lists are sent to the ROD the workflow system must be updated with the date that it was sent and the number of TCTs that were requested. If the list being sent is a manual, or a field validation list the appropriate section of the workflow system must be updated. (Refer to the cross index user manual for further information)

### **3.4.5 Title Searchers at the ROD**

Lists of TCTs will be collected by the title searchers. As a result of the ROD records being burnt in late 1989, not all TCTs found in the Assessor's records relate to the current TCT held in the ROD. After the fire the TCT numbering again began at 1 rather than continuing from the last known issued number. For this reason three lists are created from the assessors. Any TCT contained on the lists for those created before 1989 or without a creation date must be checked to determine if the land descriptions match. Those TCT's that do not match will not be removed and copied. For list before 1989 and with no registration date the lists at the reconstitution branch should be checked to determine the new TCT number.

When it is determined that the correct TCT has been obtained it will be stamped with the PIO2 stamp to identify that updates must be referred to LAMP. Where a TCT has been cancelled the new TCT number must be added to the list and where it is available supplied. All supplied TCTs will have a tick next to the TCT number and copy of the TCT attached. Where are not available, eg TCTs could have been in dealings at the registry or be with LARES for encoding, this should be noted on the list.

Note: Some of the lists returned will be manual (handwritten lists) of TCTs that could not be previously obtained, others may be lists prepared as a part of field validation.

### **3.4.6 Analysis of the TCTs returned**

Lists of TCTs with the TCT attached will be periodically returned to the prototype. Each set of TCTs must be examined to determine if they are the correct TCT. As a result of the ROD records being burnt in late 1989, not all TCTs found in the Assessor's records relate to the current TCT held in the ROD. After the fire the TCT numbering again began at 1 rather than continuing from the last known issued number. For this reason three lists are created from the assessors. Any TCT contained on the lists for those created before 1989 or without a creation date must be checked to determine if it falls within the CIM. Those TCT's that do not fall within the CIM area (and usually the prototype area) will not be used and the parcel will become the subject of field validation. For the prototype all TCTs have been created from Original Titles 614 (Record No 5975) or 333 (Record No 1037). If these are not the OCT numbers the TCT will not be entered into the Cross Index.

Where a TCT has been cancelled the new TCT number should have been added to the list and where it is available supplied. All supplied TCTs will have a tick next to the TCT number and it must be checked that the TCT was copied and sent. If a tick is shown and the TCT is not supplied then the tick must be changed to a cross. A manual list of all TCTs not supplied should be produced to be sent back to the ROD for later pulling. These TCTs could have been in dealings at the registry or be with LARES for encoding. All effort should be made to locate these before going into the field to gather information.

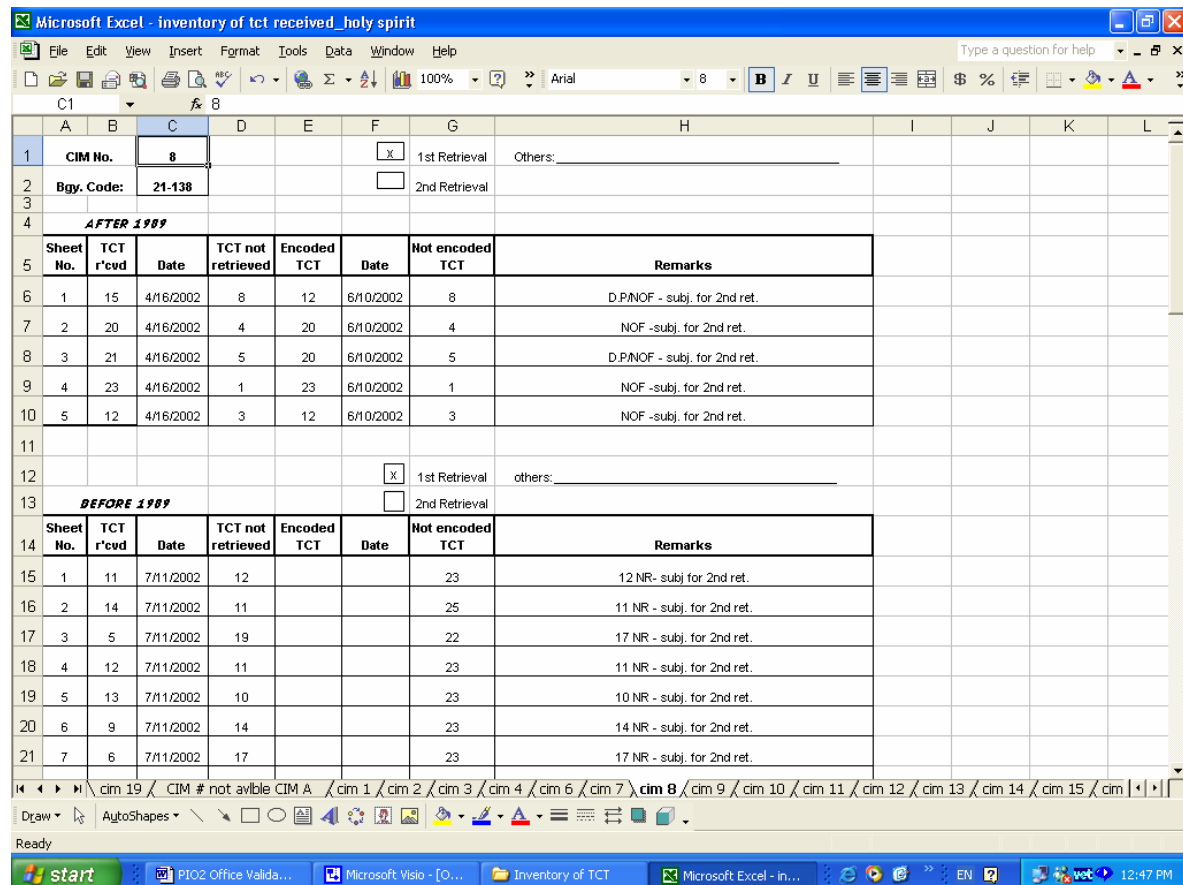
Note: Some of the lists returned will be manual (handwritten lists) of TCTs that could not be previously obtained, others may be lists prepared as a part of field validation.

### **3.4.7 Does the list need to be sent back for further work**

During the checking of the TCTs pulled list it should be determined if the list has been fully satisfied, ie pages not missed, if they have these should be returned to the ROD for retrieval. All TCTs on the list must either be marked as retrieved or have a status against them, eg NOF, NA, etc.

### 3.4.8 Produce statistics for the lists

When the lists are returned an inventory is updated in excel. The inventory is based on the lists sent and an example is set out below.



These inventory sheets are printed then added to the lists and the pulled TCTs, then they are placed in a folder. A label with the CIM no is placed on it and the folder is put in the storage draw until it is retrieved for keying.

### 3.4.9 Update the workflow and store the TCTs ready for keying

When the lists are stored the workflow must be updated with the date returned. A count must be made of all TCTs returned for each list and the details entered into the Cross Index database (refer to the Cross Index Users manual for more details).

If the office validation is up to date then the lists can be handed to the operators for immediate keying, however it is more likely that the lists will be stored until needed. For proper workflow there should be a stored set of lists so that the data encoders are not forced to sit around waiting for lists to be delivered from the ROD.

Where the list has been pulled because the CIM has been completed and is awaiting office validation or the list has been compiled from TCTs found in field validation, it should be handed to the office validation staff for immediate keying.

### **3.5 Updates to TCTs already captured**

When the stamp for PIO2 is approved the TCTs used by the project will be easy to identify and they can be sent to the LAMP personnel in the ROD. When an update occurs to one of these TCTs it will be copied, along with any new TCTs, and sent to PIO2. The cross index can then be updated with the new details.

### **3.6 2<sup>nd</sup> Step - Updating the Cross Index**

It is important that every parcel shown on a CIM has a record in the cross index, whether we have any TCT or assessor's records or not, the parcel must be recorded. There are several options for capturing parcels depending on whether the CIM has been produced or not. Where a CIM is not present we can only update records with the TCT information and see if it matches the Assessor's records, therefore we will only be data capturing. Where we have a CIM we can tie the record to the CIM and create a record for those parcels which do not have any records, thus completing a true office validation. This is when then the cross index starts to become a powerful tool as we can then identify which parcels are correct, which could be in need of reconstitution, or which parcels are in danger of being exploited as there is little or no official records held about them. We can then build up a picture of what needs to be field validated.

While the capture can get ahead of the CIM production it will never be fully complete and field validation cannot occur without the completion of a CIM.

### **3.7 Linking Records**

The ideal situation would be to use the CIM number to link the records from the different databases. 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 number 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, the database already exist in the agencies that PIO2 are working with. The Cross Index was created initially from one of these databases, 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.

In the earlier capture 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. However as the SPI construction has been automated the (LRC) is now being used.

The SPI is held in each table and will be invisible to the end user of the system who can find records by a variety of methods, notably by the Owner's name, Street Address, Land Description or CIM number.

If a number is duplicated then an alpha (A, B or C) will be added to the end of the SPI to keep it unique.



### **3.8.1 Determine if the TCT is to be pulled from a list with sheet numbers**

There are three lists that are created for a CIM, those created after 1989, those created before 1989 and those without a creation date. The lists of TCTs are produced from the Cross Index, these may be printed from a sheet number originally allocated to the old Cross Index or from a list of TCTs, not on sheets, within the Barangay. When the lists are picked up the operator must determine how they were produced. Lists from sheets will be shown, in the workflow system, as being the old CIM number and Barangay. Any others will be shown as only being lists from the Barangay. This will make the tracking of work completed easier and allow the office validation manager to get a true picture of what work has been completed and what is outstanding.

### **3.8.2 Marking TCT lists not on sheets to the office validator**

Once the list of TCTs has been collected the person who will be carrying out the office validation can mark the work to themselves. The validator will enter the Barangay code only in the CIM No field and must enter their name and the date that the validation commenced.

### **3.8.3 Determining if the old CIM was produced**

There is a chance that not all of the CIMs that have had their sheet number added to the old cross index were produced. While the majority have been it is possible that the old CIM cannot be found. If this is the case the office validation will still continue but any additional parcels that would be on that CIM, not referenced in the Assessor's or the TCTs cannot be added at this stage.

### **3.8.4 Obtaining a copy of the old CIM**

When an old CIM sheet was produced there is a folder created with a copy of the CIM and any other relevant documents held in it. This folder must be collected and used during the office validation. Any parcels investigated at the assessor's office will have a print out inside the folder showing the details of the search. An A4 size copy should be made of the pencil drawn CIM using the photocopier to reduce the size.

### **3.8.5 Marking the old CIM to the office validator**

Once the list of TCTs the copy of the old CIM and the folder have been collected the person who will be carrying out the office validation is ready to start and can mark the work to themselves. The validator will enter the Barangay code and sheet number in the CIM No field and must enter their name and the date that the validation commenced.

### 3.8.6 Locate the Assessors Record

The Cross Index records are held on an Access database that can be opened from any computer linked to the network. The database opens at the Main menu and from there the Office validation menu is accessed. (see the Cross Index user manual for further information). To capture the CIM records the appropriate Barangay must be selected. As the forms used automatically assign a Barangay code, it is important to use the correct Barangay screen, otherwise the records will be tied to the wrong Barangay. In the capture screens select the find assessor's record button to access the screen that contains the assessor's records. To locate the assessor's record click in the TCT No from Assessors records field then select find from the menu. Enter the TCT no.

Note: If the TCT number is not available there are other options to find the record refer to the Cross Index user manual for further information.

Where an assessor's record does not exist this and the following step will be skipped and the missing record will be shown on a report that can be sent to the Assessor's office.

### 3.8.7 Assign the SPI to the Assessors Record

Once the Assessor's record has been located the SPI must be added to it. The SPI is calculated from the land description displayed and 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 34A Block 3 PSD-00-0704-133667-D the SPI would be 34A-3-PSD-00-0704-133667-D. It should be noted that in the earlier part of the data capture a dash was not added between the plan number and the plan suffix, thus the number was captured as PSD-00-0704-133667D. Both cases create a unique number however to maintain consistency a dash should be added between the plan number and the plan suffix.

In the earlier capture 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. However as the SPI construction has been automated the (LRC) is now being used.

Once the SPI has been entered click on close form and the parcel capture screen will be displayed.

### 3.8.8 Create a new parcel record

All TCT's obtained from the Registry of Deeds that exist within the prototype area will be added to the Cross Index. Firstly the TCT must be located on the CIM (where one exists) to verify that it is the correct one. To create a new parcel record select the Add record button and the window will be cleared of entries, the counter on the bottom right hand corner will display Record X of X, eg 2456 of 2456. In the parcel capture screen enter the land description. The SPI is created from the land description and will be entered from the TCT, however if the TCT is not present the information on the CIM will be accepted as correct. Where the assessor's record

exists and the SPI has been captured against that record, the Assessor's fields will be populated once the SPI has been created. For all records, even where no TCT exists enter the Lot, Block and Plan number (plan number is split into three fields plan prefix, plan number and plan suffix).

### **3.8.9 Entering the TCT details into the Cross Index**

The TCT data is keyed into the appropriate areas the screen. Entry must be from the TCT only, even though the Assessor's records are displayed on the screen they should not be referenced until the TCT information has been entered. When the record is keyed it will be automatically assigned the correct SPI and this will appear in the SPI field. See the Cross Index user manual for the screen layout.

The following information is captured from the TCT:

- TCT number, TCT prefix, TCT number
- Serial number
- Book and page number
- Date of Registration
- Owner's name, First name (s), Surname
- The location of the image (if the TCT has been imaged)\*

If the TCT being captured is cancelled then the following is also captured:

- Live field has the tick removed
- The new TCT number(s) that issued from the cancelled TCT.

\*NOTE: The imaging of the TCT will be undertaken as a pilot as part of office validation, the image is then hyperlinked to the database. This is set out in detail in the Cross Index User Manual.

### **3.8.10 Validating the TCT record against the Assessor's record**

Once the record is entered into the Cross Index it can be compared to the Assessor's record already held. The screen where the TCT has been entered into displays the TCT record (on the left of the window) and the assessor's record (on the right of the window), see the Cross Index user manual for more details.

Within each set of records the following fields are compared:

- TCT Number, including the alpha prefix
- Date of Registration
- Land description, ie. Lot block and plan number, this is compared to the land description keyed into the parcel area.
- Area
- Owner's name

If all of these fields match then the records match field in the TCT section of the screen is ticked. Where any of these do not match the box will not be ticked and the parcel will be placed on a report that can be sent to the Assessor's to allow them to update their records.

### **3.8.11 Update the inventory sheets**

The process is continued until all parcels have been office validated. The inventory sheets in the folder are then updated and the totals adjusted. The spreadsheet is then updated with the adjusted totals.

### **3.8.12 Create a report for the Assessor's**

There are many reasons why the records held in the Assessor's office do not match the TCT. The most common reason is when the TCT has been created from a reconstituted TCT or a transfer of ownership that has occurred, but is not shown in the assessor's records. In the current system the owner is responsible for informing the Assessor's records. When they do not wish to pay tax they do not inform the Assessor's office, resulting in the Assessor's records being out of date. Where this is found in the cross index or where other errors are detected a report can be produced and sent to the assessors to allow them to update there records. At this stage the format of the report, ie printed or digital data is not known. The assessor's can then use the report to update their records and/or to further investigate the owner's details.

### **3.8.13 Validation Complete**

For a validation based on an old CIM the validation will be completed when all the TCT's have been validated and a base parcel record created for all the other parcels on the CIM. Where the validation is for TCT's within a Barangay, ie there are no old CIMs drawn the validation will be completed when all TCTs have been captured and checked against the cross index.



### **3.9.1 Picking up the CIM and marking it to the office validator**

The CIM must be retrieved from the storage cabinet and marked to the person who will do the office validation. As the CIM production is usually behind the office validation the CIMs are generally passed straight to the office validators, but as more CIMs are produced a backlog should build up.

### **3.9.2 Determining if the CIM is over the area where an old CIM has been produced**

For the area of the CIM check the maps to determine if this falls within an area that had an old CIM already drawn before the new CIM procedures were produced. The new CIMs usually affect more than one old CIM and all old CIM numbers will be required.

### **3.9.3 Determining if the old CIM has been office validated**

Check the workflow system to determine if the old CIM(s) have been office validated. Where they have the file for that CIM must be obtained from storage and used for the new CIM validation

### **3.9.4 Determine if a CIM been produced but not validated**

There is a chance that not all of the CIMs that have had their sheet number added to the old cross index have been office validated. While the majority will have been it is possible that the old CIM has not. If this is the case the old CIM should also be obtained to determine if all parcels on the old CIM were transferred to the new CIM.

### **3.9.5 Obtaining a copy of the old CIM**

When an old CIM sheet was produced there is a folder created with a copy of the CIM and any other relevant documents held in it. This folder must be collected and used during the office validation. Any parcels investigated at the assessor's office will have a print out inside the folder showing the details of the search.

### **3.9.6 Updating the location of the old CIM file**

All documents that are taken from storage must be marked to the person who has removed it. On the workflow system change the current location of the file from the storage area to being with you.

### **3.9.7 Determine if the parcel has been office validated**

Where a parcel has been previously captured on an old CIM the copy will have the parcel highlighted either green or yellow. By checking the old CIM it is easy to determine if a parcel was captured then it can be located on the Cross Index.

Where a parcel is not highlighted or the CIM does not exist the cross index should still be checked to see if the parcel has been created.

### **3.9.8 Locate the next parcel on the Cross Index**

Previously captured records will be stored on the Cross index. To locate the record click on the SPI search field and enter the SPI number then press enter (see the section on assigning SPI below for details on how to determine the SPI number). If the record exists it will be displayed on the screen.

### **3.9.9 Adding the Preliminary CIM number**

The preliminary CIM number is taken from the office validation copy of the CIM and is a combination of the number shown on the top right hand corner of the CIM plus the parcel number allocated to a particular parcel. The parcel number will be circled on the office validation copy of the CIM and the two numbers are combined and captured as a single number. For more information on CIM numbers see the CIM production procedure manual. This number is entered into the preliminary CIM number field, where an old CIM number is held it will be retained for historical purposes.

### **3.9.10 Determining if all parcels have been updated**

A CIM is not complete until all the parcels have been entered into the Cross Index. Where there are more parcels to be captured the processes, as shown in the flow chart, will be continued until all parcels have been captured. Presently the only way this is determined is to have a visual inspection and to tick, on the copy of the CIM, each parcel that has the parcel record created but cannot be validated. Any parcels office validated are highlighted green but all parcels must have a base record of the SPI, land description and CIM number. To assist in determining if all parcels have been entered two reports are planned to be developed. The first will be a count of the number of parcels captured per CIM, the second will list the CIM number and land description of all parcels. Where the parcel count is correct the second report will not be used, however when the parcel count does not match the second report can be used to determine which parcels are not captured.

### **3.9.11 Locate the Assessors Record**

The Cross Index records are held on an Access database that can be opened from any computer linked to the network. The database opens at the Main menu and from there the Office validation menu is accessed. (see the Cross Index user manual for further information). To capture the CIM records the appropriate Barangay must be selected. As the forms used automatically assign a Barangay code, it is important to use the correct Barangay screen, otherwise the records will be tied to the wrong Barangay. In the capture screens select the find assessor's record button to access the screen that contains the assessor's records. To locate the assessor's record click in the TCT No from Assessors records field then select find from the menu. Enter the TCT no.

Note: If the TCT number is not available there are other options to find the record refer to the Cross Index user manual for further information.

Where an assessor's record does not exist this and the following step will be skipped and the missing record will be shown on a report that can be sent to the Assessor's office.

### **3.9.12 Assign the SPI to the Assessors Record**

Once the Assessor's record has been located the SPI must be added to it. The SPI is calculated from the land description displayed and 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 34A Block 3 PSD-00-0704-133667-D the SPI would be 34A-3-PSD-00-0704-133667-D. It should be noted that in the earlier part of the data capture a dash was not added between the plan number and the plan suffix, thus the number was captured as PSD-00-0704-133667D. Both cases create a unique number however to maintain consistency a dash should be added between the plan number and the plan suffix.

In the earlier capture 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. However as the SPI construction has been automated the (LRC) is now being used.

Once the SPI has been entered click on close form and the parcel capture screen will be displayed.

### **3.9.13 Create a new parcel record**

All TCT's obtained from the Registry of Deeds that exist within the prototype area will be added to the Cross Index. Firstly the TCT must be located on the CIM (where one exists) to verify that it is the correct one. To create a new parcel record select the Add record button and the window will be cleared of entries, the counter on the bottom right hand corner will display Record X of X, eg 2456 of 2456. In the parcel capture screen enter the land description. The SPI is created from the land description and will be entered from the TCT, however if the TCT is not present the information on the CIM will be accepted as correct. Where the assessor's record exists and the SPI has been captured against that record, the Assessor's fields will be populated once the SPI has been created. For all records, even where no TCT exists enter the Lot, Block and Plan number (plan number is split into three fields plan prefix, plan number and plan suffix).

The preliminary CIM number is taken from the office validation copy of the CIM and is a combination of the number shown on the top right hand corner of the CIM plus the parcel number allocated to a particular parcel. The parcel number will be circled on the office validation copy of the CIM and the two numbers are combined and captured as a single number. For more information on CIM numbers see the CIM production procedure manual. This number is entered into the preliminary CIM number field, where an old CIM number is held it will be retained for historical purposes.

### 3.9.14 Entering the TCT details into the Cross Index

The TCT data is keyed into the appropriate areas the screen. Entry must be from the TCT only, even though the Assessor's records are displayed on the screen they should not be referenced until the TCT information has been entered. When the record is keyed it will be automatically assigned the correct SPI and this will appear in the SPI field. See the Cross Index user manual for the screen layout.

The following information is captured from the TCT:

- TCT number, TCT prefix, TCT number
- Serial number
- Book and page number
- Date of Registration
- Owner's name, First name (s), Surname
- The location of the image (if the TCT has been imaged)\*

If the TCT being captured is cancelled then the following is also captured:

- Live field has the tick removed
- The new TCT number(s) that issued from the cancelled TCT.

\*NOTE: The imaging of the TCT will be undertaken as part of office validation, the image is then hyperlinked to the database. This is set out in detail in the Cross Index User Manual.

### 3.9.15 Validating the TCT record against the Assessor's record and highlight the TCT on the copy of the CIM

Once the record is entered into the Cross Index it can be compared to the Assessor's record already held. The screen where the TCT has been entered into displays the TCT record (on the left of the window) and the assessor's record (on the right of the window), see the Cross Index user manual for more details.

Within each set of records the following fields are compared:

- TCT Number, including the alpha prefix
- Date of Registration
- Land description, ie. Lot block and plan number, this is compared to the land description keyed into the parcel area.
- Area
- Owner's name

If all of these fields match then the records match field in the TCT section of the screen is ticked. Where any of these do not match the box will not be ticked and the parcel will be placed on a report that can be sent to the Assessor's to allow them to update their records.

The copy of the CIM that is handed over to the office validation team will be updated to assist the field validation team. When the parcel has been entered there are three options of how the office validation CIM will be updated.

1. Where there is no TCT the parcel will not be highlighted on the CIM.
2. Where the TCT entries match the Assessor's records the CIM will be highlighted green.
3. Where the TCT entries do not match the Assessor's records the CIM will also be highlighted green.

### **3.9.16 Is it the last parcel on the CIM**

The process is continued until all parcels have been office validated.

### **3.9.17 Create a report for the Assessor's**

There are many reasons why the records held in the Assessor's office do not match the TCT. The most common reason is when the TCT has been created from a reconstituted TCT or a transfer of ownership that has occurred, but is not shown in the assessor's records. In the current system the owner is responsible for informing the Assessor's records. When they do not wish to pay tax they do not inform the Assessor's office, resulting in the Assessor's records being out of date. Where this is found in the cross index or where other errors are detected a report can be produced and sent to the assessors to allow them to update their records. At this stage the format of the report, ie printed or digital data is not known. The assessor's can then use the report to update their records and/or to further investigate the owner's details.

### **3.9.18 Validation Complete**

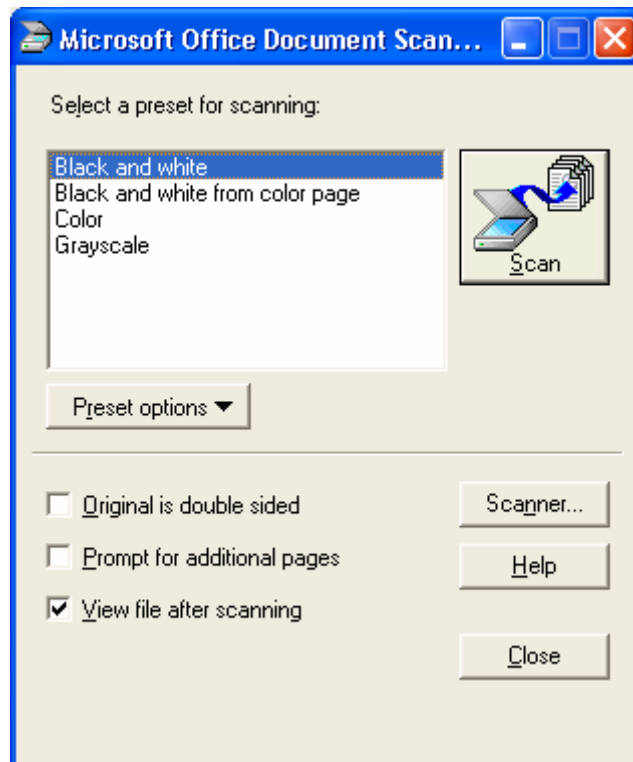
A CIM is not complete until all the parcels have been entered into the Cross Index. Where there are more parcels to be captured the processes, as shown in the flow chart, will be continued until all parcels have been captured. Once all parcels have been captured the office validation is complete and the CIM is ready for field validation. The workflow will be updated with the date that the CIM was completed, all documents will be placed in a folder and the TCTs will be passed across for scanning. The CIM should be placed in the field validation storage area ready for field validation.

## 4 SCANNING OF TCTS

There is limited storage space within PIO2 and it would be impossible to hold 40,000 copies of TCTs. Therefore all TCTs will be scanned once they have been keyed. Currently this is a separate process carried out after the TCTs have been captured, but there is no reason why it cannot occur as the TCTs are keyed. The only restriction is the number of scanners available. When field validation is not occurring there are two scanners available, however once the field validation starts in full production there will only be one available.

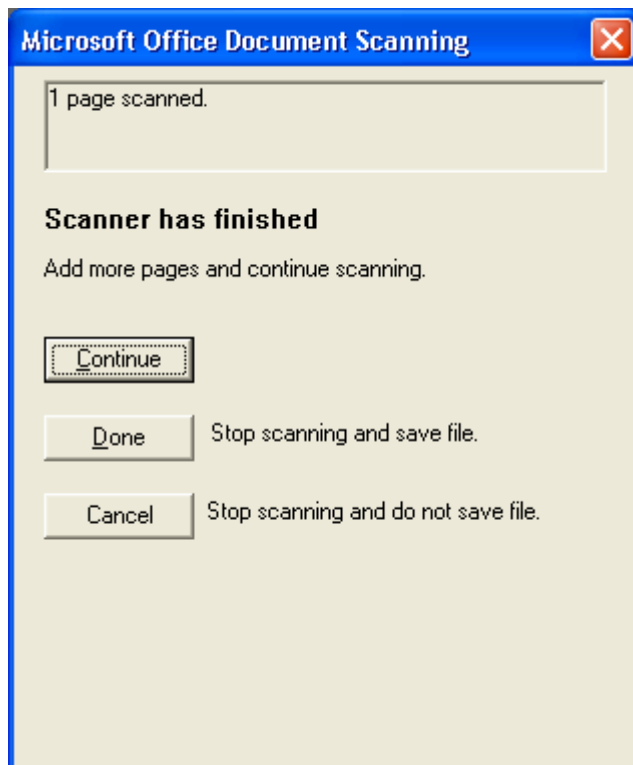
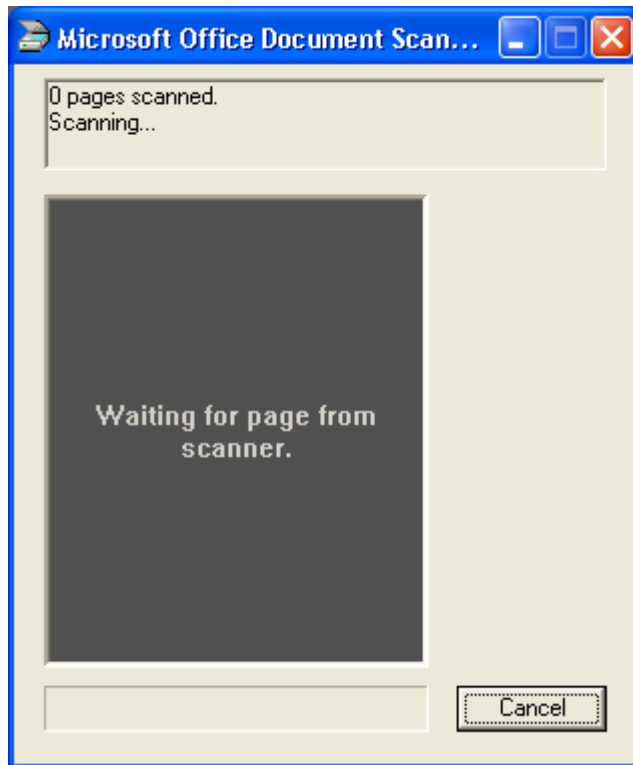
To begin the scanning the first document is placed on the scanner and the scan button on the front pushed. An options screen will be displayed to select the program to be used for creating the image.

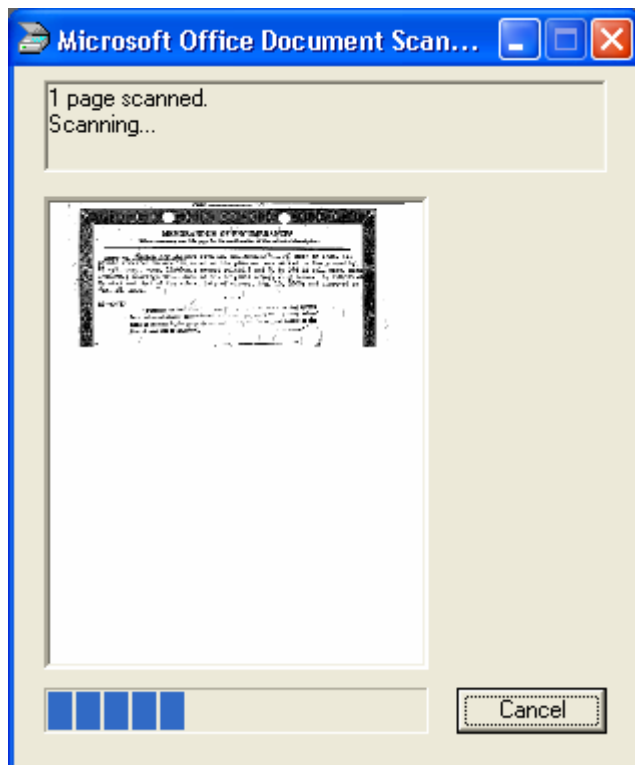
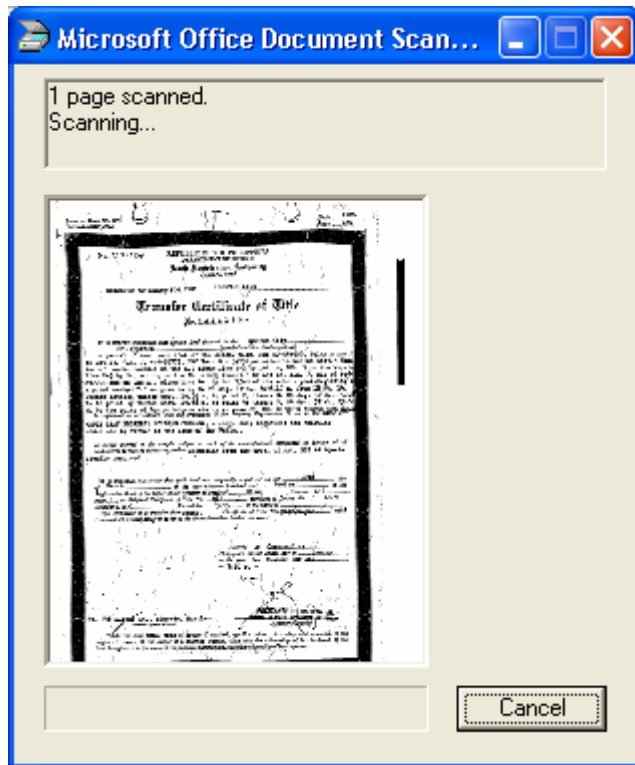
Select "Microsoft Office Document Scanning" as this program allows the capture of multiple pages.

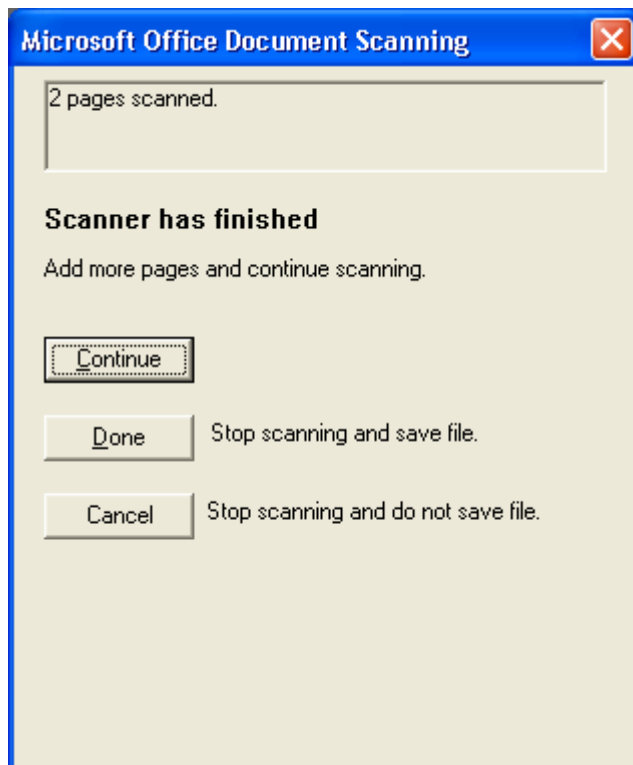


The preset for scanning will be black and white as the photocopies are in black and white. However make sure the Prompt for additional pages option is selected, this can be selected by clicking the box next to it and a tick will appear.

To start the process press Scan. When the first page is scanned you will be presented with further window that will allow you to scan additional pages.

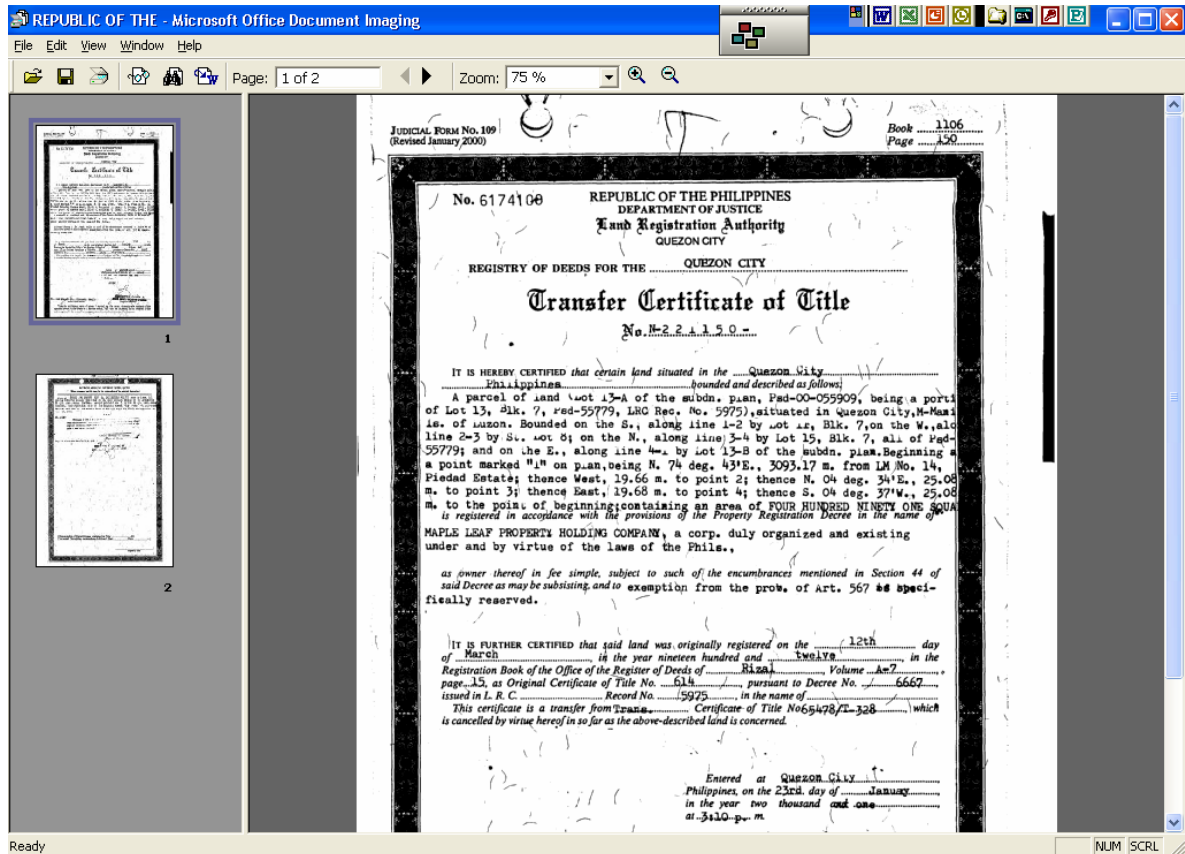




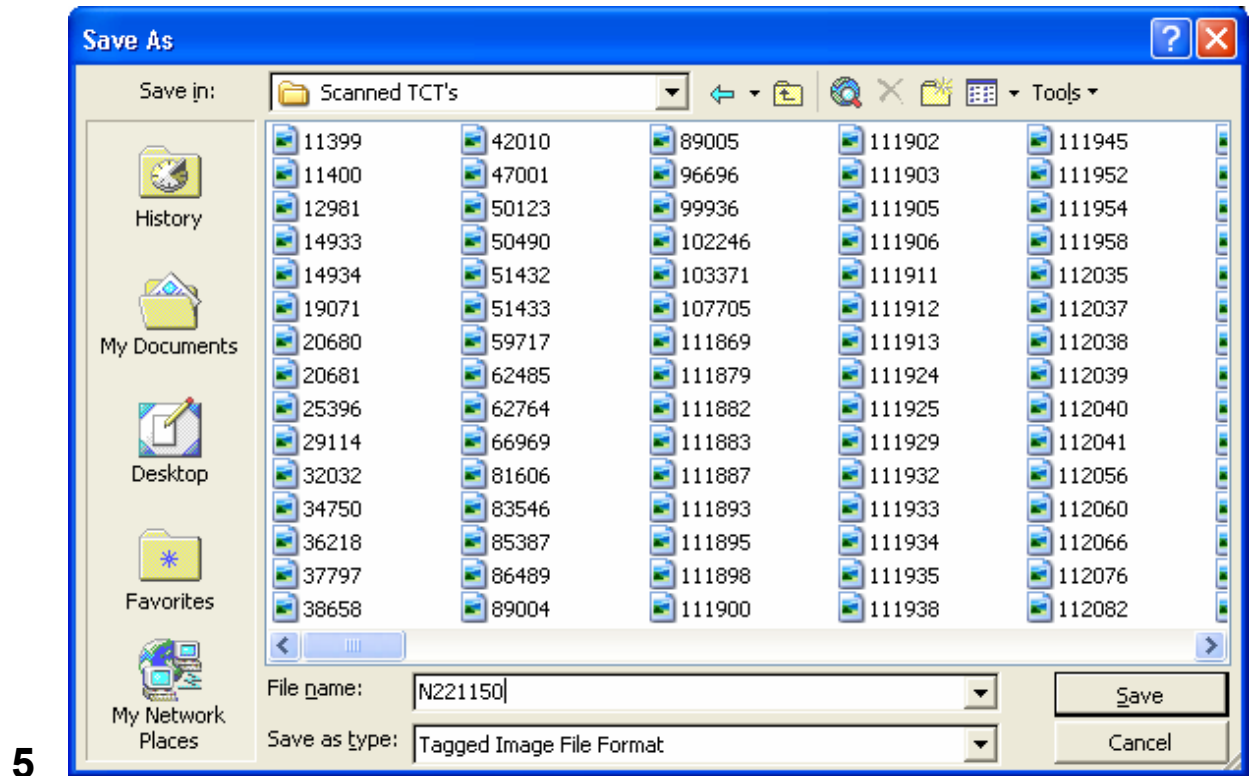


Once all the pages have been scanned select done.

The images will be displayed in the Microsoft Office Document Imaging window.



If the images are correct then the file can be saved. Select save from the file menu and name the document the same number as the TCT. The document is to be saved in the Scanned TCT folder on the main computer the path is : as shown below.

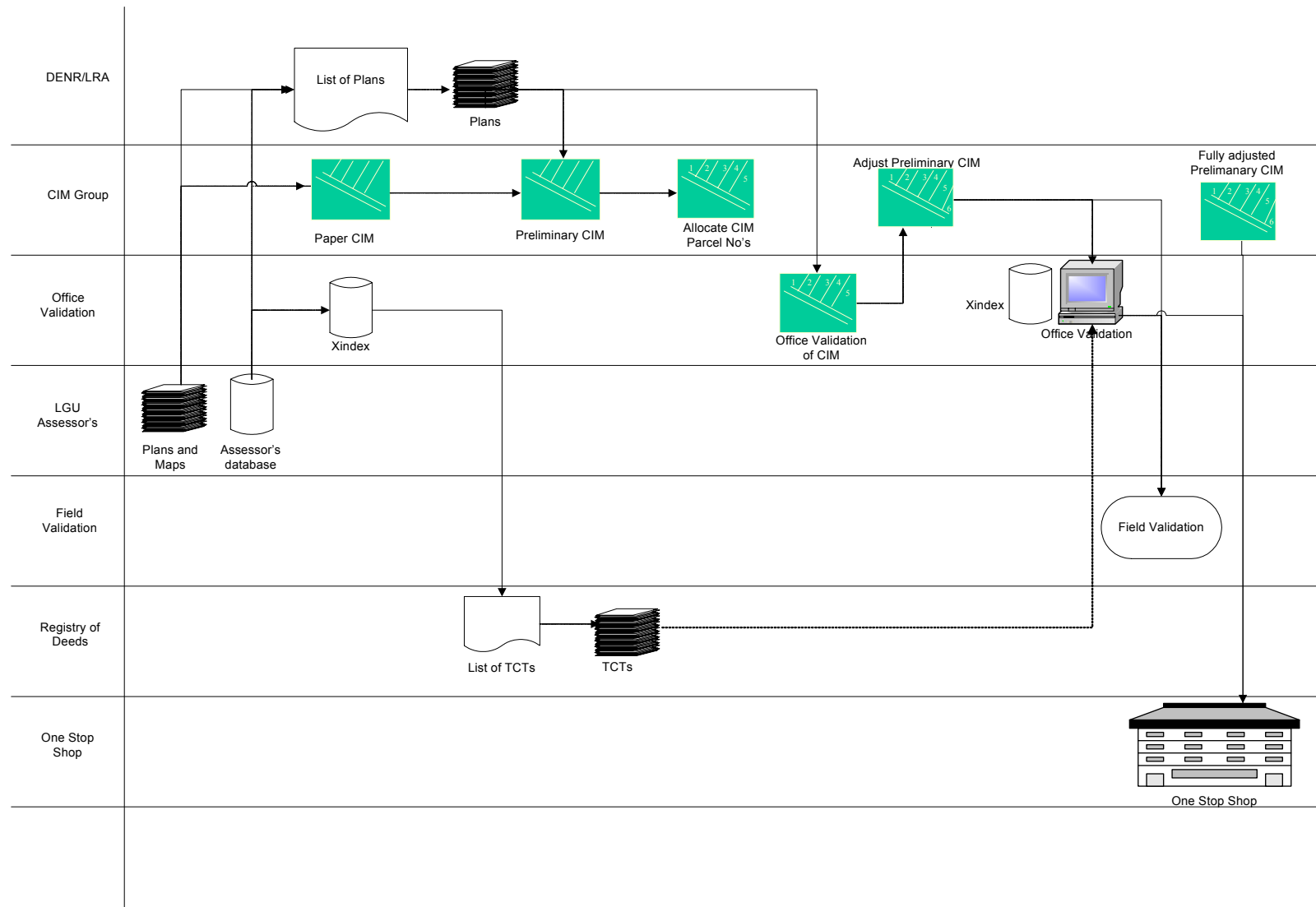


## RETIRING OF PARCELS

When a parcel has been consolidated and or resubdivided it will not be removed from the database. Instead it will be retired, retired parcels will retain all their old characteristics and will have a retired flag set against them.

The screenshot displays a Microsoft Access form in Design View, titled "Microsoft Access - [Holy Spirit Xindex Capture : Form]". The form is composed of several stacked sections, each with a "Form Header" and "Detail" area. The top section, highlighted in green, includes fields for SPI, CIMNO, Preliminary CIM No., Lot, Block, PlanNo, PlanPrefix, PlanNo, Pla, Area, Brgycode, and a checked "Retired" checkbox. The middle section, highlighted in grey, contains fields for TCT No., TCTNo, Serial Number, SerialNumber, Book, Book, Page, Page, Date of Registration, DateofRegistration, Owner, Live (checked), and a "Records Match" checkbox. Below this is a section for finding TCT records with fields for TCT, FirstName, LastName, and ID, and a "Find TCT Record" button. The bottom section, highlighted in brown, includes fields for TCT No., TCTNO, SPI, SPI, Date of Registration, REGDT, Lot, LOT, Block, BLOCK, New TCT No., NEWTCT, Plan No., SURVEYNO, Area, AREA, New Plan No., NEWSURVEYNO, Owner's Name, OWNERSNAME, PSPIN, PSPIN, Section, SECTION, and a "Find Assessor's" button. At the very bottom, there is a "Property Address" section with an "Address" field. The form is currently in "Design View" as indicated at the bottom left.

# APPENDIX 1



## APPENDIX 2 BACKGROUND DOCUMENTATION

### Introduction

The following data was supplied in the bridging phase of the project and used to design the original cross index in excel. This cross index consisted of four Microsoft Excel worksheets, one each for Commonwealth, Bagong Silangag, Batasan Hills and Holy Spirit. These have been replaced by the current single database created in Microsoft Access.

### Data Sources

The following table sets out data sources used for the office validation process

**Data Sources – PIO 2**

Data Sources	CIM Number	Survey Plan Number	TCT Copy	TCT Number	Provisional Title	Owner Name	Lot Area
LRA		X					X
DENR		X					X
LMB		X					X
Assessor's Office		X		X		X	X
ROD		X	X	X	X	X	X
Owner's Copy		X	X	X	X	X	X

### 5.1 Office Validation of Titles Using the CROSS INDEX

Existing records (titles, plans, tax declarations) will be validated in the office using the CROSS INDEX form as follows:

Using the tax map (by section) each Parcel Identification Number (PIN) entry on the CROSS INDEX form shall be checked for title number, survey plan number, owner and area information against the corresponding Survey Plan information and Title information records held by the LRA, LMB, DENR and ROD.

Each entry that has complete and correct information evidenced by a match between all source documents shall be noted in the remarks column as Office Check Validated, with certification by the appropriate officer

Parcels that are validated should be noted and coded V in the CROSS INDEX.

When the three source items of information do not agree, (tax map, survey plan information and title information) the difference shall be noted on the remarks column and further verification/ checking shall be made within the available records for possible error in the entry. For example;

- ⊗ The title is shown on the Assessors Office records but no corresponding title in the ROD. Need to check first that it is not a clerical error in the tax record.

- ✿ A tax record (but with no title indicated) and survey plan exists, but no title held in the ROD. Use “mother” survey plan to search forward and back transactions for current records. Also contact original developer to see if original lot is still under their title or ownership.
- ✿ There may be a clerical error in the Assessor’s Office records where the same title number is used but will have different survey plans. A check of the survey plans will identify different titles.
- ✿ A separate file also exists at the Assessors Office, which identifies cases of overlapping title. This file should be checked.

## 5.2 Unresolved Errors that Require Field Validation

When the three source items of information do not agree and can not be resolved by office checks, the difference shall be noted on the remarks column, and in the Unresolved error Report, with certification by the appropriate officer.

Title	Code	Description
Missing Titles		Title number is shown in tax records or survey plan, but the title not available, lost or destroyed in ROD records.
Duplicate Titles		Two or more titles have been lodged in the ROD for the same land. Also two or more titles may be shown in the tax records or on survey plans for the same area.
Overlapping Surveys		Different survey plans exist for the same area or overlapping area. Identified during CIM compilation stage.
Not updated records, tax information or title.		These transactions may have occurred just before or during the process of searching, but the record had not yet been lodged at the Assessors Office. Very unlikely that old transactions are not lodged with the Assessors Office. These transactions should be picked up if the LRA, DENR, ROD and tax Office maintain a record of transactions occurring during CIM search and construction.
Gaps between titles/parcels.		This situation does not occur very often unless all records for a particular parcel have been lost, or in areas adjoining rivers or other non-surveyed land.

## APPENDIX 3 CIM VALIDATION PROCEDURES

